

Business

Community Use of Academy Facilities

The Woodstock Academy Board of Trustees recognizes that The Academy's buildings, grounds, equipment, and fields are a Northeastern Connecticut treasure and a valuable resource. The Board is committed to making these facilities available to the community as much as possible under proper and appropriate conditions when such use does not conflict with school activities and functions. The Board of Trustees authorizes the Head of School or his/her designee to grant the use of school facilities for activities of an educational, cultural, civic, and/or other uses consistent with the public interest and state law when such aligns with the mission of The Academy and does not interfere with the school program or school-sponsored activities.

The Head of School or his/her designee shall authorize the use of The Academy facilities in conformity with the following regulations as approved by the Board.

1. The use of school facilities must be approved by the Head of School or his/her designee using the developed process.
2. The use of The Woodstock Academy facilities, equipment, and fields for school purposes, meeting of students, entertainment by clubs, alumni associations, parent-teacher associations, and others affiliated with The Academy have precedence over all others.
3. Use of facilities by the following users shall be without a fee charged during the hours when a custodian is scheduled on a regularly scheduled school day. This does not, however, automatically relieve the user from any associated costs related to the proper use of those facilities, i.e., constables for security, kitchen staff for cooking, site manager, custodians, tech support, campus safety, etc. Such costs shall be the responsibility of the user and shall be at the developed rate. Where additional staffing or significant extra cleaning is required, fees shall be charged to all users at a rate established by the Head of School. The Head of School may waive some fees on an individual basis for:
 - a. Academy events sanctioned by the Board of Trustees and/or the Head of School.
 - b. Municipal agencies, boards and commissions of any sending town.
 - c. Local non-profit organizations approved by the Head of School or his/her designee.
4. All activities must be under competent adult supervision approved by the Head of School or his/her designee. In most cases, an assigned Academy employee will be present. The group using the facilities will be responsible for any damage.
5. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless the Head of School or his/her designee approves changes.
6. Groups receiving permission are responsible for the observance of Board of Trustees rules and regulations.

The following activities are prohibited on any property owned by The Academy:

1. Illegal activities will not be tolerated, and any violations may justify permanent restriction of the organization involved; this includes the use of unauthorized controlled substances.
2. Use or possession of alcoholic beverages shall not be permitted on school property with the exception of those events approved in advance by the Board of Trustees.
3. There shall be no smoking in school buildings or on any school-owned property.
4. Refreshments only in areas designated by the Head of School or his/her designee.
5. The Head of School or his/her designee may allow advertising and/or decorations subject to approval.
6. Activities which engender racial, religious and/or sexual prejudices or which are inimical to democracy are prohibited.

The Board of Trustees will cooperate with recognized agencies, such as the Red Cross, and will make suitable facilities available without charge during any community emergency.

Fees and Requirements

The Board of Trustees requires proper liability insurance. All groups given permission to use school facilities, except where this coverage is already provided by the Board, will require liability insurance.

The Head of School or his/her designee will develop and periodically review a fee schedule for use of facilities.

In situations where there is no cost factor to The Academy, fees may be modified or eliminated by the Head of School. In situations where extended usage for a long period of time is required, rates may be set at a contract price. The Board and/or the Head of School reserves the right to revoke permission for use previously granted for just cause, which may include the granting of any further use of premises to any person or organization that fails or refuses to pay for any damage sustained by its use.

Legal Reference:

Connecticut General Statutes
10-239 Use Of school facilities for other purposes
Equal Access Act, 20 U.S.C. ss 4071-4074
Drug-Free Schools and Community Act
20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

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The Woodstock Academy
Woodstock, Connecticut