

Business and Non-Instructional Operations

Use of School Buildings and Grounds

I. General Guidelines for the Use of School Buildings and Grounds

- A. As a condition for using the facilities at any of the Stafford Schools, a Certificate of Insurance must be furnished prior to the scheduled event, indicating that the Stafford Board of Education/Town of Stafford is insured for liability under the user's/organization's policy. Failure to provide such a certificate will result in the denial of usage privileges for the function. The insurance agent or the user/organization must send a Certificate of Insurance to the office of the school requested for use.
- B. Custodial coverage of scheduled events shall be provided by assigned custodial personnel of the Stafford Public Schools, who shall be reimbursed by Stafford Public Schools. The District will require custodial coverage of scheduled events based on the following criteria:
- Weekday Events
 - Events of forty (40) people or less will not require a custodian.
 - Events of more than forty (40) people will require custodial coverage during the entire function.
 - Weekend Events Over Four (4) Hours
 - Provided the event coordinator has assigned a person trained in and responsible for bloodborne pathogens and cleaning protocols and custodial coverage has been waived, a custodian will be called in (2 hours) to open the building and set up. The event coordinator must also assign an additional person that will be responsible for supervision during the event.
 - Provided the event coordinator has assigned a person trained by Stafford Public Schools in and responsible for bloodborne pathogens and cleaning protocols and custodial coverage has been waived, a custodian will be called in (2 hours) to clean up, close, and secure the building.
 - At the discretion of the Superintendent or his/her designee (Business Manager), custodial services may be required for the entire event.
 - Weekend Events of Four (4) Hours or Less
 - A custodian will be required for the entire event.

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Custodians will be reimbursed at time and one half his/her regular hourly rate of pay, in accordance with "Article 10 Overtime" of the bargaining unit agreement. The custodian will fill out a special event time sheet, have it authorized by the user organization, and submit it to the paymaster for Stafford Public Schools. The user organization will be invoiced for the cost of the custodial services by Stafford Public Schools. In the event that no custodians are available to work the additional hours, other personnel designated by the organization and subsequently approved by the school may be used (at the discretion of the administration). Cafeteria personnel of the Stafford Public Schools shall be reimbursed at time and one half his/her regular hourly rate of pay by Stafford Public Schools. The user organization will be invoiced for the cost of cafeteria personnel by Stafford Public Schools. Technical/sound system personnel of the Stafford Public Schools shall be reimbursed at time and one half his/her regular hourly rate of pay by Stafford Public Schools. The user organization will be invoiced for the cost of technical/sound system personnel by Stafford Public Schools. The organization delegate must inquire of the local police or fire marshal whether or not police/fire supervision may be necessary for the event. As a condition of building use, if police/fire supervision is necessary, all costs are to be borne by the organization.

- C. Additional powers have been granted to the local fire marshal or local police that if either determines there exists in a building the risk of death or injury from overcrowding, blockage of required exiting, or indoor use of pyrotechnics, either the fire marshal or the police officer may issue a verbal or written order to immediately vacate the building. Failure of administrators/organization leaders to comply with such an order shall warrant a fine and/or imprisonment.

Also, there shall be the requirement that before any indoor performance or event with more than 100 persons present, a representative of the organization will be responsible for making an announcement that describes and demonstrates the location of emergency exits. Failure of administrators/organization leaders to comply with such an order shall warrant a fine.

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- D. For every date an organization requests to use a school building as specified on the Building/Field Request form, the organization must identify, in writing, the person(s) responsible for maintaining security and cleanliness and, in the event that custodial coverage has been waived, the person(s) who has been trained by Stafford Public Schools in and responsible for bloodborne pathogens and cleaning protocols. This person(s) must be present on the date of the activity indicated on the request form. An additional person must be identified who will be responsible for supervision during the event. Any breach of security (e.g. propping doors) or failure to enforce rules regarding food and/or drink in the gymnasium or auditorium will be the responsibility of the person designated by the organization. Serious infractions, or repeated infractions, may result in the loss of building use privileges.
- E. Fees for custodians and/or food service personnel and/or technical/sound system personnel will be billed after the event has been held by Stafford Public Schools. The Building/Field Request form and signed contract shall be received by the building Principal at least twenty (20) days before the event.
- F. At no time is smoking permitted in any school building or on school grounds.
- G. At no time is the possession of, or consumption of, alcoholic beverages permitted in any school building or on school grounds.
- H. At no time will a group of children be allowed to undertake planned activities without the direct supervision of an adult.
- I. The sale and/or use of all refreshments are strictly prohibited in the school building or on the premises, except by written approval of the building administrator.
- J. In the event of breakage or damage to any property or equipment, the organization using it assumes full responsibility for replacement and/or repair according to the judgment of the Board of Education or its designated representative.

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- K. When there is no school, early dismissal, or district-wide cancellation of after school activities, there will not be any functions in the schools. The organization must cancel fire and police if necessary or they will be responsible for remuneration. If the Superintendent of Schools, in consultation with Stafford police and Stafford Department of Public Works (as necessary), decides that it is unsafe to open a school facility on the weekend, the organization will be contacted and the event shall be cancelled. The organization must cancel fire and police if necessary, or they will be responsible for remuneration. School closings will be announced on Channel 3 (www.wfsb.com), Channel 8 (www.wtnh.com), Channel 30, WWYZ 92.5 FM, WTIC 96.5 FM, WTIC 1080 AM, WDRC 1360 AM, WDRC 102.9 FM WHCN 105.9 FM and KISS 95.7 FM.
- L. During holidays as recognized by the Board of Education calendar, there will be no functions.
- M. School functions take precedence over a previously scheduled non-school activity.

II. For Non-Profit Stafford Community Organizations

- A. No rental fees will be charged.
- B. Custodial, cafeteria, and technical/sound system personnel, police and fire marshal's fees will be charged as above in Section I.B.
- C. All requests by recognized nonprofit community organizations shall be open to the general public and be nondiscriminatory in nature.

III. For Profit or Commercial Organizations and/or Non-Stafford Nonprofit Organizations

- A. For the use of major school facilities identified as auditorium, gymnasium and cafeteria, at the discretion of the Superintendent there may be a minimum charge of \$60.00 or \$30.00 per hour (or any portion of an hour), whichever is greater.
- B. If the kitchen is used in conjunction with the cafeteria, there will be an additional charge of \$30.00 or \$15.00 per hour (or any part of an hour), whichever is greater.

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- C. Custodial, cafeteria, and technical/sound system personnel, and police and fire marshal's fees will be charged as above in IB.
- D. There will be a minimum charge of \$20.00 or \$10.00 per hour (or any part of an hour), whichever is the greater, for the use of each classroom.
- E. Commencing with November 1 through April 30 of any school year there will be an additional hourly fee of \$10.00 per hour (or any portion of an hour) for any single room used. This fee will be established to help defray the cost of providing additional fuel after normal school hours.
- F. The fee for the use of the school grounds shall be a minimum of \$40.00 or \$20.00 per hour (or any part of an hour), whichever is greater.
- G. Any commercial profit organization or contracted professional promoters planning to use the building under the Board of Education guidelines shall be required to obtain insurance coverage for bodily injury and property damage for an amount not less than \$1,000,000. The insurance shall be in effect during the period in which the organization shall use the building or school property. A certificate of insurance showing the required limits shall be on file at least two weeks prior to the event.
- H. Any profit or commercial organization or non-Stafford nonprofit organization may be granted approval for the use of school buildings and/or grounds for no more than four dates. If additional dates are desired, said organizations must reapply.
- I. Once payment of related salaries for the use of school facilities by a for-profit or commercial organization or non-Stafford non-profit organization has been accomplished, any remaining fees will be deposited in the student activity fund of the school building that was used. These moneys will fund student recognition projects.

Legal Reference: Connecticut General Statutes
10-239 Use of school facilities for other purposes
Equal Access Act, 20 U.S.C. ss 4071-4074

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