

NORTH BRANFORD BOARD OF EDUCATION

SERIES 7000—BUSINESS AND FINANCE

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USE OF SCHOOL FACILITIES

Introduction

Consistent with guidelines in this policy, the Superintendent of Schools shall develop and promulgate regulations and associated forms governing use of school buildings by community and other groups.

If a community group is denied use of Board of Education facilities by a Principal, the group may appeal that decision to the Superintendent of Schools.

Groups requesting use of facilities must identify specific facilities desired, and approval will be for those specific facilities or spaces only.

All school equipment in the premises shall be in the charge and control of the building Principal or his/her designee, and arrangements for on-site equipment use shall be made directly with the Principal or his/her designee by organizations using school facilities.

Principals will submit copies of each building use approval to the Superintendent of Schools and a written preliminary schedule of school-sponsored activities to the Superintendent by October 1st of each school year.

Eligible Organizations and Priority of Use

1. Educational programs.
2. Student activities.
3. Administrative, faculty, or staff activities (includes PTO/PTA).
4. Town of North Branford 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 of North Branford.
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. 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.

Fees

Use of facilities to all community-based groups shall be without fee charge. This does not, however, automatically relieve the user from any associated costs for the proper use of those facilities, i.e., police for security, kitchen staff for cooking, insurance coverage as may be required by the Superintendent, or his designee, and/or custodians. Such costs shall be the responsibility of the user and shall be the current contractual or prevailing rate, whichever is applicable in accordance with **Fee Specifics** below.

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.

Charges or fees may be waived by the Superintendent or his/her designee if the use is deemed to be in the best interests of the school system and/or the Town of North Branford.

Fee Specifics

1. Educational program: no rental fee or associated costs.
2. Student activities: no rental fee or associated costs.
3. Administrative, faculty or staff activities (includes PTO): no rental fee or associated costs.
4. Town department or agency activities: no rental fee or associated costs.

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5. Activities sponsored by and for town organizations promoting the physical or political or cultural well-being of the citizens of the town: no rental fee/pay associated costs.
6. Private organizations, private businesses or organizations: rental fee and associated costs in accordance with schedule established by the Superintendent of Schools.

Legal Reference: Connecticut General Statutes:

§10-239 Use of school facilities for other purposes.

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

Policy Adopted: 07/26/05