

## BOE Policy & Legislation Committee

**Finish Time:**

## Team Norms:

1. All meetings will start on time
2. All team members will agree to stay on specific agenda topics
3. A specific agenda will be set for all meeting

## Commissioners Present:

## Staff Present:

| AGENDA |                                                       |               | MINUTES                                                                                                           |
|--------|-------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------|
|        | Agenda Item                                           | Time Allotted | <ul style="list-style-type: none"> <li>• Motion</li> <li>• Motion by/seconded by</li> <li>• Vote tally</li> </ul> |
| 1.     | Proposed new policy #1330 – Use of School Facilities. |               |                                                                                                                   |
| 2.     | Adjournment                                           |               |                                                                                                                   |

Additional notes/minutes:

Minutes prepared by:

**Use of School Facilities**

The Waterbury Board of Education (the “Board”) recognizes that the school, building, and grounds are a community center and a valuable public resource. The Board encourages the use of school facilities for activities, with a particular interest in serving Waterbury residents and students, provided that such use does not interfere with district and school programs and activities.

In accordance with Conn. Gen. Stat. § 10-239, the Board may permit the use of any school facility for nonprofit educational or community purposes, whether or not school is in session. The Board may also grant temporary use of any school facility for public, educational, or other purposes, including holding political discussions, when the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes, whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent or designee shall develop and disseminate administrative regulations and associated forms governing the use of school buildings and facilities by the community and other groups. Since the primary purpose of school facilities is educational activities, these activities will take priority over all other requested uses. All internal applications will be approved by the Superintendent or designee. All external applicants will be approved by the Board.

**Eligible Organizations and Priority of Use**

Internal (No fee if use does not generate revenue for personal gain)

1. District and Waterbury Public School functions
2. District and Waterbury Public School-affiliated groups (includes PTOs/SGCs)
3. Official bodies and agencies of the City of Waterbury
4. Public and Private Schools in Waterbury

External (Eligible for Fee Waivers) and use does not generate revenue for personal gain

5. Waterbury-based non-profits primarily serving Waterbury children
6. Waterbury-based non-profit groups
7. Non-Waterbury-based non-profit groups

External (Not Eligible for Fee Waivers)

8. Waterbury-based organizations and for-profit groups
9. Out-of-town organizations and for-profit groups

**Application Procedures**

Applications for use of any school building, specific area within a school building, athletic fields, and any other school facilities shall be submitted to the Superintendent’s Designee, in accordance with the Administrative Regulations.

**Use of School Facilities, continued**

The approval process for city, district, and school-based activities will follow internal procedures and forms to expedite approvals and prioritize use.

**Fees**

Use of facilities for district functions, school events, school-affiliated groups, and City of Waterbury departments will be without charge.

Any organization applying for building use will have fees calculated according to the fee schedule. If an organization seeks a fee waiver, the waiver form must be completed at the time of application. The Superintendent or designee will update The Board yearly of fee schedules and collections.

**Types of Activities that will not be permitted for all internal or external applicants**

1. Activities advocating the overthrow of the United States or the State of Connecticut, or of local government agencies.
2. Activities that are contrary to the laws of the State of Connecticut shall be strictly forbidden in the school or on school grounds.
3. Any activity that may violate the fundamental principles guiding ethical behavior or be injurious to the buildings, grounds, or equipment of the schools.
4. Any purpose in conflict with school activities or normal school operations.
5. Activities, which are discriminatory in nature or promote discrimination or other illegal activity.

**Restrictions on Use of School Facilities**

1. All rooms and areas used shall be left in the same condition as prior to the permitted use. The renter shall be held responsible for any damage to the school facility or any part thereof, including furnishings or equipment, during the renter's use of the building.
2. Illegal activities will not be tolerated, and any violations may justify permanent restriction of the organization involved and will be referred to the Waterbury Police Department.
3. Use or possession of alcoholic beverages or controlled substances shall not be permitted on school property. There shall be no smoking or vaping in school buildings.
4. For all external applicants, the Board of Education requires organizations to provide a Certificate of Insurance having a minimum General Liability of \$1,000,000 each Occurrence, \$2,000,000 General Aggregate, and \$2,000,000 Products/Completed Operations Aggregate naming the City of Waterbury, its Board of Education, agents, officers, and other employees as additional insureds.
5. All vendors must be included in applications and have proper insurance.
6. Refreshments may only be served in designated areas.
7. Decorations and items of a flammable nature are prohibited.
8. Activities that are disruptive to the school environment are prohibited.
9. Obscene or inappropriate advertising, decorations, or materials are not permitted.
10. No nails, screws, bolts, or other surface-penetrating articles shall be driven into any part of the building without special permission from the School Inspector.
11. No paint or similar products shall be used on any part of the building.

**Use of School Facilities, continued**

12. All decorations, equipment, and empty containers belonging to the renter and used during the affair must conform to the state and local fire code and be removed by the renter at the end of the event. Otherwise, school officials shall order the articles to be removed at the renter's expense.
13. The use of school facilities only pertains to the approved application, including the closest located restrooms. If the affair is an athletic event, the locker rooms may be used. No other parts of the building shall be used.
14. Special equipment, including but not limited to sound systems, stage lighting, and similar items, may require a technician. The technician will be paid by the user. School equipment shall not be operated by anyone other than a Waterbury Public School employee.
15. Permission to use or rent school premises is not transferable under any circumstances. Groups receiving permission are restricted to the approved dates and hours and to the specified building area and facilities, unless requested changes are approved.
16. Any alteration to the school day, such as cancellations or early dismissals, will automatically cancel any scheduled events.
17. Weekend events may be canceled due to inclement weather.
18. All events must end by 9:30 p.m. in order to allow the custodians ample time to secure the building. Overtime will be billed if necessary.
19. All youth organizations require proper supervision, and it is the responsibility of the organization to conduct all background checks to ensure the safety of participants.
20. Sneakers must be worn on all gymnasium floors.
21. All personal and district property shall not be part of classroom or facility use. Organizations and individuals must provide their own materials.
22. All permissions are considered revocable and do not guarantee usage. The Board of Education may reject any application or revoke any permit.

**Legal References:**

Conn. Gen. Stat. § 10-239

Conn. Gen. Stat. § 10-215f

Conn. Gen. Stat. § 10-221q

Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905 Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.