

USE OF SCHOOL FACILITIES

1330.

1. 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 of the Connecticut General Statutes 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 Superin-

tendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative 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.

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

Facility	Application Submitted To
For use of school buildings	Building Principal
For use of athletic fields and facilities	Athletic Director
For use of other school facilities	Superintendent of Schools

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on 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 the administrator.

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

1. 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:

Order of priority:

1. School-sponsored programs and activities.

1. Activities of school-related organizations (e.g. PTO, Booster Clubs, After Graduation Committees and similar organizations).

1. Town department or agency activities.

1. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.

1. Activities of for-profit organizations operating within the Town.

1. Out-of-town organizations.

1. Restrictions on Use of School Facilities

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

1. Illegal activities will not be tolerated.

1. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.

1. 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.

1. Obscene advertising, decorations or materials shall not be permitted on school property.

1. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages shall not be permitted.

1. Activities that are disruptive of the school environment are not permitted.

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

1. Fees and Other Costs

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:

	Category	Fee
1.	School-sponsored programs and activities.	No rental fee or associated costs.
2.	Activities of school-related organizations (e.g. PTO, Booster Clubs, After Graduation Committees and similar organizations).	No rental fee or associated costs.
3.	Town department or agency activities.	Associated costs.
4.	Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.	Associated costs.
5.	Activities of for-profit organizations operating within the Town.	Rental fee and associated costs.
6.	Out-of-town organizations.	Rental fee and associated costs.

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security 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 rates set forth in the fee schedule. Rental fees and/or associated costs 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.

1. 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.

Legal References:

Connecticut General Statutes §10-239 Use of School Facilities for Other Purposes

Connecticut General Statutes 10-215f Certification that food meets nutrition standards

Connecticut General Statutes §10-221q Sale of beverages

Connecticut General Statutes Title 9 Elections

20 U.S.C. § 7905 Equal Access to Public School for the Boy Scouts of America

26 U.S.C § 101 et seq. Patriotic and National Organizations

Adopted: April 28, 1981

Amended: April 4, 1995

Amended: April 4, 1995

Amended: December 15, 2015

Previous Policy Number: CB12-R

Agreement for Use of Board of Education Property

1330 (E).

[View / Download Agreement for Use of Board of Education Property \(printable pdf form\)](#)

Guidelines for the Use of School Facilities

1330 (R).

The Meriden Board of Education believes that public school facilities should be used as community resources for the benefit of the people of Meriden. The Board, therefore, favors and encourages family and group participation in activities on school premises which are conducive to good citizenship. To attain these ends, school buildings are made available to local organizations, except when school is in regular session or is otherwise being used for school activities.

Application for the non-school use of school facilities must be made through the particular school involved and/or the Office of Adult, Career and Vocational Education, except for the use of playgrounds, swimming pools, tennis courts, and school sites during the period from June 1 to September 1, which shall be supervised by the Department of Parks and Recreation of the City of Meriden. No non-school use may be authorized for more than five months after which a new application must be made.

No permanent structures may be erected on school sites, nor may facilities be changed or altered without specific written permission of the Board of Education. Cafeteria kitchens and equipment may not be used for non-school activities without the written permission of the Superintendent of Schools or his/her designee.

Upon request, applicants for the use of school facilities will furnish certificates of insurance or other evidence satisfactory to the particular school involved and/or the Supervisor of Adult, Career and Vocational Education to protect the Board and the City of Meriden from liability for any injury or damage to persons or property occurring during the use of school facilities.

The use of schools, in its general sense, does not include the use of the school's equipment. The principal of the school is authorized to assign such items for use at his/her discretion.

All users will pay personnel costs related to building rentals. If recommended by the Superintendent, the basic rental fee can be waived for non-profit activities that benefit the community.

If a community organization wishes to have the energy surcharges, as well as the basic rental fee, waived, they must submit in writing to the President of the Board of Education proof that the organization has provided, for at least two consecutive years, scholarships to the students of the Meriden Public Schools. The President will then respond through the Superintendent to the request within 30 days.

Detailed information may be found in the Guide for the Use of School Facilities located in the Office of the Supervisor of Adult, Career and Vocational Education.

Adopted 4/28/1981

Amended 4/4/1995

Community Use of School Facilities

1330.1.

COMMUNITY USE OF SCHOOL FACILITIES

The Board believes that the public schools are an integral part of the community. Therefore, the Board encourages the public use of school facilities.

Authorization by the Superintendent and Building Principal, or Athletic Director of the use of school facilities shall not be considered as an endorsement or approval of the activity, group or organization, nor the purposes it represents. No application for use of school facilities shall be denied on grounds of disagreement with the philosophy or views of the applicant. However, the Board or the Superintendent may deny such use when it appears to be not in the public interest.

The Superintendent, Building Principal, or Athletic Director shall permit the use of facilities and charge for them in accordance with the separate rules and regulations governing facility use.

Legal Reference:

Connecticut General Statutes, Section 10-220, 10-239

Cross Reference:

Policy 1330 (Use of School Facilities)

School Facilities Use Guide

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Previous Policy Number: JF

Rentals and Service Charges

1330.2.

RENTALS AND SERVICE CHARGES

The Board desires to cooperate with other city agencies and community organizations by making available school facilities and certain specified items of equipment or services when doing so will not be in conflict with the educational program. Charges, if any, for use of such facilities and equipment, shall take into consideration operation and maintenance costs. Receipts for such charges shall be deposited in a proper account.

Cross Reference:

Policy 1330 (Use of School Facilities)

Policy 1330.1 (Community Use of School Facilities)

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