

**Business/Non-Instructional Operations
Community Use of School Facilities**

The Board of Education (The Board) recognizes that the school, building and grounds, is a community center and a valuable public resource. The Board is committed to making these facilities available to the community as much as possible under proper and appropriate conditions when such use does not conflict with school activities and functions. The Board of Education shall grant the use of school facilities for activities of an educational, cultural, social or civic use consistent with the public interest when such use does not interfere with the school program or school-sponsored activities.

General Policy

Any use of the school building and grounds by community groups or organizations must be approved by the Principal or designee. The Principal or designee is authorized to use his/her discretion in approving or disapproving applications under this policy. The use of school facilities for school functions shall have priority and precedence over their use by any organization.

Approval for the use of school facilities is contingent upon the following criteria: (1) A positive educational, cultural, social or civic value is recognized; (2) The activity or event is reasonably expected to cause no damage or destruction to school property; (3) The person or persons making application for the use of school facilities shall agree to abide by rules and regulations for the use of school buildings and/or grounds; and (4) All appropriate forms and fees have been submitted. School facilities will be allocated according to the following priorities with all possible efforts to adjust schedules for mutual convenience and maximum usage.

Priority List

The following school facilities community use priority list is a guide to the administration in approving and assigning the use of facilities of the Pomfret Community School.

1. School functions under the direction of the Principal and/or teachers.
2. Parent-Teacher Organization.
3. Meetings and programs sponsored by the Board of Education, Board of Selectmen, Board of Finance, Recreation Commission, or other town governmental agencies.
4. Approved youth groups.
5. Other Pomfret civic, charitable, religious, fraternal and non-profit organizations.
6. Other non-profit groups with a Pomfret resident membership of 50% or greater.
7. All other non-profit organizations.
8. Pomfret based organizations using the facilities for profit if, in the judgment of the administration, there is a positive educational, cultural, social or civic value.
9. All other organizations using the facilities for profit if, in the judgment of the administration, there is a positive educational, cultural, social or civic value.

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Community Use of School Facilities**

The unauthorized use of school facilities by individuals, private groups and organizations or non-community groups is prohibited.

Application Procedures

1. Applications for the use of school facilities and grounds must be made in writing, by completion and submission of the Pomfret Community School Request for Use of School Facilities form one (1) month before the date of intended use. Agencies using the school on a long term basis must submit applications annually. If an application is approved a signed copy will be provided to the applicant.
2. All requests for use of school facilities must identify the specific area(s) desired, and approval will be for the specific area(s) only. All school equipment shall remain in the charge and control of the school and shall not be used without the express written permission of the principal or designee, which may be included in the application
3. On an annual basis, any organization not covered by Town of Pomfret or the Board's liability insurance shall provide a certificate of Liability Insurance showing a per occurrence limit of \$1,000,000 for General Liability which shall name the Pomfret Board of Education and the Town of Pomfret as additional insured on a primary, noncontributory basis and have a waiver of subrogation in favor of the Board of Education which must be submitted prior to the use of school facilities.
4. On an annual basis, an indemnification and release form must be signed by a representative of each organization using school facilities. This does not apply to the Town of Pomfret Boards and Commissions.
5. The Person in Charge, as listed on the Request for Use of School Facilities form, is the duly authorized person for a group or organization and is the only person with whom arrangements will be made. He/she is also the person who is responsible for the group or organization.
6. Any group or organization requesting to use school facilities must agree to assume all responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.
7. When the school has been closed due to inclement weather, a national holiday, or other reason, the building will be unavailable for use by out of school organizations or activities planned for that day. Exceptions can be made by the principal or designee.

**Business/Non-Instructional Operations
Community Use of School Facilities**

8. Constable service may be required for an event. It is the organization's responsibility to arrange for constable service. This fee shall be paid directly to the town by the applicant.
9. Each organization granted permission to use school facilities must comply with all fire safety regulations.

Restrictions on Use of School Facilities

1. Alcoholic beverages or unauthorized controlled substances may not be brought on to or consumed on school premises.
2. Smoking, including the use of Electronic Nicotine Delivery Systems (ENDS), is prohibited in the building and on school grounds.
3. Illegal activities will not be tolerated.
4. Advertising, displays or other materials that promote obscenity, the use of illegal drugs, tobacco products, or alcoholic beverages are not permitted.
5. Refreshments may not be prepared, served or consumed without the prior written approval of the principal or designee. Upon approval by the Principal or designee, refreshments may be prepared, served, and consumed only in the areas approved on the application.
6. Groups and organizations using the facilities assume responsibility for proper parking of cars. Fire lanes and handicapped parking spaces are to be honored.
7. Persons attending any activity must confine themselves to the area(s) assigned for their use.

Fees and Associated Costs

Organizations and agencies, other than the school, town, PTO and approved youth groups, may be required to pay rental fees in addition to the charges for custodial, kitchen and other special services. Annually the Board of Education will approve rental fees and charges for worker services. Rental fees will be charged for any organization using school facilities for profit.

Worker fees will not be charged for use of school facilities for school, PTO, Town of Pomfret and approved youth group functions. Worker fees will be based on hourly wages and social security. All labor rates will be based on a three (3) hour minimum with time and a half rates as required. Holiday assignments will be based on double time rates.

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When school facilities are used during the normal custodial shift assignments, custodial time will not be charged provided no extra work is generated, and the group or organization vacates the building one-half (1/2) hour prior to the end of the custodian's shift.

During regular school days, school vacations, and summer months, a custodian must be present when the school building is being used to insure building security, proper maintenance, and to see that it is used appropriately and left in proper order.

On weekends, a custodian must also be present when the school building is initially opened for weekend use to insure building security, proper maintenance, and to see that the area is being used appropriately. The custodian will return at the conclusion of the event or activity to insure the area used was left in proper order. He/she will then clean and secure the building. The principal may determine that custodial coverage is required throughout the entire event and payment for such coverage by the applicant is required.

Any use of kitchen facilities for the preparation of food requires the presence of a certified ServSafe Food Handler. If that service is provided through the school district worker fees will be assessed and paid prior to the event.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Club of America, Future Farmers of America, Girls Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule.

Any violation of this policy may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

Legal Reference: Connecticut General Statutes
 10-239 Use of school facilities for other purposes
 Equal Access Act, 20 U.S.C. ss 4071-4074
 Good News Club v. Milford Central School, Sup. Ct., 6-11-01
 20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in
 No Child Left Behind Act of 2001)

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POMFRET PUBLIC SCHOOLS
 Pomfret, Connecticut