

## USE OF PUBLIC SCHOOL BUILDINGS AND SITES

### Policy

The Trumbull Board of Education recognizes that the primary function of the district's school buildings, equipment, and grounds is to support the education of the children and youth of Trumbull.

It is the policy of the Trumbull Board of Education to allow for the use of public school buildings and sites for various civic, religious, recreational, cultural, educational and charitable activities, provided such use does not interfere in any way with the educational, recreational, or authorized extra-curricular programs of the school system or administration thereof. Trumbull groups and organizations shall be granted priority use.

All groups wishing to use Trumbull Board of Education facilities shall make application as provided in the Rules Governing Use of Buildings and Sites Booklet (Rules Booklet). A complete list of category descriptions, fee schedules, and rules and regulations shall be provided in the Rules Booklet. The use of Board of Education buildings and sites shall be administered by the Plant Operations Department within parameters set in the Rules Booklet.

All fee schedules shall be approved by the Superintendent or his/her designee and the Trumbull Board of Education.

### Reference

- [Rules Governing Use of Buildings and Sites Booklet](#) (Rules Booklet)
- General Statutes of Connecticut, Section 10-239.
- Connecticut State Title 9
- 20 U.S.C 7905 (Boys Scouts of American Equal Access Act contained in No Child Left Behind Act of 2001)
- Trumbull Board of Education Policies:
  - No Smoking Policy, Policy Code: 4118.231
  - Trumbull High Concession Stand, Policy Code: 1331
  - Fundraising, Policy Code: 1324
  - Energy Management and Conservation Policy, Policy Code: 3513.1
  - Standard of Conduct, Policy Code: 5131

Adopted: 1/22/80

Revised: 1990

Modified: 1991

Revised: 1993

Revised: 05/08/01, 09/02/03, 12/9/10

Regulations

A. Application Procedures

The Trumbull 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. Such uses shall be governed by the following rules and procedures, as referenced in the Rules Booklet and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

The primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

Procedures for Requesting Facilities

1. All requests for the use of facilities by any organization shall be made through the Principal/designee at the appropriate school site.
  - a. All applications will be scheduled according to their status on that Priority list (see B. Eligible Organizations and Priority of Use below). Conflicts will be resolved by the Principal/designee in consultation with the appropriate organization(s). Once the dates are approved, each request must be formally submitted on a Building Use Form (Appendix A) immediately.
  - b. Exceptions to this procedure will be granted at the discretion of the Principal/designee. Requests for a date not already scheduled should be submitted on a Building Use form at least three weeks (21 days) prior to the date specified facilities are desired. Request for use of school facilities received after the deadline will be handled on a first-come-first-served basis.
  - c. It is the responsibility of the organization to obtain and submit to the appropriate Principal/designee any additional approvals required such as but not limited to police, fire and insurance.
  - d. Organization and groups using school facilities must designate one adult member of its group to be in charge of and responsible for the program or activity at the time application for use of the facilities is made. This person shall in turn be responsible to the Principal/designee of the school in which the event is taking place. This person shall be named Supervisor on the application.

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- e. In the case of any event meetings, the organization shall be required to arrange for both police and fire personnel to be present. Such arrangements must be made with the proper officials with the Chief of Police and Fire Marshall(s). The exact number of policemen and firemen required and rates to be paid will be determined by the Police and Fire Departments. Fees shall be paid if applicable as they are directed.
- f. No reservation will be finalized until the Building Use Form (Appendix A) is returned with appropriate signatures and approved by the Principal/designee and plant administrator and deposit as required by contract.  
 NOTE: No group will be permitted use of school facilities when it interferes with the school programs. The Principal/designee may cancel any approved building use permits, should conflicts with school programs develop. Notification will be given at least one week in advance of a cancellation. (Note: not always possible in the case of make-up games). Risk of cancellation is assumed by the applicant. Therefore, the Town of Trumbull and the Trumbull Board of Education assume no liability.
- g. Any organization using school facilities to which admission is charged shall be held liable for the collection and payment of taxes on admission, and shall account for any tax due by filing the necessary State of Connecticut forms. Non-profit organizations charging admission may be exempt from tax requirements, if they make application for exemption through the Connecticut State Tax Department. Therefore, the Town of Trumbull and the Trumbull Board of Education assume no responsibility in this matter.
- h. In the event that an organization cancels a use request, and that a notice of cancellation is received on the day of the planned activity, there will be a charge of 3 hours of custodial time if overtime would have been required for the activity along with any other incurred costs. (*i.e. non refundable deposits*) Cancellations received prior to this time will require no custodial charge.
- i. When school is canceled for the day because of inclement weather or system repair, all scheduled use of the building for that day is canceled, unless special permission is granted by the Principal/designee. Risk of cancellation is assumed by the applicant. The Town of Trumbull and the Trumbull Board of Education assume no liability.

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

<u>Facility</u>	<u>Application Submitted To</u>
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

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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.

1. Application forms for the use of school facilities must be presented to the building Principal at least twenty one (21) days prior to the date of use. Late applications may be accommodated if possible. (See Appendix A)  
Principals and other responsible administrators shall submit copies to the Plant Administrator for 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.

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:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (e.g. PTA, Booster Clubs, After Graduation Committees and similar organizations).
3. Town department or agency activities.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations.
5. Activities of for-profit organizations operating within the Town.
6. 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 tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. If such approval is granted, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.
4. Obscene advertising, decorations or materials shall not be permitted on school property.

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5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.
7. The Trumbull Board of Education assumes no responsibility for properties left on the premises by the applicant.

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.

D. 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 his/her designee and Plant Administrator.

Use of school cafeterias and/or kitchens for functions, when approved, will be under the general supervision of the Principal/designee and Supervisor of Food Services and cafeteria manager.

The following guidelines shall be incorporated into such fee schedule:

1. Group 1 – Board of Education and Municipal groups

A. School Programs

School programs are all student activities that are part of the school curriculum and extensions thereof; JV, Varsity and Intramural sports; summer school; school sponsored after-school activities, clubs, etc.; and, all other related student activities.

***\*No Rental Fee or Associated Costs.***

B. Trumbull Public School Related

Trumbull Public School Related groups include all events and programs directly related to the support of school programs, the Board of Education staff, and volunteer organizations that provide direct support for the district (i.e., PTA, parents clubs, boosters, etc.).

All Continuing Education programs shall use the buildings and sites free of charge during the school year.

Universities and colleges that run programs coordinated by the Continuing Education Office shall use the school buildings on a contractual basis each session. The Continuing Education Director shall negotiate the rental and custodial fees with each applicant. All contracts must be approved by the Plant Operations Office. The standard application procedures shall not apply.

***\*No Rental Fee or Associated Costs.***

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B. Town Government and Related

Town Government groups include all departments, boards, or commissions funded by the Town Government. Included in Town Government groups are “Community Service” groups also referred to as “Town Sponsored Group(s)”. “Community Service” groups are in-town organizations which may have some or all of their custodial/maintenance overtime expenses charged to the Town “Community Service Account” with Town approval.

The Town shall provide a list of Community Service groups to the Board of Education. The Town shall be responsible for establishing conditions by which these groups must operate to charge overtime expenses to the Town’s “community Service Account.” The application procedures to be followed related to these conditions shall be established by the Board of Education and the Town.

If a Community Service group’s request to charge the overtime for a particular event to the Town “Community Service Account” has been denied by the Town, that group may still make application for use of the Board of Education buildings and/or sites, but shall do so as a Group II.

***\*Associated costs.***

2. Group II – In – Town Nonprofit groups

These groups include local service groups, non-profit organizations that conduct business in town, clubs, and organizations that serve the interests of a group of citizens of the Town (i.e., service clubs, residential associations, athletic leagues, political committees, churches, schools other than Trumbull Public Schools and senior citizens).

***\*Associated costs and reduced rental fee per fee schedule.***

3. Group III – Out of Town, for-Profit groups, Businesses, Private groups and Citizens

***\*Non-Refundable deposit of 50% due upon completion of the Use of Building form)***

These groups include in-town private organizations or profit making business; open membership service organizations not based in Trumbull that promote regional charitable activities or services where less than 50% of membership resides in Trumbull and/or the organization’s address is not in Trumbull; private organizations not promoting any service to the community where less than 50% of membership resides in Trumbull and/or the organization’s address is not in Trumbull; private citizens and private clubs.

***\*Full Rental Fee and Associated Costs.***

***NOTE: Balance due 1 week before the event.  
No private for-profit business can use the facilities without special approval of the Plant Administrator.***

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“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, AV Technical Support Staff, 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. In addition a special surcharge for use of the Trumbull High School Auditorium will be added for the event coordinator’s service to ensure the facility is operated properly, including but not limited to lighting/microphone/video/sound room/command center. Such costs shall be at the rates set forth in the fee schedule as referenced in the Rules Booklet. 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.

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.

- During inclement weather, the decision to use school facilities is at the sole discretion of the school administration;
  - Proper liability insurance is required by all groups using school facilities, except when this coverage is already provided by the Board or Town;
  - Appropriate crowd and traffic control is required if the activity has over 150 people.
- This cost will be the responsibility of the organization which sponsors the activity; a

Legal References:

Connecticut General Statutes 10-239. Use of School Facilities for Other Purposes  
Connecticut General Statutes Title 9. Elections