

COMMUNITY USE OF SCHOOL BUILDINGS/FACILITIES

Bristol Warren public school facilities are provided by the taxpayers of Bristol and Warren to meet the educational and physical needs of our young people. Community groups will be permitted and encouraged to use school facilities for worthwhile purposes when such use will not interfere with the regular school-related program. All arrangements for use will be subject to the provisions of this policy.

The use of school facilities may be granted to responsible organizations not connected with the public schools, upon filing of an application and payment of fees as provided below. A schedule of fees will be reviewed annually by the School Committee.

Using Organizations

Non-profit organizations, including sectarian, a majority of whose membership consist of Bristol and/or Warren citizens shall pay a rental fee as shown in the Facility Rental Fee Schedule. A group or organization will be considered non-profit if it can provide a certification of non-profit state and IRS letter confirming 501(c)3 non-profit status.

All other groups shall pay a rental fee as shown in the Facility Rental Fee schedule, along with the custodial fees.

School activities, including extra-curricular activities will always have precedence over non-school use of facilities requests.

Fee Schedule

An organization using a district facility will pay a rental fee in accordance with the Facility Rental Fee Schedule.

Any organization renting the facilities shall also pay the custodial charges in accordance with the Schedule of Fees. If renting the auditorium at MHHS or KMS, technicians from the district will be required for lighting and sound coverage in accordance with the Schedule of Fees.

When hosting large events, Bristol Warren Regional School District reserves the right to appoint an event supervisor in addition to custodians at the organization's expense.

General Rules & Regulations

The using organizations, by their request, assume responsibility for obtaining on their own, an accident and liability insurance policy insuring the agency, the Bristol Warren Regional School District and the towns of Bristol and/or Warren, for and from any liability for personal injuries and/or property damage which may result during the time the agency is using the facilities of the Bristol Warren Regional School District.

The minimum amount of coverage shall be \$1,000,000 for liability insurance. A certificate of insurance must be provided no later than 5 days in advance of usage. In lieu of the \$1,000,000 liability insurance policy, organizations may purchase a one-time TULIP (Tenant User

Liability Insurance Policy) Insurance for their event or activity.

No one will be allowed access to a building or a facility until the person in charge is present, along with the required school supervisory personnel. There must be adequate and responsible supervision by the user at all times. The using organization will assume responsibility for the preservation of order and for the observance of all town ordinances relative to public gatherings, including adequate police and fire protection. Supervision by employees of the Bristol Warren School Department may be required at the discretion of the superintendent or their designee.

Tobacco, alcohol, and illegal substance use is prohibited at activities held on school property.

Nothing may be moved into a building without the authorization of a school official or custodian. Only the custodian in charge will have the authority to move furniture and change existing school arrangements.

The person(s), group or organization requesting the use of school facilities are responsible for notifying the local police and fire department of their activities and are also responsible for all fees associated with hiring personnel from these departments as may be required.

Arrangement

To request the use of facilities go to the BWRSD website, under the facilities department and fill out the Facilities Request Form.

The superintendent or his designee will retain the right to approve or disapprove the designated area to be used by the applicant at the time of application.

Groups using school facilities will be responsible for damage or theft that occurs during their use of Bristol Warren Regional School Department facilities as a result of the actions of any member of their group.

Failure to comply with this policy, the terms and conditions for facility use, and existing school procedures may result in denial of requests for future use of school facilities.

Adopted: January 24, 1994

Revised: December 15, 2025

CONTRACT REFS: BWEA agreement, Art.
C94 Local 581 agreement, Art.

Bristol Warren Regional School District, Bristol, Rhode Island