

PUBLIC ACTIVITIES INVOLVING STAFF, STUDENTS OR SCHOOL FACILITIES**USE OF SCHOOL FACILITIES****Public Use**

Written requests for the use of school facilities by individuals or groups other than those that are a part of the school program shall be made to the Superintendent. All approved programs shall have educational or community value. Use of school facilities will be allowed only if it does not conflict with the normal use and maintenance of the school facility. A copy of the regulations governing use of facilities and the fee schedule will be given to the requesting organization.

Legal Reference:

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

Policy Adopted: April 12, 1983
Policy Reviewed: October 1, 1998
Policy Revised: November 19, 2008

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PUBLIC ACTIVITIES INVOLVING STAFF, STUDENTS OR SCHOOL FACILITIES

USE OF SCHOOL FACILITIES

Regulations for Public Use of School Facilities, Fee Schedule, Application

The following regulations apply to the public use of school facilities:

1. By order of the Fire Marshal, a school administrator, the Athletic Director or a custodian must be present at all times when a school facility is in use. All posted occupancy limits must be observed; and in the event that a fire alarm is triggered for any reason, the building must be cleared immediately. The building will then be under control of the fire official in charge and may not be re-entered until said official gives authorization.
2. Organizations using the school facilities will be responsible for any damage to school property during its use. A certificate of insurance naming the town of Litchfield, Board of education, as additional insured must be submitted one week prior to the scheduled event in the amount of \$500,000 for property damage/bodily injury.
3. Organizations may be required to obtain the services of police officers or firemen if such is considered necessary for the protection of school property and/or traffic safety. It will be the responsibility of the organization to make arrangements directly with the applicable town agency if their presence is deemed necessary by the Superintendent's Office.
4. Alcohol and/or illegal drugs are not permitted at functions held on school property.
5. Smoking is NOT PERMITTED in school buildings or on school grounds.
6. Use of the building by the requesting organization will be confined only to those areas specifically requested and approved by the Superintendent of Schools.
7. At the beginning of any public gathering at which 25 or more persons will be present for the entire time, an announcement shall be read regarding emergency exits, clear aisles and smoking regulations.
8. Each applicant organization is responsible for the conduct and supervision of all participants and/or guests. Representatives from the applicant organization must remain on the premises throughout the function and must maintain control at all times. Names and addresses of all designated persons in charge must be submitted with the application, and they will be held responsible for the supervision of the participants and any property damage. The school custodian is not a supervisor of children or adults.
9. All fees, with the exception of fire, police and kitchen personnel, will be billed by the Superintendent's Office. Fees will be charged as listed on the attached Schedule of Fees, and

COMMUNITY RELATIONS

#1330.1(b) Administrative Regulation

financial obligations are to be met within two weeks following receipt of the bill. **All rental fees must be paid two weeks in ADVANCE of the scheduled event.**

10. Custodial fees will be based on the rate of the custodian or custodians used and are in addition to the rental and utility fees.
11. The use of kitchens will be permitted after a review of the application by Education Connection. Notice of approval will be forwarded to the applicant with the standard approval form. If staffing of the kitchen is required, financial arrangements will be handled directly with Education Connection.
12. The use of a school facility does not include school equipment, except that which is already a part of the facility. Permission may be granted to use equipment, i.e., projectors, microphones, etc., if specifically requested on the Use of Facility form. If an administrator determines that an operator is required, the requesting organization will be billed.
13. Those areas used for approved activities in the evening or on weekends will have the temperature maintained at night cycle settings.
14. Only UL approved, grounded, heavy duty extension cords may be used. No nails or screws may be driven into any part of the facility without approval.
15. Nothing shall be displayed or exhibited by any group without prior permission from the building Principal.
16. No scenery, ramps, extensions or the like will be constructed in such a manner as to hinder emergency exits.
17. No pet shows, donkey ball games or other activities involving animals will be permitted within school buildings.
18. If schools are closed due to inclement weather, the facility use is automatically canceled. All prepaid fees will be returned in that case.
19. It is expected that the facility used will be completely cleared within 24 hours.
20. The use of a school facility will be evaluated at the conclusion of the event. Any disregard of the regulations may result in the refusal of any future use by the sponsoring organization.
21. Any exception to the above regulations must be granted by the Board of Education prior to the use of the facility.

COMMUNITY RELATIONS

**#1330.1(c)
Administrative Regulation**

Legal Reference:

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

Regulation Adopted: April 12, 1983
Regulation Revised: September 14, 1993
Regulation Reviewed: October 1, 1998
Regulation Reviewed: November 5, 2008

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LITCHFIELD PUBLIC SCHOOLS
P. O. BOX 110
LITCHFIELD, CT 06759-0110
APPLICATION FOR USE OF FACILITIES

1330.1 (d)

APPLICANT: PLEASE COMPLETE THIS SECTION

1. School Requested: _____
2. Facilities Requested: _____
3. Date(s): _____
4. Purpose for Facility Use: _____
5. Time You Will Enter Facility: _____ a.m./p.m. Time You Will Leave Facility: _____ a.m./p.m.
6. Time Program Begins: _____ a.m./p.m. Time Program Ends: _____ a.m./p.m.
7. Organization Making Request: _____ Expected Attendance: _____
8. Equipment Requested/Room Set Up Required: _____
9. Name and Address of Person(s) Responsible at Event: _____
10. Admission or Registration Fee: _____ Disbursal of Proceeds: _____
11. Amount of Liability Insurance: Bodily Injury: _____ Property Damage: _____
(Minimum \$500,000 BI/PD required. **Submit Certificate of Insurance to Superintendent's Office.**)

Per Policy # 3524.2 Green Cleaning Program – No one using school facilities may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.

Having read the Regulations and Schedule of Fees, I assume legal and financial responsibility for the above request. I also understand that the financial obligations are to be met within a 2-week period following receipt of bill. Rental fee due two weeks before event.

Signature _____ Date _____

Name Printed _____ Address _____ Phone _____

(NOTE: Changes may be necessary during the year as school events are scheduled.)

OFFICE USE

Building Principal or Designee: Approved: _____ Not Approved: _____

Date: _____

Signature of Principal or Designee _____

Superintendent's Office:

_____ Permission for the above request is granted subject to the following fees & conditions:

Contact Town Officials: (Responsibility of Requesting Organization)

Group: _____

_____ Constable Required (Phone 567-8596)

Rental Fee: _____ Due _____

_____ Fireman Required (Phone 567-3877)

Utility Fee: _____

Custodial Fee: _____

Miscellaneous _____

Other: _____

_____ Permission for the above request **NOT APPROVED**

Signature _____ Date _____

Superintendent of Schools

**LITCHFIELD PUBLIC SCHOOLS
PUBLIC USE OF SCHOOL FACILITIES FEE SCHEDULE**

- GROUP I:** Functions of local government, local charitable and/or local non-profit organizations
- GROUP II:** Town-based, profit-making organizations
- GROUP III:** Out-of-Town organizations

<u>FACILITY</u>	<u>GROUP I</u>	<u>GROUP II</u>	<u>GROUP III</u>
GYMNASIUM: ALL SCHOOLS	Custodial Fee*	\$250/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee	\$350/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee
AUDITORIUM: INTERMEDIATE SCHOOL	Custodial Fee*	\$250/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee	\$350/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee
CLASSROOMS: ALL SCHOOLS	Custodial Fee*	\$75/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee	\$150/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee
LECTURE ROOM: HIGH SCHOOL	Custodial Fee*	\$90/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee	\$175/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee
CAFETERIA: ALL SCHOOLS	Custodial Fee*	\$250/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee	\$350/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee
KITCHENS: ALL SCHOOLS	Kitchen Worker**	Kitchen Worker**	Kitchen Worker**

- Group I users may be charged a Utility Fee if applicable.
- Rental fees must be paid two weeks prior to the scheduled event.
- All other fees are to be paid within two weeks following receipt of bill.
- Custodial Fees are based on actual cost of assigned personnel.
- Fees for Policy and/or Fire Personnel are not included in this fee schedule.

* Custodial Fees apply only when (1) the scheduled event is held outside of the normal custodial work day; and/or (2) a custodian is required to be assigned exclusively to the event.

**Kitchen Worker: subject to Education Connection review (see Regulations).

Regulation Adopted: April 12, 1983
 Regulation Revised: September 14, 1993
 Regulation Reviewed: October 1, 1998
 Regulation Reviewed: November 5, 2008

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