

PLEASE POST

PLEASE POST

06-19-20

WOLCOTT BOARD OF EDUCATION
WOLCOTT, CONNECTICUT

MEETING NOTICE

BOARD OF EDUCATION
Committee of the Whole

DATE: Monday, June 22, 2020
PLACE: Google Meet
PHONE NUMBER: 1 402-503-0037
PIN: 743 716 912#
LIVESTREAM: <https://sites.google.com/wolcottps.org/wps-distance-learning/home-click-on-pages-below/wps-boe-meetings>

TIME: 6:30 P.M.

AGENDA

1. Discussion on One-to-One Chromebook Policy – Shawn Simpson
2. Discussion on Facilities Rental Policy – Anthony Gasper
3. Discussion on Naming/Renaming of School Buildings, Components of Buildings, and/or School Grounds – Anthony Gasper
4. Business Manager's Report
5. Possible discussion on items that appear on this evening's BOE Agenda


Cynthia Mancini, Chairman
Wolcott Board of Education

Wolcott Public Schools One to One (1:1) initiative spans grades 3 - 12. Students in these grades can “opt in” to use a school issued Chromebook. Students can also choose to use their own personal Chromebook. The Chromebook must meet these requirements: Processor - Intel Celeron N4020 or better, 4GB RAM minimum, 32GB hard drive (i.e. Dell 3100 Chromebook). This initiative supports district student engagement goals as students will have the tools to research and collaborate with each other and with their teachers within each class and at home.

Like textbooks, team uniforms and other school property issued to your child, there is a responsibility to take appropriate care of these valuable resources. A school issued Chromebook is no different, but it does represent a cost to the district and consequent liability to students and parents. We have a warranty in place to cover the school issued device covered for manufacturing defects, but we know loss and accidents may also happen, even when students take good care of the device. In these instances, district policies, state regulations and practices require a fine be levied to cover the repair or replacement cost of district property, therefore we have provided the opportunity to purchase a protection plan for students receiving a District Assigned Device.

Chromebook Insurance Program:

- If a student “opts in” to use a school issued Chromebook, they may purchase insurance. The insurance program cost annually (non-refundable) for each Chromebook can be found in the student handbook. This is intended to provide **accidental coverage** including physical damage to the device; for example, a cracked or broken screen, liquid spillage, missing keys, or signs of a drop. Parents/guardians can enroll their student(s) via a check made payable to Wolcott Public Schools. Cash is not an acceptable form of payment.
- If an accidental damage instance should occur, a replacement Chromebook will be issued. Payment is due within 10 days. All payments should be made payable to Wolcott Public Schools. Cash is not an acceptable form of payment.

Term:

- From the date the protection plan form and payment are received until the start of the next school year, or the student’s graduation / exit from district, whichever comes first

Protection Plan Covers

- Maximum of 2 claims per school year (plan period)
- Accidental damage – including but not limited to broken screen, liquid spillage, drops
- Unavoidable theft – **police report must be submitted within 72 hours of theft**, see “Additional Information” section below.

Not Covered

- **Lost devices are not covered by this policy.** A full replacement cost that will be charged to the student/family can be found in the student handbook.
- Intentional marking, defacing, removing inventory label and/or abusing the device by the student responsible for the device.

- **Intentional Damage:** Students/Parents are responsible for full payment of intentional damages to devices by the student responsible for the device.
- Damage caused by tampering with hardware components or operating system to alter district configurations.

Additional Information:

- In cases of theft, vandalism and other criminal acts, a police/fire report **MUST** be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the Principal's office.

Policy Void:

- More than two (2) claims are made during the protection plan term
- If the school makes a determination that the damage to the device was intentional or caused by abuse

Students Enrolled in the Insurance Program:

- **If a student IS** enrolled in the Chromebook Insurance Program, a replacement device will be given to them immediately. Non-insured students will be issued a loaner device until all balances are paid. Outstanding balances must be paid within **10** days. Loaner devices must be returned each day at the end of school.
- If a student withdraws from Wolcott Public Schools and then re-enrolls later in the same school year, the coverage purchased at the initial registration will be reinstated.

Damaged or Missing Chromebooks: Students failing to return or pay for missing or damaged school issued Chromebook, without exception, will not be permitted to take final exams, receive report cards transcripts or diplomas or be subject to other disciplinary measures.

***If you wish to decline the Chromebook insurance protection plan from Wolcott Public Schools, you agree to pay for any repairs or replacement of the device at a cost that can be found in the student handbook.**

Business/Non-Instructional Operations

Community Use of School Facilities

The Board of Education 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.

Any use of the school building and grounds by recognized community groups or organizations must be approved by the Superintendent of Schools.

The Superintendent of Schools is authorized to use his/her discretion in approving or disapproving applications under this policy. The decision of the Superintendent may be appealed to the Board of Education.

A custodian must be present when the school building and grounds are being used to insure building security, proper maintenance, and to see that it is used appropriately and left in proper order. Any group or organization may be required to pay any or all maintenance costs, including the hourly rate for custodial services when and if a custodian time extends beyond regular employment hours. If deemed necessary by the Superintendent in order to ensure compliance with federal, state, or local public health orders/recommendations, additional charges for custodial services may be charged, including during regular custodian work hours.

Any group or organization using the school building, grounds, or equipment, is responsible for and must assume the cost of all damages to any school property.

School grounds shall not be available for use after sundown except by permission of the Board.

The possession or consumption of alcoholic beverages and/or illicit drugs on school grounds or property is prohibited.

Parking is restricted to designated parking areas. Parking is prohibited on all grass areas, playgrounds, and those areas designated for emergency vehicles.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

Equal Access Act, 20 U.S.C. ss 4071-4074

Policy adopted: February 26, 2001

Business/Non-Instructional Operations

Community Use of School Facilities

The use of school buildings, grounds, equipment and facilities will be authorized by the Superintendent in conformity with the following regulations governing their use as approved by the Board.

1. Application forms for the use of school facilities must be presented to the Superintendent at least 14 days prior to the date of use.
2. The use of school facilities for school purposes, meeting of students, entertainment by teachers' clubs, alumni associations, parent-teacher associations and other organizations affiliated with the schools have precedence over all others. Requests for school facilities for school programs must be cleared with the building Principal or the Superintendent or both, should the nature of the request so justify.
3. The following users shall not be charged a rental fee or custodial fee:
 - A. School affairs sanctioned by the Board of Education.
 - B. PTA/PTO and other school related meetings.
 - C. Municipal agencies, Boards and commissions of the town.
 - D. Local non-profit organizations.

Where additional staffing or significant extra cleaning (such as but not limited to cleaning required to comply with public health orders and recommendations) is required or when use extends beyond 10:00 p.m., custodial fees shall be charged to users B, C, and D at a rate established by the Board of Education.

Users B, C and D shall pay custodial fees for use of school facilities on Saturdays, Sundays, holidays and those times when school is not in session. If use by B, C, and D groups during regular custodial work hours necessitates additional custodial staffing beyond regular staffing levels, the Superintendent may charge for this personnel as per rates established by the Board of Education. All other users shall pay both facility rental charges and personnel charges.

4. All activities must be under competent adult supervision approved by the Superintendent. In all cases, an assigned school employee 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. Any group or organization may be required to pay any or all maintenance costs, including the hourly rate for custodial services when and if a custodian's time extends beyond regular employment hours or if compliance with public health orders and recommendations necessitates additional staffing and/or hours. The group using the facilities will be responsible for any damage to the building or equipment.

5. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent.

6. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.

7. The following activities are prohibited:

A. Use of school property to individuals or organizations whose activities are of a subversive nature.

B. Use of school premises for non-school activities during school hours.

C. Smoking anywhere in school buildings or on school grounds.

D. Use of school buildings for games of chance.

E. Use of school buildings for holding card parties and public dances, except when plans have been approved by the Superintendent.

F. The granting of further use of premises to any person or organization which fails or refuses to pay for any damage sustained by its use.

G. The opening of the school building when the building is normally closed, unless a responsible custodian is provided.

H. Use for activities which engender racial or religious prejudices or which are inimical to democracy.

I. The use of alcoholic beverages.

8. The Board will cooperate with recognized agencies, such as the Red Cross, LEPC and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.

9. Proper liability insurance will be required by all groups given permission to use school facilities, except where this coverage is already provided by the Board.

10. The Board will approve and periodically review a fee schedule for use of facilities.

11. The Board reserves the right to revoke, for cause, permission for use previously granted.

Regulation approved: February 26, 2001

WOLCOTT PUBLIC SCHOOLS

1488 WOODTICK ROAD~~154 CENTER STREET~~

WOLCOTT, CT 06716

APPLICATION AND PERMIT FOR USE OF BUILDINGS AND GROUNDS

*******FORM MUST BE SUBMITTED 14 DAYS PRIOR TO
ACTIVITY*******

School Requested _____	Activity to be Held _____
Day(s)/Date(s) Of Activity _____	Time of Use: Start _____ End _____
Number of Participants In Organization _____	Admission Fee To Be Charged? Yes _____ No _____
Anticipated Event Attendance _____	Event Supervisor _____
PLEASE LIST FACILITIES, GROUNDS AND EQUIPMENT REQUIRED (BE SPECIFIC - ONLY THAT WHICH IS AUTHORIZED WILL BE AVAILABLE FOR USE - SEE SCHEDULE OF CHARGES): _____	
Stage Lighting: Yes ___ No ___	Sound: Yes ___ No ___ Kitchen: Yes ___ No ___

Section I: Restrictions/Regulations

The Wolcott Board of Education reserves to restrict or deny the use of school facilities to any organization found to have abused or damaged any school facility or to have violated any of the rules and regulations governing such use, or for any other justifiable reason. Additional charges will be assessed as necessary if restrictions are ignored and additional costs are created for the Board of Education.

1. Smoking is prohibited in school buildings and on school grounds.
2. No food or refreshments are to be served or consumed in public school buildings unless specifically requested and approved through this application process and permitted by the Chesprocott Health Agency.
3. No food or beverage allowed in gymnasiums, auditoriums or other areas not designated for food consumption.

4. Alcoholic Beverages and Drugs are prohibited on Public School Property.
5. Gambling is prohibited.
6. The use of a school facility does not include school equipment (gymnastic equipment, batting cages, etc.) except that which is already part of the facility or for which permission by the Superintendents of School has been granted.
7. Users of facilities must comply occupancy requirements and insure the occupancy requirements, and insure the occupancy does not exceed the maximum number allowed.
8. Users must contact the Police and Fire Marshal to determine if public safety personnel are required for the event.
9. Subletting or transferring an approved Buildings and Grounds Use is prohibited. A permit is to be used only on the date(s) specified, for the facility and purpose requested.
10. Utilization of the High School Athletic Facilities subject to a curfew of 10:00 p.m.
11. Organizations owing money to the Board of Education for previous school building use will not be eligible for future school building use until that indebtedness is removed.
12. Any applicable other policies and procedures.
13. Users must insure that the facilities and equipment (authorized for use) are used properly and safely. Stage lighting equipment for auditoriums will be operated by school personnel only.
14. The behavior of everyone in attendance must be controlled.
15. Users will insure the facilities are kept as clean and safe as possible during the event.
16. Users will insure that only authorized areas will be used for the event.

Section II: Insurance Liability

Organizations are not covered by the Town of Wolcott or the Wolcott Board of Education's liability insurance. A certificate of insurance for liability and property damage must be submitted (except school related activities) with this Buildings and Grounds Use Application naming the Wolcott Board of Education as an additional insured.

"The Organization" will carry the following insurances for the dates the facilities and grounds are requested.

- Liability insurance coverage for bodily injury and property damage in an amount no less than \$3,000,000 per occurrence, and \$3,000,000 annual aggregate, unless otherwise required.

- If applicable, Automobile Liability Insurance in an amount no less than \$3,000,000. Combines single limit for Bodily Injury and Property Damage.
- Workers' Compensation Insurance required by state law.

NOTE: BE AWARE THAT ADDITIONAL LIABILITY INSURANCE COVERAGE MAY BE REQUIRED DEPENDING ON ACTIVITY.

The Wolcott Board of Education is not responsible for any injuries or for lost personal equipment or belongings.

Section III: Indemnification and Save Harmless Agreement

The organization using the building and/or grounds agrees to indemnify and save harmless The Wolcott Board of Education, its employees, agents and servants, from any liability, claim, expense, cause of action, loss or damage whatsoever, for any injury, including death to any person or property; whether covered by insurance or not, unless such injury or damage is caused by the sole negligence of the Board of Education of Wolcott, its agents or servants.

Section IV: Cancellation of Activity

The Board of Education reserves the right to restrict or deny the use of school facilities by any organization if it appears to be in the best interest of the school or of the Town to do so. The Board of Education may cancel this application at any time for school-sponsored activities or inclement weather.

Whenever school is not in session due to emergency situations (snow days, power failures, or other circumstances which may make the facility inaccessible) or when early dismissal is necessary due to an emergency situation as described above, the activity shall be canceled. This applies to PTA/PTO's, Wolcott Park and Recreation Department, all scouts, women's and men's service clubs, adult education, youth sports, etc.

Whenever use of any field is permitted, it shall be subject to a determination by the Supervisor of Buildings and Grounds and Maintenance that the field is suitable for play, is not in an unsafe condition, or is subject to damage due to inclement weather.

I/We have read and understand the rules, regulations and applicable terms established by the Wolcott Board of Education governing the use of public schools and their facilities and agree to comply with said rules and regulations.

Name: _____ Phone #: _____	
_____ (H) _____ (W) _____	
Organization: _____	

Address: _____	

Applicant's Signature: _____ Date: _____	
Police Required: Yes _____ No _____ Fire Personnel Required: Yes _____ No _____	

FOR OFFICE USE ONLY	
Superintendent: _____	Facilities: _____
Business Manager: _____	Food Services: _____
_____	_____

COPIES: FILE SCHOOL SECRETARY HEAD CUSTODIAN

SUPERVISOR BLD/GRNDS FOOD SERVICES
 ORGANIZATION

Revised/Approved: 10/23/00

Revised/Approved: 12/12/16

Revised/Approved: 10/23/17

WOLCOTT PUBLIC SCHOOLS

Wolcott, Connecticut

USE OF FACILITIES CHARGES

WAIVER REQUEST

Name of Organization:

Applicant Name:

Activity or Event

Day, Date, Time of Activity/Event:

Reason for Waiver Request:

FOR OFFICE USE ONLY

Rental Fees: _____

Personnel Fees: _____ (Approximate)

Equipment Fees: _____

Signature: _____

Date: _____

Board of Education Chairperson

[] Approved: [] Denied:

Use of School Facilities

Policy

The Wolcott Board of Education, cognizant of the significant financial investment of the community in school facilities, encourages their fullest possible use for educational, cultural, civic, social, and recreational purposes (other than occupancy in connection with federal, state and municipal elections) provided such use does not infringe upon the primary purpose of complying with the statutory and traditional education needs.

1. The Wolcott Board of Education reserves the right to restrict or deny the use of school facilities by any organization if it appears to be in the best interests of the school or of the town to do so.
2. The Wolcott Board of Education reserve the right to deny the use of school facilities to any organization found to have abused or damaged any school facility or to have violated any of the rules and regulations governing such use.

Rules and Regulations

The Wolcott Board of Education establishes and approves the following rules and regulations governing the use of school facilities:

1. School functions conducted under the direction of Principals and/or teachers have precedence in the use of school buildings. Applicants who hold a permit for the facility **MUST agree to surrender such use at any time necessary for the use by the school.**

Priority of Eligible Organizations:

- a. Town government functions, such as hearings, meetings, and voting take precedence over all others.
- b. School sponsored activities.
- c. Allied school activities (Adult Education, Parent Teacher Association, etc.).
- d. Park & Recreation Commission sponsored activities.
- e. Community organizations on a non-profit basis.
- f. Community organizations requesting use for a profit making activity.

2. All requests from outside and school personnel must submit an "**Application For Use of Buildings and Grounds**" giving all necessary information as may be required for consideration by the Superintendent of Schools.

3. **The person/activity supervisor who signs this form and the "Application For Use of Buildings and Grounds" form, with the organization he/she represents, will be held responsible and liable for any injury to persons and for Injury to, or loss of, town or private property in connection with such use.**

4. Fees for rental of the school facilities and/or custodial charges will be assessed according to the ~~category~~-category. Group II and Group III are payable in advance. (Made payable to the Wolcott Board of Education, Special Account).

5. Sufficient police and fire protection service maybe required by local town ordinances. Parking coverage maybe requested to enforce the legal capacity and fire zones. The expense for such service shall be the responsibility of the person or organization granted use of the building.

6. If the applicant requires use of the school kitchen, a cafeteria employee must be present and compensated for his/her time. The expense for such service shall be the responsibility of the person or organization granted use of the building.

7. The use of a school facility will be evaluated at the conclusion of each event. Any disregard of the regulations or abuse of the facility may result in the refusal of any future requests by the sponsoring organization.

8. All youth programs (under the age of eighteen) **must** be conducted with sufficient adult supervision.

Activities Not Permitted

1. Activities advocating the overthrow of the United States or the State of Connecticut, or of local governmental agencies.

2. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment of the schools.

3. Any purpose in conflict with school activities.

4. Commercial advertising.

5. Fundraising campaigns except as permitted by board of education policy or by special action of the board of education.

6. Activities which are discriminatory in nature.

Use of School Facilities

Policy

Restrictions

The Wolcott Board of Education reserves the right to deny the use of school facilities to any organization found to have abused or damaged any school facility or to have violated any of the rules and regulations governing such use.

1. Organizations owing money to the Department of Education for previous school building use will not be eligible for future school buildings use until that indebtedness is removed.
2. **Alcoholic beverages and drugs** are prohibited on public school property.
3. No food or refreshments are to be served or consumed in public school buildings unless specifically requested and allowed on the application form.
4. Smoking is prohibited anywhere within any school building.
5. Gambling is not permitted.
6. Subletting or transferring a permit is prohibited. A permit is to be used only on the date(s) specified, for the facility and purpose requested.
7. The use of a school facility does not include school equipment (gymnastic equipment, batting cages, etc.) except that which is already part of the facility or for which permission by the Superintendent of Schools has been granted.
8. Utilization of the High School Football Field shall be subject to a curfew of 10:00 PM.

Insurance Liability

Organizations are not covered by the Town of Wolcott or the Wolcott Board of Education's liability insurance. A certificate of insurance for liability and property damage must be submitted (except school related activities) upon approval of the application. Liability should be in the amount of \$1,000,000 bodily injury or property damage with the Wolcott Board of Education named as an additional insured.

The Wolcott Board of Education is not responsible for any injuries to any individual or for lost personal equipment or belongings.

Cancellation of Activity

Whenever school is not in session due to emergency situations (i.e. snow days, power failures, or other circumstances which may make the facility inaccessible) or when early dismissal is

necessary due to an emergency situation as described above, the activity shall be canceled. This applies to PTA/PTO's, Wolcott Park and Recreation Department, all Scouts, women's and men's service clubs, adult education, youth sports, etc.

Whenever use of any field is permitted, it shall be subject to a determination by the Supervisor of Buildings and Grounds that the field is suitable for play, is not in an unsafe condition, or is not subject to damage due to inclement weather.

Acknowledgment of "Use of School Facilities"

I/We have read and understand the rules and regulations established by the Wolcott Board of Education governing the use of public schools and their facilities and agree to comply with said rules and regulations.

Name _____ Phone Number _____

Address _____

Applicant's Signature: _____ Date: _____

Regulation approved:

Schedule of Rental Charges of Use of

Public School Facilities and Sites

<p>Group I Activities conducted for the direct benefit of school children, Board of Education sponsored activities and official Town of Wolcott meetings, such as:</p> <ul style="list-style-type: none"> a. Town of Wolcott hearings, meetings and voting b. School sponsored programs, plays, concerts, and athletic events, etc c. Parent Teacher Associations and Parent Teacher Organizations d. Boy Scouts and Girl Scouts e. Park and Recreation Department f. Approved community organizations which present approved children's activities g. Adult Education programs h. Wolcott Public Works Department (Police, Fire and Highway Department) 	<p>Group I No facility rental charge. A custodial charge will be in effect whenever the activity utilizes a custodian outside of his/her normal work schedule. The charge will be: Monday through Saturday, custodian rate of time and one half and Sunday will be double time. Whenever a school kitchen is to be utilized by any group, Food Service personnel must be present at a rate of time and one half. A surcharge of \$75 will be in effect for the use of the Wolcott High School Football Field lights.</p>
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<p>Group II Wolcott Community group/organizations whose activities are unrelated to school, children or education, such as:</p> <ul style="list-style-type: none"> a. Women's and men's service clubs b. Political groups c. Non-profit organizations that support in-part the Wolcott Public Schools 	<p>Group II No facility rental charge. A custodial charge will be in effect. Custodian rate will be: Monday through Saturday, custodian rate of time and one half and Sunday will be double time. Whenever a school kitchen is to be utilized by any group, Food Service personnel must be present at a rate of time and a half. A surcharge of \$75 will be in effect for the use of the Wolcott High School Football Field lights.</p>
<p>Group III All other organizations and all non-Wolcott organizations or groups such as:</p> <ul style="list-style-type: none"> a. Religious groups b. Dance studios c. For profit organizations 	<p>Group III Facility rental fee plus custodial services. Custodian rate will be: Monday through Saturday, custodian rate of time and one half and Sunday will be double time. Whenever a school kitchen is to be utilized by any group, Food service personnel must be present at a rate of time and one half. A surcharge of \$150 will be in effect for the use of the Wolcott High School Football Field lights.</p>

	Frisbie/Tyrrell	Wakelee	Alcott	Wolcott High School
Cafeteria (Each)	\$100.00	\$100.00	\$100.00	\$100.00
Kitchen	\$50.00	\$50.00	\$50.00	\$50.00
Classroom	\$25.00	\$25.00	\$25.00	\$40.00
Library/Resource Center	\$25.00	\$25.00	\$25.00	\$75.00
Lecture Room	-	-	-	\$75.00
Gymnasium	\$100.00	\$200.00	\$100.00	\$300.00
Locker Room (Each)	-	\$25.00	\$25.00	\$50.00
Auditorium (Production)	-	-	-	\$400.00
Auditorium (Rehearsal)	-	-	-	\$100.00
Field	-	-	-	\$300.00

	<u>Erisbie/Tyrrell</u>	<u>Wakelee</u>	<u>Alcott</u>	<u>Wolcott High School</u>
<u>Cafeteria (Each)</u>	<u>\$100.00</u>	<u>\$100.00</u>	<u>\$100.00</u>	<u>\$100.00</u>
<u>Kitchen</u>	<u>\$50.00</u>	<u>\$50.00</u>	<u>\$50.00</u>	<u>\$50.00</u>
<u>Classroom</u>	<u>\$25.00</u>	<u>\$25.00</u>	<u>\$25.00</u>	<u>\$40.00</u>
<u>Library/Resource Center</u>	<u>\$25.00</u>	<u>\$25.00</u>	<u>\$25.00</u>	<u>\$75.00</u>
<u>Lecture Room</u>	-	-	-	<u>\$75.00</u>
<u>Gymnasium</u>	<u>\$100.00</u>	<u>\$200.00</u>	<u>\$100.00</u>	<u>\$300.00</u>
<u>Locker Room (Each)</u>	-	<u>\$25.00</u>	<u>\$25.00</u>	<u>\$50.00</u>
<u>Auditorium (Production)</u>	-	-	-	<u>\$400.00</u>
<u>Auditorium (Rehearsal)</u>	-	-	-	<u>\$100.00</u>
<u>Field</u>	-	-	-	<u>\$300.00</u>

In addition to the fees listed above, the Superintendent may implement additional charges to cover the costs of additional personnel that are necessary to ensure the user group's compliance with local, state, and/or federal public health orders and recommendations as defined in Section III below.

WOLCOTT PUBLIC SCHOOLS

1488 WOODTICK ROAD~~154 Center Street~~

WOLCOTT, CT 06716

APPLICATION AND PERMIT FOR USE OF BUILDINGS AND GROUNDS

Date of Application _____ School Requested _____

Day(s)/Date(s) of Activity _____ Activity to be Held _____

Anticipated Event Attendance _____

Number of Participants in Organization _____

Admission to be Charged? Yes _____ No _____

Time of Use: Start _____ End _____

Type of Activity _____

Event Supervisor _____

Facility, Grounds, and Equipment Required (Be Specific - Only that which is authorized will be available for use:

Section I: Restrictions

The Wolcott Board of Education reserves to restrict or deny the use of school facilities to any organization found to have abused or damaged any school facility or to have violated any of the rules and regulations governing such use, or for any other justifiable reason. Additional charges will be assessed as necessary if restrictions are ignored and additional costs are created for the Board of Education.

1. Smoking is prohibited in school buildings and on school grounds.
2. No food or refreshments are to be served or consumed in public school buildings unless specifically requested and approved through this application process and permitted by the Chesprocott Health Agency.
3. No food or beverage allowed in gymnasiums, auditoriums or other areas not designated for food consumption.
4. Alcoholic Beverages and Drugs are prohibited on Public School Property.

5. Gambling is prohibited.
6. The use of a school facility does not include school equipment (gymnastic equipment, batting cages, etc.) except that which is already part of the facility or for which permission by the Superintendent of Schools has been granted.
7. Users of facilities must comply with occupancy requirements and insure the occupancy requirements and insure the occupancy does not exceed the maximum number allowed.
8. Users must contact the Police and Fire Marshal to determine if public safety personnel are required for the event.
9. Subletting or transferring an approved Buildings and grounds Use permit is prohibited. A permit is to be used only on the date(s) specified, for the facility and purpose requested.
10. Utilization of the High School Athletic Facilities subject to a curfew of 10:00 p.m.
11. Organizations owing money to the Board of Education for previous school building use will not be eligible for future school building use until that indebtedness is removed.
12. Any applicable other policies and procedures.

Section II: Insurance Liability

Organizations are not covered by the Town of Wolcott or the Wolcott Board of Education's liability insurance. A certificate of insurance for liability and property damage must be submitted (except school related activities) with this Buildings and Grounds Use Application naming the Wolcott Board of Education as an additional insured.

“The Organization” will carry the following insurance's for the dates the facilities and grounds are requested.

- {Liability Insurance coverage for bodily injury and property damage in an amount no less than \$1,000,000 per occurrence, and \$1,000,000 annual aggregate, unless otherwise required.
- If applicable, Automobile Liability Insurance in an amount no less than \$1,000,000. Combines single limit for Bodily Injury and Property Damage.
- Workers Compensation Insurance as required by state law.

NOTE: BE AWARE THAT ADDITIONAL LIABILITY INSURANCE COVERAGE MAY BE REQUIRED DEPENDING ON ACTIVITY.

The Wolcott Board of Education is not responsible for any injuries to any individual or for lost personal equipment or belongings.

Section III: Indemnification and Save Harmless Agreement

The Organization using the building and/or grounds agrees to indemnify and save harmless The Wolcott Board of Education, its employees, agents and servants, from any liability, claim, expense, cause of action, loss or damage whatsoever, for any injury, including death to any person or property; whether covered by insurance or not, unless such injury or damage is caused by the sole negligence of the Board of Education of Wolcott, its agents or servants.

To obtain permission to use a facility, written application shall be made two weeks in advance of the date desired. The application shall show:

1. The date or dates desired
2. The starting and ending time of the activity
3. The amount and type of space needed
4. The amount and type of equipment needed
5. The name of the organization
6. The name, address and telephone number of the responsible representative

Such applications shall be addressed to: Business Manager, Wolcott Public Schools, [1488 Woodtick Road](#)~~54 Center Street~~, Wolcott, CT 06716.

The application for use of a facility shall bind the applicant and the group represented to be responsible for:

1. Conduct of the participants and/or guests
2. Return of any equipment or fixtures to their proper place
3. Replacement or repair of any damaged equipment or fixtures
4. Payment of any bill rendered within fifteen-day period
5. Adherence to state statutes and local ordinances
6. Any specific requirement deemed appropriate for the particular activity

7. Where determined necessary, provide a certificate of insurance with the Wolcott Public Schools as an additional named insured in the amount deemed adequate by the Superintendent of Schools or his/her agent.

Use of each facility will be dependent upon the presence in the building of a qualified employee for security, health, and/or safety purposes during the entire time the facility is being used. When such employees are not available on a basis as shown below, or when the activity is of such a nature as to require a special security officer or other employee for health and safety reasons, the using group shall pay for such employee in addition to any other charges. The security officer and special employees assigned are responsible to:

1. Security Officer

- a. Assist members of groups using school facilities in the replacement and arrangement of furniture and equipment. This requirement would include returning the same furniture and equipment to its normal place or station at the conclusion of the meeting or activity
- b. Secure the building at the conclusion of the meeting or activity
- c. Care for any type of housekeeping function deemed necessary to assure the use of said facility the following morning
- d. Provide any other specific requirement deemed appropriate for the particular activity

2. Light Panel Supervisor, Light and Stage Assistant, Projectionists

- a. Perform duties as outlined by the assigning administrator

3. Cafeteria Assistant

- a. Perform duties normally expected of a person assigned to prepare and/or operate equipment in the service of the Board. It should be understood that the person assigned shall be required to thoroughly clean all equipment used during the course of any activity

4. Health and Safety Compliance Officer (as required under public health orders or recommendations)

a. Ensures use of facility and state in which facility is left after its use is compliant with any/all public health orders and recommendations issued at the local, state, or federal level(s).

Schedule of Availability of Support Staff

	Free Basis	Charge Basis
Schools	8:00 AM to 10:30 PM	Weekends, holidays, vacations, and school days. 10:30 PM to 8:00 AM school days

The Police Chief shall determine the number of police officers required for each activity.

The applicant and the group represented shall be responsible for paying all charges for building security, for police protection, and for special rental charges. Groups generating the same charge may share such charge. The following schedule of charges shall apply:

NOTE: Charges may be assessed during Free Basis time if the building use involves a large number of people, food is being served, or moving and/or housekeeping requirements are considered above normal.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

Regulation approved: May 22, 2001

Regulation revised: XXXX

New ~~Construction~~

Commented [G1]: A suggestion was made to change this to "new and existing". "Construction" is the current correct name of the policy series. Currently, there are only two policies listed in this series: #7000 and #7551

Naming/Renaming of School Buildings, Components of Buildings, and/or School Grounds

It is the responsibility of the Board of Education to name school buildings, components of buildings and school grounds. The decision will be based upon its assessment of the special significance of a name or, in the case of an individual, exceptional service to the children of Wolcott. Such recognition requires substantial support and comprehensive review.

In the naming of a previously unnamed building, the Board shall establish a sub-committee as described below to receive community input and to make a recommendation. The names of buildings that are not regularly used by students shall be generic (i.e.: Maintenance Building) and shall be the sole responsibility of the Board of Education.

Individuals to be considered shall have served in the continuous employ of the Wolcott Board of Education for an extended period, usually in excess of ten years, with the name being submitted after separation from compensated service for a minimum period of one (1) year; or be a non-employee of the Wolcott Board of Education who has made an exceptional contribution to the children of Wolcott for an extended period. In the case that the candidate is an elected or appointed representative from a local, state, or federal government post, the candidate must be at least one (1) year separated from such service. Particular attention shall be given to local candidates.

The Board of Education will determine when a component of a building is of sufficient nature to be assigned a name. A proposal to name a component of a building shall meet additional criteria: the component shall be representative of a curricular discipline and the individual shall be recognized as appropriate to that component.

The process shall be initiated by action of the Board of Education or by presentation to the Board of a petition representing the signatures of one hundred (100) registered voters of the Town of Wolcott. Once initiated, the Chairperson of the Board of Education shall select a sub-committee for the purpose of reviewing the proposal. The sub-committee shall consist of the following minimum representation:

The Chair of the Board of Education (ex officio)

The Superintendent of Schools (ex officio)

(1) member of the Board of Education at-large

(1) member of the Board of Education's Facilities Committee

(1) administrator

(1) teacher

(1) parent of a student enrolled in the Wolcott Public Schools

(2) residents of the community not represented above

The Board of Education shall make public notice of the formation of the subcommittee and its charge for the purpose of encouraging representative communication. The initiator of the request shall bring before the subcommittee the following documentation/exhibits.

For an individual:

- evidence of outstanding achievement
- resume of public service
- ten (10) letters of recommendation

For a name other than that of an individual:

- * a written presentation of the special significance of the name

The sub-committee shall validate the documentation and meet with any and all individuals or groups it deems appropriate. It shall present its recommendation to the Board of Education in accordance with Board of Education bylaws and policies.

Once an individual has been recognized in this manner, it will be the policy of the Board not to rename the facility. Should substantial evidence be provided that would indicate that such recognition is no longer appropriate, a subcommittee of similar structure as outlined above would be established for review. Action to remove this recognition would require a minimum of seven affirmative votes of the membership of the Board of Education.

Policy adopted: April 9, 1979

Policy revised: February 26, 2001

Policy revised: December 13, 2010

Policy revised: XXXX