

## COMMUNITY RELATIONS

### **Use of School Facilities**

The facilities of the Coventry Public Schools are the property of the citizens of the Town of Coventry. It is the responsibility of the Board to keep and maintain school properties for educating our youth.

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. 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 Administrative Regulations (# 1330A) 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.

The Board encourages the use of these facilities by responsible community organizations, while reserving the right to approve or decline building use for non-educational activities. It is understood that the primary use of the facilities is for school use. School activities, properly reserved therefore, supersede all other uses.

The Director of Physical Plant & Facilities will be the agent for the Board of Education in determining that the proposed activity and organization requesting facility use meets and adheres to the conditions set forth herein for facility use. The Director of Physical Plant & Facilities will determine the following:

- The need for, and amount of, liability insurance required of the applicant organization, and whether the activity is allowed under the Board of Education insurance policies. Access will be denied without proper roster and insurance information by date of service.
- The need for police protection and/or traffic control and possible fire watch.
- The need for the applicant organization to submit to the Board of Education a copy of its registration with the State Department of Revenue Services.
- The need for additional custodial, food service, and additional adult supervision. Regard will be given to the size and nature of the activity, the need for set up/clean up, and past history.
- The appropriateness of the activity requesting use.

Any organization that has been denied use of a facility may appeal to the Superintendent of Schools. In addition, any non-profit group may ask the Administration or Board for a fee waiver for the Hourly Rate and/or Administrative Fee.

Student groups planning to use school facilities must arrange for a member of the school staff to be present to supervise the use of facilities. The agent of the Board of Education will have the authority to determine a fair and an equitable assignment of facilities.

No unauthorized keys will be given to anyone not an employee of the Coventry Board of Education.

Community use of buildings will be canceled if school is closed due to inclement weather. The Superintendent of Schools or the Director of Physical Plant and Facilities may determine that access be denied due to weather, building project work, or extenuating circumstances.

The applicant organization completing the use of facilities request is responsible for contacting the Facilities Office for cancellations/closings.

The Administration will present for approval the fee schedule for all facilities by November 30 for the following fiscal year. A report will be given to the Board's Fiscal Committee 30 days prior to any fee schedule changes. The user agrees to pay all fees within 30 days of billing. Please see Administrative Regulation 1330A for complete fee structure.

Activity which requires extraordinary costs as determined by the Director of Physical Plant and Facilities shall pay for such cost (laying the floor covering for gymnasium use, setting up performance risers, etc.)

Due to the technical nature of the lighting and sound systems in the Veterans Auditorium, a Coventry Board of Education employee must be retained to operate the equipment.

If the facilities are used after 11:00 p.m. any evening, there will be an additional charge.

Neither the Coventry Board of Education nor the Town of Coventry is responsible for injury to persons or personal property while the building or grounds are being used by any group.

Neither the Coventry Board of Education nor the Town of Coventry is responsible for personal property left on the premises.

Temporary use of school facilities may be permitted to local religious groups who have suffered a loss or have had damage to their facilities until their new facilities are complete, as long as the majority of their membership are Coventry residents. Fees shall be charged in accordance with the adopted schedule. At the time of application, the religious group, as part of the application process, will attach a progress report indicating a tentative timetable when they will vacate to their own facility.

The applicant organization contracting for use of the facilities (buildings and/or grounds) agrees to assume responsibility for any damage to school property or equipment. No loan, rental, or use of facilities may be arranged without provision by the applicant organization for full restoration of the equipment, reimbursement for damage or loss, replacement for destruction, and provisions for adequate supervision. The applicant organization agrees to pay to repair all damage incurred deemed by the Coventry Board of Education not to be the result of natural wear and tear.

Use of a school facility by an applicant organization is for a period not to exceed one year from the granting of the application. Users may reapply annually.

The Board of Education reserves the right to revoke a permit for use of facilities at any time.

## **PROCEDURES FOR RESERVING FACILITIES**

- All requests for use of the schools must be submitted to the Director of Physical Plant & Facilities' office at least two (2) weeks before the activity is to take place. Requests for facilities use are completed via the internet through the "Facilities" page of the [www.coventrypublicschools.org](http://www.coventrypublicschools.org) website. Requests made less than two weeks in advance will be considered but not given priority.

## **REGULATIONS FOR USE OF FACILITIES**

- Illegal activities will not be tolerated.
- Use or possession of tobacco, alcoholic beverages, weapons or unauthorized controlled substances shall not be permitted on school property.
- Gambling is prohibited on school property.
- Obscene advertising, decorations or materials shall not be permitted on school property.
- Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages shall not be permitted.
- Activities that are disruptive of the school environment are not permitted.
- Posted capacity regulations must not be exceeded.
- All local, state and federal laws and regulations must be obeyed.
- No Board of Education equipment or supplies may be used unless prior specific permission has been granted.
- When a kitchen is used, a member of the cafeteria staff must be present.
- Police coverage and/or Fire Watch will be paid by the organization holding the function.
- Persons attending any activity must confine themselves to the rooms and corridors assigned for their use. It is the responsibility of the applicant organization to enforce this regulation. Also, each applicant organization is responsible for the conduct of all participants and guests. An adult representative(s) from the applicant organization must remain on the premises throughout the function and must maintain control at all times.

## DEFINITION OF GROUPS

### **Group I:** Official School and Town groups

- A. School programs, plays, concerts, and athletic events
- B. Board of Education Adult Education programs
- C. Parent organizations, including PTO and Boosters
- D. Parks & Recreation and Town sponsored programs for school children and adults\*

### **Group II:** Non-profit groups existing solely to benefit Town residents and/or the Schools\*

- A. Youth athletic associations
- B. Youth organizations (Boy Scouts, Girl Scouts, 4-H)
- C. Adult athletic associations
- D. Fundraisers (the proceeds from which are to benefit the schools and/or town)
- E. Lake Associations

### **Group III:** General Use

- A. Dance recitals, music recitals, etc.
- B. Profit making or promotional activities
- C. Political affiliations
- D. Religious Groups
- E. Premier Athletic Associations
- F. Other

### **Group IV:** Individuals and Non-Profit Groups not existing solely to benefit Town residents or Schools, and/or Groups with less than 80% Coventry Town Residents

- A. Youth athletic associations
- B. Adult athletic associations
- C. YMCA/YWCA
- D. Community and/or family use
- E. Fundraisers (the proceeds from which are not solely for the benefit of the schools and/or town)

\*80% or higher town residents

Please see Administrative Regulation 1330A for complete fee structure.

**ADOPTED: 9/14/00**

**REVISED: 10/25/01**

**REVISED: 04/28/11**