

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Use of School Facilities

Number: 1010

Community/Board Operation

Approved: 2/28/01

Revised: 9/22/2021

A. Application Procedures

In accordance with Conn. Gen. Stat. § 10-239, the Board of Education may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board of Education may also grant the temporary use of any school facility for public, educational, or other purposes, including the holding of political discussion, at such time 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 whether or not school is in session. In accordance with 20 U.S.C. §7905, the Board of Education 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 shall develop and promulgate regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

Application for use of school buildings shall be made to the building principal. Groups requesting use of school buildings and facilities must identify specific facilities desired, and approval will be for those specific facilities only. All school equipment in the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of said administrator. Use of building forms and procedures can be obtain by contacting the Tolland Superintendent's Office or any school office.

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been initially approved to move forward to the Superintendent's office for final approval or rejected. Approval of school facilities by the principal or other responsible party may be rejected or revoked by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

1. Educational programs and/or student activities approved by the school district.
2. Administrative, faculty, or staff activities.

3. School-affiliated organizations (*e.g.*, PTO, Booster Clubs, After Graduation Committees, *etc.*).
4. Town department or agency activities.
5. Activities sponsored by and for organizations promoting the physical, political, or cultural well-being of residents of the Town.
6. Activities of for-profit organizations operating within the Town.
7. Out-of-Town organizations

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Unapproved vendors shall be prohibited in school buildings or on school grounds.
4. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.
5. Obscene advertising and/or decorations shall not be permitted on school property.
6. Advertising and/or decorations which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages shall not be permitted.
7. Activities that are disruptive of the school environment or violate the rights of others are not permitted.

Any violation of this Policy, any applicable Administrative Regulations, and/or district or school rules may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

1. Educational program and/or student activities approved by the school district: no rental fee or associated costs.
2. Student activities: no rental fee or associated costs.

3. Administrative faculty or staff activities: no rental fee or associated costs.
4. School affiliated organizations: no rental fee or associated costs.
5. Town department or agency activities: no rental fee; pay associated costs in accordance with fee schedule unless waived by the Superintendent.
6. Activities sponsored by and for in-town organizations promoting the physical, political, or cultural well-being of the residents of the Town: no rental fee, pay associated costs in accordance with fee schedule.
7. Private organizations or businesses for profit: pay rental fee and associated costs in accordance with fee schedule.
8. Out-of-town organizations: pay rental fee and associated costs in accordance with fee schedule.

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel, technology and A/V personnel, or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the current contractual or prevailing rate, whichever is applicable in accordance with the fee schedule. Rental charges otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

F. Health and Safety Protocols

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.

Legal References:

Connecticut General Statutes 10-239. Use of School Facilities for Other Purposes
Conn. Gen. Stat. § 10-215f
Conn. Gen. Stat. § 10-221q
Connecticut General Statutes Title 9. Elections.
Public Act 06-03, An Act Concerning Healthy Food and Beverages in Schools

20 U.S.C., Section 7905. Equal access to public schools for the Boy Scouts of America.
20 U.S.C., Section 101 et seq. patriotic and national organizations.

RENTAL OF SCHOOL BUILDINGS

Schedule of Fees (subject to change as needed by the Tolland Public Schools)

Rates and charges for the use of school facilities shall be applied in accordance with the schedule listed below. This schedule is included as part of the application for use of school facilities. All rental rates listed are on an **hourly rate basis**. There is a minimum two hour rental of space during the week when school is in session and a minimum of a three hour rental on weekends and holidays and after hours during vacation periods. Weekend rental rates reflect additional costs incurred by the School District to open the schools on the weekend or after regular hours.

RENTAL RATES – HOURLY-WEEKDAYS-WEEKENDS

2 HOUR MINIMUM RENTAL WEEKDAYS

3 HOUR MINIMUM RENTAL WEEKENDS, HOLIDAYS, AFTER HOURS DURING VACATION PERIOD

<u>AREA</u>	<u>WEEKDAYS</u>		<u>WEEKENDS</u>	
	<u>IN TOWN</u>	<u>OUT OF TOWN</u>	<u>IN TOWN</u>	<u>OUT OF TOWN</u>
AUDITORIUMS				
TOLLAND HIGH SCHOOL	\$90.00	\$115.00	\$115.00	\$165.00
TOLLAND MIDDLE SCHOOL	\$60.00	\$ 75.00	\$ 75.00	\$ 95.00
ELEMENTARY SCHOOLS	\$60.00	\$ 75.00	\$ 75.00	\$ 95.00
CAFETERIA*				
TOLLAND HIGH SCHOOL	\$40.00		\$60.00	
TOLLAND MIDDLE SCHOOL	\$30.00		\$45.00	
CLASSROOMS				
TOLLAND HIGH SCHOOL	\$20.00		\$35.00	
TOLLAND MIDDLE SCHOOL	\$20.00		\$25.00	
ELEMENTARY SCHOOLS	\$20.00		\$25.00	
GYMNASIUMS				
TOLLAND HIGH SCHOOL	\$50.00		\$75.00	
TOLLAND MIDDLE SCHOOLS	\$40.00		\$60.00	
ELEMENTARY SCHOOLS	\$30.00		\$45.00	
LIBRARY				
TOLLAND HIGH SCHOOL	\$30.00		\$45.00	
TOLLAND MIDDLE SCHOOLS	\$20.00		\$30.00	
ELEMENTARY SCHOOLS	\$25.00		\$40.00	
OUTDOOR ATHLETIC FACILITIES (other than the turf field)	\$40.00		\$50.00	

*A MINIMUM OF ONE CAFETERIA WORKER MUST BE PRESENT. COST WILL BE ADDED TO THE RENTAL FEE.

The above shall be in addition to custodial fees which are established at time and one-half (or double time) for the hours worked at the ongoing rate. Custodial fees are to be charged when custodial assistance is required or deemed desirable. Added to the custodial fees will be the applicable employer taxes and retirement contributions.