

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **1000**
CATEGORY: **Community Relations**
POLICY CODE: **1330/Use of Public School
Buildings and Sites**

USE OF PUBLIC SCHOOL BUILDINGS AND SITES

Policy Statement

The Trumbull Board of Education recognizes that the primary function of the district's school buildings, equipment, and grounds is to support the education of the children and youth of Trumbull.

Use of athletic and community fields on school grounds is governed by the Town of Trumbull in accordance with relevant Town policies and supporting regulations and procedures, provided that programs and activities sponsored by the Trumbull Public Schools shall have priority over all other programs and activities, and that no use of athletic and community fields will be permitted if it interferes with programs or activities of the Trumbull Public Schools as determined by the Superintendent of Schools or his/her designee. Use of public school buildings and sites, apart from athletic and community fields on school grounds, is governed by the Board of Education in accordance with this policy and supporting Regulations and procedures.

The Board of Education shall grant the use of public school buildings and sites for activities of an educational, cultural, social, recreational, governmental, or general political nature and other commercial and non-commercial uses consistent with the public interest provided that such use does not interfere with programs or activities of the Trumbull Public Schools as determined by the Superintendent of Schools or his/her designee.

The Superintendent of Schools shall cause the development of procedures to support the implementation of this policy, such procedures to include: general rules for using public school buildings and sites; any necessary building-specific or site-specific rules; procedures for application to use such buildings and sites; and fee schedules for using such buildings and sites. The fee schedules shall be reviewed regularly and approved by the Board of Education prior to implementation. All procedures to support the implementation of this policy shall be published on the District website.

Adopted: 1/22/1980
Revised: 1990, 1991, 1993,
5/8/2001, 9/2/2003, 12/9/2010,
10/29/2018, 6/3/2025

References

- Title VI of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964

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- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act as amended by the ADA Amendments Act of 2008
- Connecticut Public Act 17-127, “An Act Concerning Discriminatory Practices against Veterans . . .”
- Connecticut General Statutes § 10-239
- Trumbull Board of Education Policy Code 0200: Statement of Educational Goals
- Trumbull Board of Education Policy Code 0521: Non-Discrimination
- Trumbull Board of Education Policy Code 1324: Fundraising
- Trumbull Board of Education Policy Code 3513.1: Energy Management and Conservation
- Trumbull Board of Education Policy Code 5131: Student Standard of Conduct
- Trumbull Board of Education Policy Code 5131.6: Student Use and Possession of Smoking Products, Tobacco Products, Drugs, and Alcohol
- Trumbull Board of Education Policy Code 6174: Adult/Continuing Education

Regulations

I. Definitions and Scope

- A. For purposes of this policy, an “athletic and community field on school grounds” is defined as any outdoor location adjacent to a school or building operated by the Trumbull Public Schools, and whose typical purpose is organized recreation, whether amateur or professional. For purposes of this policy, an “athletic and community field on school grounds” shall include tennis courts, as well as track and field complexes. Use of athletic and community fields on school grounds is governed by the Town of Trumbull in accordance with relevant Town policies and supporting regulations and procedures, provided that programs and activities sponsored by the Trumbull Public Schools shall have priority over all other programs and activities, and that no use of athletic and community fields will be permitted if it interferes with programs or activities of the Trumbull Public Schools as determined by the Superintendent of Schools or his/her designee.
- B. Any outdoor location adjacent to a school or building operated by the Trumbull Public Schools, which is not an “athletic and community field on school grounds” as defined by the previous paragraph, is governed by the Board of Education in accordance with this policy and supporting Regulations and procedures. This includes parking lots adjacent to school and District buildings, as well as lawns and playgrounds whose typical purpose is not organized recreation.
- C. Any indoor location of a school or building operated by the Trumbull Public Schools is governed by the Board of Education in accordance with this policy and supporting Regulations and procedures.

II. Application Procedures

- A. All requests for the use of public school buildings and sites, with the exception of athletic and community fields on school grounds, for a program or activity sponsored by the Trumbull Public Schools shall be made via the procedures published by the District for TPS-sponsored programs or activities. All requests for the use of public school buildings and sites, with the exception of athletic and community fields on school grounds, by any other organization shall be made by the submission of the appropriate Application for Use of Facilities, with supporting documentation, to the Principal/administrator of the appropriate school/building site at least three (3) weeks in advance of the date(s) applied for.
- B. As detailed on the Application for Use of Facilities, the applicant must identify one adult member of its group who will be present at the proposed event and who will be the liaison to the Principal/administrator prior to, during, and, if necessary, after the proposed event.
- C. As detailed on the Application for Use of Facilities, the applicant may be required to acquire approvals from the Trumbull Chief of Police and/or the Trumbull Fire Marshal.

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- D. As detailed on the Application for Use of Facilities, the applicant may be required to provide certification of insurance for bodily injury, property damage, and/or liability, as well as to name the Board of Education and/or the Town of Trumbull as “additional insured.”
- E. All applications will be scheduled by the school/building Principal/administrator according to each applying user group’s classification in Section III below, with users in higher classifications having priority over users in lower classifications.

III. Classification of User Groups

- A. All programs and activities sponsored by the Trumbull Public Schools shall have priority over all other programs and activities. Programs and activities related to Continuing Education shall be scheduled in accordance with Trumbull Board of Education Policy 6174, “Adult/Continuing Education.”
- B. All users shall be classified into the following user groups. See *Classification of User Groups Chart* chart on the next page.

Classification of User Groups

Classification	Group	Description	Fee Parameters
I	TPS-Sponsored Programs & Activities	TPS-sponsored curricular, co-curricular, & extra-curricular activities; Continuing Education programs in accordance with Trumbull Board of Education Policy 6174, “Adult/Continuing Education”	No rental fee; No associated costs
II	TPS-Related Groups	TPS-recognized parent organizations or athletic booster clubs	No rental fee; Associated Costs on Weekends / Holidays / School Breaks Only
III	Town-Related Groups	Departments, boards, commissions, agencies, or departments of the Town of Trumbull	No rental fee; Associated costs
IV	Town Non-Profit Community Service Groups	Not-for-profit community service groups, including religious organizations and non-public non-profit schools, whose organizational centers are within the Town of Trumbull	Reduced rental fee; Associated costs
V	All Other	For-profit groups; Not-for-profit community service groups whose organizational centers are outside the Town of Trumbull; Private groups; Private citizens	Full rental fee; Associated costs; 50% payable upon completion of Application for Use of Facilities; Balance due 1 week prior to event, or approval for event may be rescinded

C. As presented in the table above, a user may be assessed “Associated costs,” which shall be defined as any costs related to the event and incurred by the Board of Education. Such costs may include, but are not limited to: the costs for custodial and/or maintenance personnel, including overtime as necessary; the costs for audio-visual and/or technical support personnel, including overtime as necessary; the costs for food services personnel, including overtime as necessary; and the costs for security personnel, including overtime as necessary. Selection and employment of all such personnel shall be at the discretion of the Principal/administrator, the Director of Operations, and/or the Business Manager, as appropriate, and in accordance with Board policies and relevant collective bargaining agreements and contracts. Anticipated costs related to events will be published to all users, and confirmed to the applicant at the time of

application by the Principal/administrator based on conversation with the Director of Operations and/or Business Administrator, as appropriate. Additional, unanticipated costs related to an event may be assessed at the conclusion of the event.

- D. Cancellation of an event by the user that is within twenty-four (24) hours of the event will be subject to cancellation fees.
- E. Fee schedules consistent with the parameters above shall be reviewed regularly and approved by the Board of Education prior to implementation, and thereafter published on the District website.
- F. At his/her discretion, the Superintendent of Schools, or his/her designee in conjunction with the Superintendent of Schools, may waive or reduce rental fees and/or associated costs.

IV. General Guidelines for Use

- A. An organization requesting use of public school buildings and sites must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building Principal or responsible administrator, and shall not be used without the express permission of the Principal/administrator.
- B. An organization requesting use of public school buildings and sites must identify the specific dates and hours desired, and approval will be for those specific dates and hours only.
- C. The following restrictions shall apply to the use of public school buildings and sites:
 - 1. Any purpose in conflict with the mission or goals of the District shall not be permitted.
 - 2. Illegal activities shall not be permitted.
 - 3. Use or possession of smoking products, tobacco products, drugs, or alcohol, as defined by Trumbull Board of Education Policy 5131.6, "Student Use and Possession of Smoking Products, Tobacco Products, Drugs, and Alcohol," shall not be permitted.
 - 4. Advertising, decorations, or materials that are obscene, or that promote the use of or possession of smoking products, tobacco products, drugs, or alcohol shall not be permitted.
 - 5. Commercial advertising shall not be permitted except by specific advance request to, and approval by, the Superintendent of Schools.
 - 6. Activities that are disruptive to the school environment, or injurious to the buildings, grounds, or equipment of the District, shall not be permitted.
 - 7. The use of unmanned aerial vehicles, also known as drones, shall not be permitted, except with the express permission of the Superintendent of Schools and the Chief of Police.

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- D. An organization requesting use of public school buildings and sites must conform to Trumbull Board of Education Policy 0521, “Non-Discrimination.”
- E. Refreshments may not be prepared, served, or consumed without the prior approval of the responsible administrator. If such approval is granted, refreshments may be prepared, served, and consumed only in areas designated by the responsible administrator. Use of school cafeterias and/or kitchens for functions, when approved, will be under the general supervision of the Principal/administrator and Director of Food Services and cafeteria manager, as appropriate.
- F. The organization may be required to engage the services of the Trumbull Police Department, the Trumbull Fire Department, Trumbull Emergency Medical Services, and/or additional security personnel for services deemed necessary by those agencies and/or the Board. In addition to any fees payable to the Board of Education in accordance with the fee schedule for public school buildings and sites, the organization may be required to pay fees to those organizations for such services.
- G. The organization is responsible for the observance of local and state fire and safety regulations at all times.
- H. Any organization that seeks to charge admission to an event held on a public school building or site is liable for the collection and payment of taxes on admission fees. The Board of Education assumes no responsibility in this matter.
- I. The Board of Education assumes no responsibility for properties left on the premises by the organization.
- J. The Superintendent of Schools, or his/her designee in conjunction with the Superintendent of Schools, reserves the right to cancel any approved event if a conflict develops with any program or activity sponsored by the Trumbull Public Schools, if the building or site is closed for the day due to inclement weather or any other reason, or for any other reason. The Board of Education assumes no liability in the case of event cancellation.
- K. Any violation of this Policy and/or its supporting Regulations and procedures may result in permanent revocation of the privilege to use public school buildings and sites against the organization and/or individuals involved.