

## **Community Relations**

### **Use of School Facilities Regulations**

The use of school facilities and grounds will be authorized by the Superintendent in conformity with the following regulations governing their use as approved by the Board of Education (Board).

#### **A. Eligible Organizations and Priority of Use**

Administrators responsible for approving/disapproving requests for use of school facilities will use the following guidelines with discretion:

1. educational programs approved by the school district;
2. student, administrative, faculty or staff activities;
3. activities of school-affiliated organizations, such as PTA;
4. Town department or agency activities, such as Recreation Department; and
5. use shall be restricted to nonprofit groups and noncommercial purposes, such as scouting organizations. Over fifty percent of the membership of eligible groups shall be Willington residents.

#### **B. Restrictions on Use of School Facilities**

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

1. application forms for the use of school facilities must be presented to the building Principal at least fourteen (14) days prior to the date of use. Late applications will be accommodated if possible;
2. during the inclement weather, the decision to use school facilities is at the sole discretion of the school administrator. When the building has been closed because of weather or other emergencies, the building will remain closed for the entire day. Consequently, any school-sponsored or outside activity planned for this day will be cancelled automatically;
3. use of the facilities on legal holidays is not permitted;
4. all activities must be under competent adult supervision approved by the Superintendent and the building Principal. Children must not be left unattended. The person in charge must wait to leave until the last child is picked up;
5. on regular school days, all activities must end thirty (30) minutes prior to the building closing time;
6. use of the kitchen or kitchen equipment without the supervision of the cafeteria manager or assistant is prohibited;

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### **Use of School Facilities Regulations (continued)**

#### **B. Restrictions on Use of School Facilities (continued)**

7. refreshments can be served or consumed only with prior approval and only in areas designated by the Principal;
8. organizations are restricted to those areas of the building and/or grounds for which advance permission has been granted and are not permitted access to other areas of the buildings and/or grounds;
9. groups receiving permission are responsible for the observance of local and state health, fire and safety regulations at all times;
10. illegal activities will not be tolerated. In particular, organizations using school facilities should be on notice that activities that violate or result in violations of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and/or other applicable state and/or federal laws concerning discrimination and/or access to facilities are not permitted;
11. use or possession of alcoholic beverages, tobacco or unauthorized controlled substances shall not be permitted on school property;
12. activities that are disruptive of the school environment or violate the rights of others are not permitted;
13. inappropriate advertising and/or decorations including those which depict logo or emblems that encourage the use of drugs, tobacco products or alcoholic beverages shall not be permitted;
14. vendors shall be prohibited on school grounds or in school buildings;
15. if an activity is approved for any time a school custodian is not on duty, the user group must provide the name and phone number of each person responsible for assuring that the bathrooms and activity areas are left clean and secure, that all lights have been turned off, and that all area doors are securely locked. Any weekend use requires that the areas are swept, cleaned, and ready for classes for the next school day, at no cost to the Board;
16. if the areas are not left in suitable condition for instructional use, a cleaning fee will be assessed; and
17. use of school premises for non-school activities is not permitted during school hours. Violation of these restrictions may result in permanent revocation of the privilege to school facilities against the group involved. This statement does not apply to the school based behavioral health clinic who will operate during the school day.

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### **Use of School Facilities Regulations (continued)**

#### **C. Fees**

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. The guidelines below shall be incorporated into such fee schedule.

The following users sanctioned by the Board shall not be charged a rental or custodial fee if facility use directly follows the regularly scheduled school day:

1. educational programs;
2. student, administrative, faculty or staff activities;
3. school-affiliated organizations;
4. Town department or agency activities: no rental fee, pay associated costs in accordance with fee schedule unless waived by the Superintendent; and
5. local non profit organization's meetings. No rental fee, pay associated costs in accordance with fee schedule. Local non profit organizations will be charged a fee if they use school facilities for a fund-raising activity.
6. School Based Behavioral Health Clinic

Costs associated with the use of the facilities are costs such as, but not limited to, custodial services, police for security, kitchen staff for cooking, etc. Such costs shall be at the current contractual or prevailing rate, whichever is applicable in accordance with the fee schedule and Board policy. Rental charges 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.

With prior approval, the Willington Recreation Department shall be allowed use of the gymnasium area during evenings and weekends without rental fee, on the condition that the Department provides custodial services and the areas are left clean and available for school use in accordance with B. 15 of this regulation.

With prior approval, the Willington Youth and Social Services Department's vacation camps shall be allowed use of the cafeteria and gym without rental fee, on the condition that they provide custodial services and the bathroom and activity areas are left clean and secure, that all lights have been turned off, and that all area doors are securely locked in accordance with B. 15 of this regulation.

With prior approval, the Y.M.C.A. of Metropolitan Hartford, Inc. shall be allowed use of the cafeteria without rental fee on the condition that they provide custodial services and the bathroom and activity areas are left clean and secure, that all lights have been turned off, and that all area doors are securely locked in accordance with B. 15 of this regulation.

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### **Use of School Facilities Regulations (continued)**

#### **D. Responsibility for Damage to Property or Loss of Property**

Any individual or organization requesting use of school facilities must agree to assume responsibility for any damage, cleaning, theft and/or loss of school property occurring from use of these facilities. Further use of premises shall be denied to any person or organization which fails or refuses to pay for any damage sustained by its use.

Legal Reference: Connecticut General Statutes

10239 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)

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WILLINGTON PUBLIC SCHOOLS  
Willington, Connecticut