

HEBRON BOARD OF EDUCATION

Community/Board Operation

1007

USE OF SCHOOL FACILITIES

In accordance with Conn. Gen. Stat. § 10-239, the Hebron Board of Education (the “Board”) may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board 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. In accordance with 20 U.S.C. § 7905, the Board shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. 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 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.

A. Application Procedures

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

<u>Facility</u>	<u>Application Submitted To</u>
For use of school buildings	Building Principal
For use of athletic fields and facilities	Building Principal
For use of other school facilities	Superintendent of Schools

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Principals and other responsible administrators shall submit copies of each building use form to the business manager with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (e.g., PTO, Booster Clubs, After Graduation Committees and similar organizations).
3. Town department or agency activities.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.
5. Activities of for-profit organizations operating within the Town.
6. Out-of-town organizations.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, vapor products, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.
4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

<u>Category</u>	<u>Fee</u>
1. School-sponsored programs and activities.	No rental fee or associated costs.
2. Activities of school-related organizations (e.g., PTO, Booster Clubs, After Graduation Committees and similar organizations).	No rental fee or associated costs.
3. Town department or agency activities.	Associated costs.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.	Associated costs.
5. Activities of for-profit organizations operating within the Town.	Rental fee and associated costs.
6. Out-of-town organizations.	Rental fee and associated costs.

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

F. Health and Safety Protocols

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.

Legal References:

- Conn. Gen. Stat. § 10-239
- Conn. Gen. Stat. § 10-215f
- Conn. Gen. Stat. § 10-221q
- Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.

ADOPTED: 8/8/2013

REVISED: 2/20/2014; 5/8/2014; 9/2/2020; 5/25/2023



HEBRON PUBLIC SCHOOLS

HIGH EXPECTATIONS, BRIGHT FUTURES

Administration office

580 Gilead Street, Hebron, CT 06248 ▪ Tel: (860) 228-2577 ▪ Fax: (860) 228-2235 ▪ www.hebron.k12.ct.us

Thomas J. Baird, Ed.D
Superintendent of Schools

Kaitlyn D. Shelar
Business Manager

Donald E. Briere, Ph.D
Director of Educational Services

Request for Use of School Facilities

Please submit this form **at least two weeks** before the requested use date to the individual listed below.
Applications will be reviewed and approved by the building administrator.

Please select building:

_____ Gilead Hill School
580 Gilead Street, Hebron, CT 06248
Attn: Nancy Simmons, Administrative Assistant
(860) 228-9458 nsimmons@hebron.k12.ct.us

_____ Hebron Elementary School
92 Church Street, Hebron, CT 06248
Attn: Keisha Santos, Administrative Assistant
(860) 228-9465 Ksantos@hebron.k12.ct.us

Requester Information:

Name of Organization: _____
Address: _____
Name of Individual Completing Form: _____ Phone: _____
Email: _____ Date of Application: _____

Organization Type:

- School-related organizations (e.g., PTO, Booster Clubs, etc.) (no fee)
- Town department or agency activities. (associated costs may apply)
- Non-profit organizations operating within the Town (associated costs may apply)
- For-profit organizations operating within the Town. (fees apply)
- Out-of-town organizations. (fees apply)

Event Information:

On Site Supervisor: _____ Cell Phone: _____
Date of Rental: _____ Start Time: _____ End Time*: _____

*You will be charged for a three hour minimum and all time reserved regardless of a late start/early finish.

Total number of people expected: _____

If parental supervision is NOT required:

Number of participants under 18: _____ Number of Chaperones (minimum 1 per 10 children): _____

Description of Event:

- Refreshments will be served (cafeteria only)



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Locations, Fees & Security Deposit:

All organizations are to stay confined to their designated rented areas. Vehicles are to be parked in the designated parking spaces only. Parking on the grass or fields is prohibited. Please provide a separate check for security deposit, which will be returned after review of building conditions following the event. Security deposits will not be returned in the event a cancellation is made less than 72 hours in advance (unless due to weather). Checks shall be made payable to *Hebron Public Schools* and mailed to Central Office at 580 Gilead Street, Hebron, CT 06248.

Rental Fees

- Library \$70 per hour (3-hour minimum) Calculated Fee: \$ _____ +210 security deposit
- Classroom \$20 per hour (3-hour minimum) Calculated Fee: \$ _____ +\$60 security deposit
- Gymnasium \$70 per hour (3-hour minimum) Calculated Fee: \$ _____ +\$210 security deposit
- Cafeteria \$40 per hour (3-hour minimum) Calculated Fee: \$ _____ +\$120 security deposit
- Kitchen \$50 per hour (3-hour minimum)* Calculated Fee: \$ _____ +\$150 security deposit
- Activity Room (GHS only) \$70 per hour (3-hour minimum) Calculated Fee: \$ _____ +\$210 security deposit

Associated Costs (if applicable)

- Building Opening Fee** \$65 per hour (3-hour min.) Calculated Fee: \$ _____
- Stage lighting \$65 per hour Calculated Fee: \$ _____

Totals

- TOTAL FEE & SECURITY DEPOSIT *** TOTAL FEE: \$ _____ DEPOSIT: \$ _____

*A kitchen staff member must be present for kitchen rentals. **Weekends, holidays and summer evenings only, ***Additional fees will be charged for excess trash removal

Cancellations

When canceling an event, the following people must be notified:

- Hebron Elementary School Keisha Santos ksantos@hebron.k12.ct.us
- Gilead Hill School Nancy Simmons nsimmons@hebron.k12.ct.us
- Facilities Director Chris Harding charding@hebron.k12.ct.us

Additional Documentation (due 2 weeks prior to event, this section to be completed by office staff):

- Rental Fee Check #: _____ Amount: _____ Date Received: _____
- Security Deposit Check #: _____ Amount: _____ Date Received: _____
- Verification of non-profit status (if applicable) Date Received: _____
- Certificate of Insurance Date Received: _____
- Liability for Use of School Facilities Form Date Received: _____
- Indemnification Form Date Received: _____

Building Use Approval **Approved** **Rejected** *Any organization whose application has been rejected may apply to the Superintendent of Schools.

Signature of Building Principal

Date

Print Name



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Liability for Use of School Facilities

Name of Organization: _____

Hebron Public Schools cannot be responsible for injury to persons or their property while the building or grounds are used by any group.

Groups will be required to furnish evidence of insurance coverage meeting the Town's requirement for Personal Injury and Property Damage Single Limit Liability (\$1,000,000). In addition, Hebron Public Schools is to be named as an Additional Insured and a Certificate of Insurance will be required to be filed with the original request.

The applicant organization must assume all legal responsibility for the function and remains the liable party. For hazardous activities, the applicant organization will be required to furnish a special policy for the event meeting the Town's requirement of Personal Injury and Property Damage Single Limit Liability (\$1,000,000) and must provide Hebron Public Schools with a Certificate of Insurance naming Hebron Public Schools as an Additional Insured.

Any activities which are specifically excluded by Hebron Public Schools insurance policies are prohibited.

The applicant organization contracting for use of the building/grounds will agree to indemnify Hebron Public Schools for any damage to the school property/grounds or equipment by any person or persons attending the activity. Any group found abusing school property or failing to comply with any requirement of the policy may be faced with immediate termination of their activity and/or denial of future use of the facilities. I have read and agree to abide by Hebron Public Schools policies and procedures as detailed in the attachments.

The applicant organization agrees to coordinate and police coverage or traffic control with the Town of Hebron and will assume any additional fees associated.

Signature of Authorized Financial Representative

Date

Print Name

Signature of On-Site Supervisor

Date

Print Name



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Indemnification and Release

This form is valid for a period of one calendar year from the date signed for each application of usage which is made.

In consideration of the permission granted to it by the Hebron Board of Education (the "Board") to use the school building, grounds, facilities, and/or equipment, the undersigned does hereby indemnify and hold harmless the Board and the Town of Hebron, their employees, agents, contractors and assigns against any and all loss or expense, including attorneys' fees, court costs, damages, liability and any other amounts for any and all bodily injuries, including death, and/or for any and all property damage sustained accidentally or otherwise sustained by any person arising out of or connected with the undersigned's use of the school building, grounds, facilities, and/or equipment.

The undersigned further waives the right to initiate and/or pursue in any manner any and all lawsuits and any other claims in any forum against the Board or the Town of Hebron, its individual Board members, officers, employees, agents, contractors and assigns for any injury or harm connected to the undersigned's use of the Board's facilities, including but not limited to claims for negligent acts or omissions and/or claims for death and/or serious bodily injury and/or claims for property damage.

The undersigned assumes responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the buildings, grounds, facilities, and/or equipment.

The undersigned has read and agrees to abide by the terms of the Board policies pertaining to use of Board buildings, grounds, facilities, and/or equipment

IN WITNESS WHEREOF, I hereunto set my hand this _____ day of _____, 20__.

Signatures:
