

Community Relations

Facilities Use

Purpose

The Rocky Hill Board of Education encourages the use of school facilities as much as possible. However, such usage will be controlled by the Board of Education to protect all school buildings, properties and equipment and will, wherever deemed necessary, require attendance of qualified school personnel at all functions.

Special Conditions

Approval for use of school facilities will be allowed only when not in conflict with regular school activities, except in emergencies caused by natural or public disaster.

Use of school buildings as places of voting for town, state, national elections and town referendums will be allowed providing that such usage does not interfere with regular scheduled educational process, with the exception of physical education classes normally held in the gymnasium areas, if such areas are designated as voting places.

Cancellation

The Board of Education reserves the right of immediate cancellation of the use of any school facilities to persons or organizations who fail to obey the requirements outlined by this policy. Such termination will be the sole decision of the Board of Education by majority vote.

Scheduling of Building Use

Scheduling for use of school facilities will be conducted by the Superintendent of Schools or his designated representative upon written request on the form provided. The Superintendent of Schools, or his designated representative, will make available a schedule, in writing, to all Board of Education members on request.

Conditions

Exceptions to conditions below must be so stated on the application for usage form and must be approved by the Board of Education.

1. Policemen and/or firemen must be employed by persons or organizations at all events when the use of school facilities is subject to the town ordinances on public gatherings; i.e., when more than one thousand (1,000) persons are assembled at one time for one (1) particular event. This shall be the responsibility of the persons or group using the facilities, except for school-sponsored activities where it shall be the responsibility of the Board of Education.

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Conditions (continued)

2. Police coverage may be required by the Board of Education when more than 300 persons are assembled at one time for one (1) particular event. However, the Board of Education (or appropriate school administrator[s]) reserve(s) the right to insist that organizations which rent school facilities secure the services of Rocky Hill policemen and/or firemen during events taking place at school facilities when, in its/their judgment, such coverage is prudent.
3. An employee of the facilities staff shall be in the building at all times to insure security with the following exceptions: whenever more than one large area in the building is being used at one time (such as a gymnasium, auditorium, hallway, cafeteria, etc.), the Superintendent of Schools or his designated representative will determine the number of employees of the facilities staff necessary to be in attendance for proper security. Such employees will also perform the following functions:
 - a. Assist persons or groups using facilities in the arrangement of furniture and other equipment to be used at the end of the activity.
 - b. Secure the building at the conclusion of the activity.
 - c. Care for any type of housekeeping function so that the building will be in readiness for the next day of operation.
 - d. Provide any other specific requirements deemed necessary for the particular activity.

Applicants Responsibilities

The application for use of school facilities will bind the individual sponsor to be responsible for:

1. Proper conduct of participants and/or guests.
2. Protection and reasonable maintenance of public property.
3. Return of all equipment or furniture to its proper place.
4. Replacement or repair of any damaged equipment, fixtures, or furniture.
5. Payment of bill within fifteen (15) days of billing.
6. Adherence to local and state ordinances and state and local fire regulations, as applicable.
7. Providing a proper certificate of insurance.

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Facilities Use (continued)

Use of High School Auditorium

An authorized technician (trained and approved by the Auditorium Manager) must be present at all functions when either the stage lighting or sound systems are utilized. Fees for technicians shall be paid at minimum wage for each hour or part thereof as determined by the administration.

Use of kitchens is limited to school-related groups or organizations whose activities are supportive of the schools' activities either in raising funds or in providing volunteer assistance. A member of the cafeteria staff must be present at all functions whenever cafeteria equipment/kitchen is used. Fees for cafeteria personnel shall be paid on a minimum hourly rate or part thereof as determined by the administration. Groups using the kitchen must obtain a temporary food license from the Town's Health Department. A minimum advance notice of one week is required for scheduling purposes.

Use of Pool

Administration is encouraged to work collaboratively with representatives of Parks and Recreation Department to determine use of the pool.

1. During the regular school year, the pool will be subject to primary use by the school from opening to 5:00 p.m. daily. The Parks and Recreation Department has the right to use the facility during this period if agreed to by the school administration.
2. During the summer months, holidays and vacation periods when school is not in session, the facility will be subject to primary use by the Parks and Recreation Department. The school has the right to use the facility during this period as mutually agreed.
3. The pool will be open to groups other than the Board of Education or the Parks and Recreation Department when neither party is using or maintaining it. Such use will be subject to approval by both Parks and Recreation and Board of Education administrative personnel.
4. Fees governing the use of the pool by any agency or group other than the Board of Education and the Parks and Recreation Department will be established by the Board of Education.

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Facilities Use (continued)

Use of Tennis Courts

The town assumes continuous responsibility for maintaining high school tennis courts, both with respect to equipment and surfaces.

1. During the fall season, the school will have full use of the courts from opening until 4:00 p.m. In winter, courts will usually not be in use, but, should weather permit, schools would have use until 4:00 p.m. In the spring, schools will have full use of the courts from opening until 6:00 p.m. or the conclusion of matches – whichever comes later.
2. During school time, teachers will open the gates and custodians will close them at dusk.
3. Keys will be made available for school personnel.
4. During school vacations and holidays, schools will have preference for use of courts for practices or matches. The public may use the courts if school personnel are not present.
5. The public, adults and minors, will have equal use of the courts during summer weeks and on weekends. During this time, the town recreation department will open and close the facility.
6. Under no condition will a student of the Rocky Hill school system be required to pay a fee to use the tennis courts or be excluded from equal use on the basis of age.
7. General regulations shall be formulated by the administration and reviewed by the Board of Education.

Sharing of Secondary School Physical Education Athletic Facilities

Recognizing the need and desirability of making maximal use of school facilities for the educational welfare of all students in the public schools of Rocky Hill, the Board of Education establishes, as a major priority, its intent that all outside physical education, athletic, and recreational facilities and fields on the combined site of the high school and middle school plants shall be shared appropriately in all instructional programs by students at both schools.

The Board of Education, further, charges the Superintendent of Schools or his designee(s) with developing, executing, and enforcing regulations for an equitable system of access and non-conflicting use of these facilities.

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Facilities Use (continued)

Eligible Organizations and Priority of Use

1. Educational programs.
2. Student activities.
3. Administrative, faculty, or staff activities (includes PTA/PTO).
4. Town department or agency activities (recreation and parks top priority).
5. Activities sponsored by and for organizations promoting the physical or political or cultural well-being of the citizens of the town.
6. Private organizations, private businesses or enterprises located in or taxpayers to the town.
7. Out-of-town organizations.

Restrictions on Use of School Facilities

1. Illegal activities will not be tolerated and any violations may justify permanent restriction of the organization involved.
2. Use or possession of alcoholic beverages or unauthorized controlled substances shall not be permitted on school property. There shall be no smoking in school buildings or on school grounds.
3. Unapproved vendors shall be prohibited in school buildings or on school grounds.
4. Refreshments can be served or consumed only in areas designated by the Principal.
5. Inappropriate advertising and/or decorations shall not be allowed.
6. Activities which engender racial or religious prejudices or which are inimical to democracy are prohibited.

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Facilities Use (continued)

Fees

Use of facilities for all groups listed in Category B shall be without fee charge. This does not, however, automatically relieve the user from any costs associated with proper use of those facilities, i.e., police for security, kitchen staff for cooking; lifeguards for swimming, custodians, etc. Such costs shall be the responsibility of the user and shall be the current prevailing rate. Kitchen worker fees shall be paid directly to the Rocky Hill School Lunch Program.

School facilities may be used by businesses or private groups and organizations in accordance with a fee schedule established by the Superintendent of Schools and approved by the Board of Education.

Category A

Persons or organizations to be charged for use of school facilities:

1. Civic, political and fraternal organizations.
2. Religious organizations.
3. Athletic organizations for activities charging admission.
4. Local organizations normally granted free use when such organizations charge admission.

Category B

Persons or organizations not to be charged for use of school facilities:

1. Organizations whose activities are supportive of the schools' activities either in raising funds or in providing volunteer assistance.
2. Agencies of local, state or national governments.
3. Youth-oriented groups, none of which generates profit.
4. Rocky Hill Public Schools in any of their activities.
5. Local fund-raising activities when all proceeds are for charity.

Fee schedules shall be reviewed annually by the administration. Revisions shall be submitted to the Board of Education for review, as appropriate.

Persons desiring to use school facilities shall make application through the Superintendent's office. At the time of application, all information applicable to this policy shall be furnished to the person(s) making request for use of facilities.

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Facilities Use (continued)

Rental Fees

	Rental Fee Schedule				
	HS	GMS	MOS	MHS	WH
Auditorium – Event*	\$75/hr.	n/a	n/a	n/a	n/a
Auditorium – Rehearsal	\$17/hr.	n/a	n/a	n/a	n/a
Library	\$52/hr.	\$52/hr.	n/a	\$52/hr.	\$52/hr.
Pod	n/a	\$46/hr.	n/a	n/a	n/a
Gymnasium	\$58/hr.	\$58/hr.	n/a	\$58/hr.	\$58/hr.
Gym & Showers	\$78/hr.	\$75/hr.	n/a	n/a	\$75/hr.
Cafeteria	\$58/hr.	\$58/hr.	\$30/hr.	\$58/hr.	\$58/hr.
Classrooms (per classroom)	\$23/hr.	\$23/hr.	\$23/hr.	\$23/hr.	\$23/hr.

* 4-hour minimum per event plus an hourly charge for rehearsals and set-up of \$15/hr.
n/a – not applicable

Payment of rental fees shall be made directly to the Facilities Management Office.

Technician Fees

Any activity (practice or performance) in the high school auditorium which utilizes either the stage lighting system and/or the sound system MUST be attended by the Auditorium Manager or a trained technician. The auditorium sound system must not be modified in any way or melded with any other sound equipment or system. (Completely separate sound systems are allowed.) Misuse and/or damage to equipment may result in damage fee assessments or facility access prohibition.

With the exception of the groups listed below, individuals or groups requiring the attendance of a trained technician shall be responsible for the payment of technician fees.

Groups not to be Assessed Technician Fees

1. Education programs
2. Student activities
3. Administrative, faculty, or staff activities (includes PTO/Parent Advisory Groups)

NOTE: In the absence of the Auditorium Manager, the Board reserves the right to charge for the use of a substitute technician.

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Groups not to be Assessed Technician Fees (continued)

All other users, including Town-sponsored activities (governmental, parks & recreation, etc.), shall be responsible for the fees of a technician designated by the Auditorium Manager.

Payment for technician fees shall be made directly to the high school's student activity fund (RHHS SAF). Fees will be charged at the rate of minimum wage for each hour or part thereof worked.

Cleaning/Custodial Fees

With the exception of the groups listed below, individuals or groups using school facilities shall be responsible for custodial expenses as defined below.

Groups not to be Assessed Cleaning/Custodial Fees

1. Educational Programs
2. Student Activities
3. Administrative, faculty or staff activities (includes PTO/Parent Advisory groups)
4. Town-sponsored activities (includes, Governmental, Parks & Recreation activities)

Cleaning fees below represent base costs associated with use of the specified facility. Any additional set up or take down will result in assessed custodial fees. Assessments listed below are for cleaning after an event only.

Cleaning Fees

\$20.00 per date of use

Cleaning fee payments shall be made directly to the Facilities Management Office.

Costs for custodial coverage are to be assessed to the user group and paid within 15 days of the event. Actual costs will be determined by the Facilities Management Department at the time of reservation of the facility. The charge will be equal to the hours that the facility is used plus any additional setup, take down or final cleaning time. The Facilities Management Office will determine how many custodians are needed in the facility based upon the size of the group using the facility and the actual facility being used. Security of the building will be foremost in the assignment of custodians.

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Custodial Fees (*per custodian*)

Monday through Saturday	\$30.00 per hour
Sundays and Holidays	\$40.00 per hour

Payment for custodial fees shall be made directly to the Facilities Management Office. A three-hour minimum payment is required for events occurring outside of normal work schedules. If an activity is canceled, notification must be given at least two (2) hours in advance of the scheduled start of the activity or the three-hour minimum fee must be paid.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes.

PA 97-290 An Act Enhancing Educational Choices and Opportunities

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)

Policy adopted: October 21, 2010

ROCKY HILL PUBLIC SCHOOLS
Rocky Hill, Connecticut