

Community Relations

Use of School Facilities

The Region No. 9 Board of Education (hereinafter “Board”) has the responsibility for and jurisdiction over the care, maintenance and operation of buildings, lands, apparatus and all other property used for school purposes within the Region No. 9 School District. However, the Board may provide for the use of any room, hall, school, school grounds area, sports field and/or sports facility (hereinafter “school facilities”), within its jurisdiction, for non-profit or community purposes, whether or not school is in session. In exceptional cases, the Board may provide for the use of school facilities by a for-profit individual or group.

It shall be the policy of the Board to encourage community use of school facilities when such use does not conflict with school-centered activities, or stress the school facilities to the point where a greater burden of maintenance has a negative financial impact on the regular school budget.

Consistent with this policy, the Head of School or his/her designee approve and schedule the non-profit and community use of school facilities by an individual or group. The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl 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. To secure the approval for the use of school facilities, individuals or groups must comply with the regulations, contractual agreements, procedures and requirements stipulated by the school district.

Use of school facilities by for-profit individuals or groups will require express approval of the Board.

All individuals and groups using or visiting on school grounds must adhere to all Board policies, including the prohibition of possession, use/consumption, sale or distribution of alcoholic beverages, controlled substances, tobacco and/or smoking products of any kind.

Types of Activities Which Will Not Be Permitted

1. Any purpose in conflict with the mission or goals of the school district.
2. Activities which are unlawful in nature.
3. Any activity which will be injurious to the building, grounds, school equipment or community environment.

Legal References: Connecticut General Statutes

10-239 Use of school facilities for other purposes.
10-220(a) Duties of boards of education

Community Relations

Use of School Facilities (continued)

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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REGION 9 SCHOOL DISTRICT

Community Relations

Use of School Facilities/Fields/Grounds/Equipment

I. General

It is the philosophy of the Region No. 9 Board of Education (hereinafter “Board” to encourage the use of school facilities by non-profit community groups whenever such use does not interfere with the educational programs of the school district or cause damage to the school facilities or community environment. The Board may provide for the use of the school buildings and grounds within its jurisdiction for non-school activities whether or not school is in session. The Board has the responsibility for and jurisdiction over all school property. Consistent with this, the Head of School or his/her designee will approve and schedule the use of all school facilities by non-profit or community individuals or groups. To secure the approval for the use of school facilities, non-profit or community individuals or groups must comply with the procedures and requirements stipulated by the Head of School or his/her designee. In exceptional cases, a for-profit individual or group might be granted use of a school facility, but only with the express approval of the Board.

Fees must be prepaid by users at the rate contained in the attached schedule. Fees can be waived at the discretion of the Board.

II. Availability

- A. School events and town meetings shall take precedence in scheduling.
- B. The school facilities are available for use by organizations of Easton and Redding which comply with the District’s regulations for use of the school facilities.
- C. The school facilities are available to groups other than community groups; however, Easton and Redding organizations shall have priority.
- D. Certain areas of the campus (for example, Fitness Center, computer room, art room, kitchen, or media center) may only be used with the appropriate supervision as determined and approved by the Head of School or his/her designee.
- E. Generally, classrooms are not made available for use by any outside groups or individuals so as not to disrupt the educational programs in place, to respect the professional workplace, and to protect student property and issues of confidentiality.

Use of School Facilities/Fields/Grounds/Equipment (continued)

- F. The use of a building facility shall require the presence of at least one district system custodian. Depending on the use of the fields or grounds, a custodian may also be required. Such determinations are at the sole discretion of the Head of School or his/her designee.
- G. The use of the kitchen shall require the presence of at least one cafeteria employee in addition to required custodial staff.
- H. Emergency requests will be processed at the discretion of the Head of School or his/her designee.
- I. Permission to use a school facility will be specific and limited to the designated date, time, and area described in the application process.

III. Application/Permit Process

- A. All applications must be completed and signed by an authorized person of the group making the application. Arrangement of details for the activity, including the clearance of the date(s), will be made with the Head of School or his/her designee. The Head of School or his/her designee will provide the sponsoring organization with guidelines regulating the use of the specific areas requested.
- B. Applications for school facility use will be available in the office of the Head of School. The application form shall be filed and approved on a quarterly basis (August 1, November 1, February 1, and May 1). Applications will generally be processed in a two-week period. Preset town or community meetings and events, which take place during the normal school year, need reapply only on an annual basis.
- C. The Administration and Board reserve the right, to deny requests for the use of school facilities or to cancel permission previously given. Denials or cancellations by the Head of School or his/her designee may be appealed to the Superintendent of Schools. Any cost incurred by the cancellation of the event will be absorbed by the sponsoring organization. The fee schedule for the use of facilities is on file in the office of the Head of School.
- D. Events which pose significant problems of traffic, crowd control, organization or environmental impact shall be denied.

Use of School Facilities/Fields/Grounds/Equipment (continued)

- E. Any organization canceling an event must notify the Head of School or his/her designee immediately to clear the calendar and make the facility available to other groups.
- F. The sponsoring organization will notify the Head of School or his/her designee of, and get approval for, any change in the original application with regards to date, time, facility supervisor, equipment, or make-up dates due to inclement weather.
- G. School facilities may be used for non-school activities only when a permit to do so has been issued by the Head of School or his/her designee. The final decision for declaring each field ready for use shall rest with the Head of School or his/her designee.
- H. The Board requires proof of insurance in the amount of one million dollars for any organization or organized group using the buildings or grounds. The coverage should be obtained through the group's own agent and a certificate of insurance, as evidence, must accompany the application. The Board must be named as a co-insured.
- I. Organizations using school facilities/fields/grounds/equipment accept responsibility for reimbursing the Board for any damage done by persons participating in and/or attending the organization's activities.
- J. If the provisions of this policy are violated by an organization, or any group or team within an organization, then the Superintendent of Schools, on the recommendation of the Head of School or his/her designee, may direct that the permission issued by the school be voided.

IV. Supervisory Responsibilities

- A. Each sponsor will provide a facility supervisor and provide or hire adequate supervision for an event.
- B. The specific area requested will dictate the number and qualifications of the personnel needed unique to the event as determined by the Head of School or his/her designee.
- C. The facility supervisor(s) in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- D. Groups shall be specific in notifying their members as to the appropriate times of arrival and departure from the school facility.

Use of School Facilities/Fields/Grounds/Equipment (continued)

- E. When the Head of School or his/her designee determines the size of the anticipated attendance or the nature of the activity warrants, the sponsoring organization shall provide, at its expense for police, traffic control and additional supervision.

V. Restrictions

- A. School building facilities (including lavatories and phones) will not be available to groups or individuals using school fields, except by prior arrangement with the Head of School or his/her designee.
- B. Students may remain on school grounds at the end of the school day to wait for a non-school activity only with administrative approval and appropriate supervision. Such supervision will be without cost to the Board.
- C. If accessing the building is limited by inclement weather or is considered dangerous, the event shall be canceled. The Head of School or his/her designee shall have sole discretion to make the decision. It is the responsibility of the sponsoring organization to notify its participants of the canceled event.
- D. Parking at all campus events is restricted to designated parking areas.
- E. No non-authorized motorized vehicles, or horses, are allowed on grass or playing field areas, except as necessary to provide emergency medical services.
- F. Skateboarding and rollerblading are not permitted on school grounds unless specifically approved by the Head of School or his/her designee as part of the education program of the school.
- G. School events and activities take precedence in scheduling all school facility and grounds use.
- H. Under certain weather or field conditions, such as when wet or frozen, grounds and/or field may not be used. The Head of School or his/her designee shall be the final judge as to the use of fields and grounds following inclement conditions.
- I. If school is dismissed early due to emergencies or inclement weather, all afternoon and evening events will be canceled.
- J. The possession, use, sale or distribution of alcohol or drugs is forbidden in all school buildings and on all school grounds. Smoking is forbidden on the campuses of Joel Barlow High School and all its fields and facilities.

Use of School Facilities/Fields/Grounds/Equipment (continued)

- K. The sponsoring organization shall ensure that all litter and trash are placed in receptacles and/or removed from school grounds and disposed of properly.
- L. State fire safety laws shall govern the number in attendance in any facility for any event.
- M. The sponsoring organization is responsible for any damage to the school property, facility or anything contained or stored therein.
- N. Walls of school buildings may not be used as a kick wall, backstop or other type of practice or warm-up facility.
- O. Roof areas are off limits at all times.
- P. Any field or other school facility at Joel Barlow High School is not available for use by any outside non-profit group without the express approval of the Head of School or his/her designee.
- Q. Any field or other school facility at Joel Barlow High School is not available for use by any outside for-profit group without the expressed approval of the Board.

VI. Equipment

- A. Reasonable requests by school and community groups for use of school equipment on the premises will be considered and should be specified in the application process. A user fee and a security deposit may be required.
- B. School equipment is generally not for use by non-community and profit-making groups. Equipment may be issued to and/or utilized by non-community groups only with the expressed approval of the Board. The Board may impose a user fee and demand a security deposit.
- C. Any group utilizing its own equipment must have prior approval from the Board to meet safety guidelines and preclude interference with the educational process.

Joel Barlow High School: Facility Rental Fees per Use

(examples attached of user groups by category)

	School or School Affiliated	Easton & Redding Town Government or Agency	Easton & Redding P&R programs and town sports organizations	Community Organization Non-Profit; No Admission	Community Organization Non-Profit; with Admission	Political Party; No Admission	Political Party; With Admission	Outside of Community; No Admission	Outside of Community; With Admission	Private Individual or Business
Auditorium*			\$50	\$100	\$150 or %	\$150	\$250 or %	\$250	\$450 or %	\$550 or %
Cafeteria w/Kitchen			\$50	\$100	\$150 or %	\$150	\$250 or %	\$250	\$450 or %	\$550 or %
Cafeteria			\$25	\$25	\$75 or %	\$75	\$75 or %	\$75	\$75 or %	\$75 or %
Faculty Room			\$25	\$25	\$75 or %	\$75	\$75 or %	\$75	\$75 or %	\$75 or %
Corridors for Public Displays/Use			\$25	\$25	\$75 or %	\$75	\$75 or %	\$75	\$75 or %	\$75 or %
General Purpose classroom/small area			\$25	\$25	\$75 or %	\$75	\$75 or %	\$75	\$75 or %	\$75 or %
Specialty Instructional Areas (art, health, music, etc.)	NOT AVAILABLE TO FOR PROFIT OUTSIDE GROUPS UNLESS BOARD APPROVED									
Gym			\$25	\$50	\$100 or %	\$100	\$200 or %	\$200	\$400 or %	\$500 or %
Fitness Center			\$50	\$100	\$150 or %	\$150	\$250 or %	\$250	\$450 or %	\$550 or %
Library Learning Commons & Technology Center			\$25	\$50	\$100 or %	\$100	\$200 or %	\$200	\$400 or %	\$500 or %
Computer Lab			\$50	\$100	\$150 or %	\$150	\$250 or %	\$250	\$450 or %	\$550 or %
Competition Fields	NOT AVAILABLE TO FOR PROFIT OUTSIDE GROUPS UNLESS BOARD APPROVED									
Baseball/Softball Field			\$25	\$50	\$100 or %	\$100	\$200 or %	\$200	\$400 or %	\$500 or %
Field			\$25	\$50	\$100 or %	\$100	\$200 or %	\$200	\$400 or %	\$500 or %
Track			\$25	\$50	\$100 or %	\$100	\$200 or %	\$200	\$400 or %	\$500 or %
Grounds - describe area of property			\$25	\$50	\$100 or %	\$100	\$200 or %	\$200	\$400 or %	\$500 or %

* JBHS Auditorium - extra fees may be charged, based on use.

% Where a fee "or %" is indicated it means 10% of the anticipated admission/fee/donation, or the indicated charge, whichever is greater.

Note: Use of multiple areas for one activity - a package fee can be arranged

The Head of School or his designee may adjust fees up or down, or waive fees according to activity, impact on facilities, custodial and support staff time and labor.

For example, if a non-profit group, run by community volunteers, such as the Scouts, meets once a week for the school year, and only uses 2 or 3 tables in a corner of the cafeteria, where no set up or clean up is required, the per use of \$25 could be adjusted to a basic fee of \$25/quarter or \$100 for the year. Where as, if the same Scout troop meets weekly in the cafeteria, but needs open space requiring that the tables and chairs be put away, and then set up again after the activity, the group would be required to pay for custodial time and the per use fee would probably be required for each use to compensate for wear on the furniture.

Joel Barlow High School: Parking Lot Fees per Use
(examples attached of user groups by category)

	School or School Affiliated	Easton & Redding Town Government or Agency	Easton & Redding P&R programs and town sports organizations	Community Organization Non-Profit; No Admission	Community Organization Non-Profit; with Admission	Political Party; No Admission	Political Party; With Admission	Outside of Community; No Admission	Outside of Community; With Admission	Private Individual or Business
Use of Front Parking Lot Capacity 100 cars	no costs unless **					\$350				
Use of Senior Parking Lot (Weekend and summer use only) Capacity - 200 cars	no costs unless **					\$350				

The use of Joel Barlow High School's parking lots is by application only. Parking lots are rented for day use only. Overnight parking is not permitted. Joel Barlow High School is a non-alcoholic and smoke free campus.

** Fees may be imposed at the discretion of the head of school or his designee depending on the need for supervision and/or cleaning by Region 9 staff.

The Head of School or his designee may adjust fees up or down, or waive fees according to activity, impact on facilities, custodial and support staff time and labor.

Examples of User Groups by Category

School or School Affiliated	<ul style="list-style-type: none"> • Student Council Activities • Student Activities • Concerts, Recitals • Plays 	<ul style="list-style-type: none"> • Board of Education • PTAs and Joint PTA Council • Easton/Redding Community Coalition 	<ul style="list-style-type: none"> • SAD/MADD • Open Houses • Parent/Community Programs 	<ul style="list-style-type: none"> • Sports Programs • Booster Club • Arts Councils • Easton Learning Foundation • Redding Education Fund • Artists in Residence
Easton & Redding Town Government or Agency	<ul style="list-style-type: none"> • Board of Selectmen • Board of Finance 	<ul style="list-style-type: none"> • Police Department • Fire & EMS Departments • Health & Building Departments 	<ul style="list-style-type: none"> • Zoning Board • Zoning Board of Appeals • Conservation Commission 	<ul style="list-style-type: none"> • Town Senior Citizen organizations (such as Heritage House)
Easton & Redding Parks & Recreation programs and town sports organizations	<ul style="list-style-type: none"> • P & R youth programs 	<ul style="list-style-type: none"> • P & R adult programs 	<ul style="list-style-type: none"> • Redding Boy's & Girl's Club • Redding Soccer Club 	<ul style="list-style-type: none"> • RELAX
Community Organization; Non-Profit	<ul style="list-style-type: none"> • Mark Twain/Easton Libraries • Churches/Synagogues 	<ul style="list-style-type: none"> • Historical Society • Newcomers Club • League of Women Voters 	<ul style="list-style-type: none"> • Girl/Boy Scouts • National Charity League 	<ul style="list-style-type: none"> • American Red Cross (Blood Drives) • Bread & Roses • Danbury Hospital
Political Party and Political Organizations	<ul style="list-style-type: none"> • Republican Town Committee • Democratic Town Committee 	<ul style="list-style-type: none"> • Young Republicans' Club 		
Easton & Redding Private - Individual or Business	<ul style="list-style-type: none"> • Private parties/picnics (adult, youth, family, etc.) • Private education/tutoring or training of any kind • Day/Evening Child Care 	<ul style="list-style-type: none"> • Sports Clinics/Sports Camps • Camps • Karate/Martial Arts classes, tournaments or shows of any kind • Personal exercise or recreation of any kind 	<ul style="list-style-type: none"> • Brokers for "craft" fairs, etc. • Trade shows • Fairs/Arts & Crafts Shows/Carnivals, etc. • Theater Companies • Car/antique/etc. shows • Dog/animal shows 	<ul style="list-style-type: none"> • Private therapy groups • Private business use of any kind • Photography sessions
Outside of Community Groups (non-profit, profit, individual or business)	<ul style="list-style-type: none"> • Other town/states education programs (youth or adult) • Other towns/states P & R programs (youth or adult) • Other town/states sports programs (youth or adult) • Other town/states municipality related meetings 	<ul style="list-style-type: none"> • Professional or semi-pro sports organizations • Sports Clinics/Sports Camps • Camps • Karate/Martial Arts classes, tournaments or shows of any kind 	<ul style="list-style-type: none"> • Brokers for "craft" fairs, etc. • Trade shows • Fairs/Arts & Crafts Shows/Carnivals, etc. • Theater companies • Car/antique/etc. shows • Dog/animal shows 	<ul style="list-style-type: none"> • Film/Photography Companies • Modeling Agencies or Agents • Any business

**JOEL BARLOW HIGH SCHOOL
EASTON-REDDING, CT**

**INFORMATION PERTAINING TO JOEL BARLOW HIGH SCHOOL
CUSTODIAL/CAFETERIA/TECHNICIAN SERVICES AND INSURANCE**

Fees for custodial, cafeteria, staff technician and student technician services at Joel Barlow High School are in addition to rental fees and are as follows:

FEE STRUCTURE

CUSTODIANS: Monday through Saturday, 1.5 times hourly rate
Sunday, 2 times hourly rate

Note: At the conclusion of the event, the custodian must prepare the building for occupancy the next school date. He must do whatever rearranging of furniture and cleaning are needed in the event area. He also must clean adjacent corridors, lavatories, entrances, etc., that have been used. After this cleanup, he must do a building check to see that all windows and doors are closed and locked before the alarm system can be set. Past experience shows that these activities will take one to two hours after the scheduled end of the event. Custodial fees are approximately \$34 per hour weekdays and approximately \$45 per hour on Sundays.

KITCHEN EMPLOYEES: Monday through Saturday: 1.5 times hourly rate.
Sunday: 2 times hourly rate. After Use of Facilities approval, kitchen arrangements and fees should be coordinated with David Kennedy, Director of Food Services for Chartwells at 203-938-0862.

STAFF TECHNICIAN: Monday through Saturday 1.5 times hourly rate.
Sunday: 2 times hourly rate.

STUDENT TECHNICIANS: The use of lighting/sound technicians in the auditorium will be arranged via telephone. The two student technician fees are approximately \$12 and \$10 per hour.

PAYMENT FOR SERVICES RENDERED: A bill for services rendered will be sent to the organization shortly after the event.

INSURANCE REQUIREMENT

Organizations or individuals using school facilities must be insured and must provide a certificate of insurance indicating the limits of coverage and **SPECIFICALLY STATING THAT REGIONAL DISTRICT #9 AND JOEL BARLOW HIGH SCHOOL ARE ADDITIONALLY INSURED.**