

1330R

Community Relations

General Regulations for Use of School Facilities

The following regulations are designed to encourage broader use of school facilities by those groups and agencies which supplement the educational, cultural, or recreational activities of the children and the community. The schedule of rental rates will be kept as low as possible, considering operational and maintenance costs. The priority order for building use is as follows:

1. Stamford Public Schools sponsored activities
2. Stamford Public Schools Adult & Continuing Education
3. Stamford Public Schools Parent Teacher Organizations
4. City of Stamford Recreation Services
5. Stamford Youth Programs
6. City of Stamford Boards and Commissions
7. Civic, Religious and Fraternal Organizations
8. Business Organizations
9. Commercial Ventures – Such rentals are to be made only when the anticipated use is not inconsistent with the educational mission of the Stamford Public Schools.

Regulations Regarding Public Use of School Properties

1. Completed School Building Use Applications shall be submitted by email to the Board of Education Facilities Department using the instructions on the Facilities page of the Stamford Public Schools website. Applications about which the Facilities Department has any question will be referred to the Director of Facilities for decision. In disputed cases, an appeal may be directed to the Superintendent.
2. Completed School Building Use Applications, with all school and required City approvals, must be submitted at least two weeks before the date of the event or the first day of play for sports.
3. The person or organization granted the use of school property shall assume full liability for any damage to the property, or damage or loss of equipment. If such person or organization shall be deemed to lack sufficient financial responsibility, adequate security may be required before permit approval is granted.
4. The Board of Education requires any organization using school facilities to provide certificates of adequate insurance which shall cover the Board of Education of Stamford, as well as itself. The City of Stamford, its officers, agents, employees, and servants shall be designated as additional named insured. A Certificate of Insurance in proper form shall be filed with Risk Management during the School Building Use Application process. Said insurance is presently in the amount of \$1,000,000. This includes \$50,000 property damage liability and is for the normal use of schools having no overhanging balconies in the auditorium. For schools with overhanging balconies, the insurance shall be in the amount of \$2,000,000 general liability and includes \$100,000 property damage. Use of Boyle Stadium requires \$5,000,000 general liability insurance including \$300,000 property damage.

5. All children involved in activities must be in the charge of responsible adults, the number of supervisors varying according to the number of participants. Adequate supervision and leadership must be provided throughout the period authorized for use.
6. On all occasions when a permit is granted for the use of school property, sufficient police and fire protection service shall be provided as determined by the respective departments, and the expense for such service shall be paid by the person or organization granted the permit; this expense to be in addition to the charge for the use of property.
7. Admission to any function using school facilities cannot be denied on any basis prohibited by law.
8. Intoxicating beverages and any controlled drug as defined in Connecticut General Statute S19-443(8), as amended, are prohibited on all school properties, and any person under the influence of alcohol or drugs shall not be permitted to remain thereon.
9. Putting up decorations or scenery, changing of wiring, or curtains, or other permanent fixtures, moving of pianos or other furniture is prohibited unless special permission is granted by the Superintendent of Schools or the Superintendent's designee. All such activity must be under the direct supervision of the school custodian or employee.
10. It shall be a condition of every permit that no person except regular employees of the Board of Education, or such other persons as may be approved by the Board, shall be permitted to perform any duties connected with the operation of the building or any part of its equipment.
11. The right to revoke a permit at any time is reserved by the school authorities.
12. The Board of Education is not responsible for damage or injury as the result of use of school property and the person or organization granted use of school property shall indemnify, hold harmless and, at the Stamford Public School's option, defend the Stamford Public Schools, the Stamford Board of Education and the City of Stamford, including their officers, agents, employees, Commissions, Committees and Boards, from any third party claims for such losses to property or person arising out of said use. The foregoing indemnity shall include reasonable attorneys' fees and cost of suit, shall not be limited by reason of any insurance coverages required for such use and shall survive the termination of the permit for such use.

Use of Auditorium

The following regulations apply to individuals or organizations renting auditoriums. They do not apply to Board of Education sponsored activities.

1. Auditorium rental does not include use of audio-visual equipment, microphones, sound system, light boards or stage rigging system.
2. Under no circumstances is anyone allowed in the Control Room.
3. Sets used by outside groups should be moveable so as to release stage for other productions.
4. Scenery and props belonging to schools may not be adapted for any outside organization.
5. Under no circumstances are outside groups to do any work on stage such as constructing sets, painting, electrical or audio work, etc.

Use of Boyle Stadium

1. Requests for the use of Boyle Stadium by any organization other than Stamford Public Schools or an organization with which Stamford Public Schools is affiliated must be made using the School Building Use Application found on the Facilities page of the Stamford Public Schools website.
2. Use of Boyle Stadium requires \$5,000,000 general liability insurance including \$300,000 property damage which shall cover the Board of Education of Stamford, as well as itself. The City of Stamford, its officers, agents, employees, and servants shall be designated as additional named insured. A Certificate of Insurance in proper form shall be filed with Risk Management during the School Building Use Application process.
3. There is a total ban on the use of tobacco or any intoxicating beverage or controlled substance. No one under the influence of any such substance will be allowed at Boyle Stadium.
4. Spectators not involved in the activity must remain in the stands. They are not allowed on the track or field surface.
5. Adequate supervision, as determined by the Police Department's specific criteria, will be provided, and funded by the user organization.
6. All events at Boyle Stadium Sunday through Thursday, excluding holidays, must have a starting time no later than 7:00pm and an ending time no later than 10:30pm. Events Friday, Saturday, or school holidays must have a scheduled starting time no later than 7:30pm and an ending time no later than 11:00pm. Ending times may be extended by the Superintendent of Schools or the Superintendent's designee only in extenuating circumstances. Even if the ending time is so extended, no public address system may be used after 11pm.
7. During the months of September, October, and November, night events at Boyle Stadium using the lights shall be limited to no more than three events a week, including practices, or eight events a month. Practices shall be finished by 8:00pm. The stadium lights shall not be turned on except during scheduled events.
8. During the months of April, May, and June, events shall be limited to no more than two events a week or four events a month, excluding graduation.
9. From school close in June until school opening, night events shall not exceed five.
10. The stadium public address system shall be the only sound system used during events in Boyle Stadium.
11. Facilities shall promptly notify the officers of Fountain Terrace about any non-school use of Boyle Stadium.

Fees

Current Stamford Public Schools Rental Rates (SPS Policy 1330 Appendix A) can be found on the Facilities page of the Stamford Public Schools website.

All estimated fees associated with school and/or field use must be paid in full prior to the event or the first day of play for sports. New/future permits will be withheld from any association that does not comply.

Cancellations must be directed to BOE Facilities (not school staff) forty-eight hours in advance of use or fees will be forfeited.

If the scope of the event changes and/or if the hours listed on approved permit are not adhered to, additional charges will be assessed and billed accordingly.

Invoices are processed through MySchoolBucks. Payment can be made either online through MySchoolBucks or by check made payable to the City of Stamford for deposit to the School Building Use Fund sent to:

Board of Education – Facilities Department, 3N
888 Washington Boulevard
Stamford, CT 06901

Legal Reference:

- Connecticut General Statutes
- 10-235 Indemnification of teachers, board members, and employees in damage suits; expenses of litigation
- 10-236 Liability insurance
- 10-239 Use of school facilities for other purposes
- Equal Access Act, 20 U.S.C. ss 4071-4074
- *Good News Club v. Milford Central School*, Sup. Ct., 6-11-01
- 20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

Revised:

August 6, 2025