

Community/Board Operation

Use of School Facilities

In accordance with Conn. Gen. Stat. § 10-239, the East Hartford 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 the use of school facilities and grounds must be submitted through the district’s online reservation request system at least two (2) weeks before the date of intended use. 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.

Upon completion of the reservation application review process, applicants will receive and e-mail notification of approval/disapproval of their reservation request. No building/grounds use will be permitted without an approved application. Approval may be revoked at any time by the Superintendent or his/her designee.

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Use of School Facilities, (continued)

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.

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.

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Use of School Facilities, (continued)

C. Restrictions on Use of School Facilities, (continued)

7. Parking is restricted to designated parking areas. Parking is prohibited on all grass areas, playgrounds and those areas designated for emergency vehicles.
8. 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.	Rental fee and Associated costs.
5. Activities of for-profit organizations operating within the Town.	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.

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Use of School Facilities, (continued)

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. Insurance certificate, indemnity agreement, and any other required documents must be submitted along with the application package, otherwise the application will not be accepted.

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.

Policy adopted: January 7, 2019
 Policy revised: March 15, 2021
 Policy revised: October 17, 2022

EAST HARTFORD PUBLIC SCHOOLS
 East Hartford, Connecticut

Community/Board Operation

Use of School Facilities

Application Considerations

Applications for the use of buildings and grounds must be submitted through the district's online reservation system. The system routes the application to associated principals and other administrators for review and approval/disapproval, and when the review process is complete and a decision rendered, the applicant is e-mailed notification of approval/disapproval. No school building shall be open after 10:30 p.m. except by special permission obtained from the Superintendent or designee. Reservations can be requested for time slots up until 10:00 p.m., and applications should ensure that their program ends with sufficient time to vacate the building by the reservation end time.

Community oriented and youth centered groups who would otherwise be subjected to fees and/or costs per the *Use of School Facilities* policy may use facilities without charge during evenings of school days upon the approval of the Superintendent or designee.

Payment Procedures

Payment processing is handled through the Finance Department of East Hartford Public Schools. All required fees and costs related to a building use reservation must be paid in advance of the event. If payment is not received within (2) business days of the event, the application's approval may be rescinded and the reservation cancelled.

The Board may require a special guarantee against loss, if there is reason to believe that the character of use may involve damage beyond that of ordinary wear and tear. All school property is used conditionally upon the good behavior of the user. If any of the rules and regulations now or hereafter established by the Board are broken or property is damaged through carelessness or neglect, the Board may decline to accept any further application for use.

Under no circumstances is it permissible for gratuities to be paid to custodians or any other school employees.

If, in the opinion of the Board or Superintendent of Schools, police attendance is necessary, the individual or organization using the building or grounds shall be required to schedule such police attendance through the East Hartford Police Department and pay for all applicable costs directly to the Town of East Hartford.

Custodial Services/Safety Regulations

Each organization granted permission to use school facilities must comply with all fire, safety, health and Board policies and regulations per location.

When custodial service is provided, enforcement of these regulations shall be the responsibility of the custodian in charge of the building at that time.

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Use of School Facilities, (continued)

Custodial Services/Safety Regulations, (continued)

During hours of use, the interior doors of the area being used must not be fastened or locked. It must be possible to open each door from the inside at all times. Smoking shall not be permitted within school buildings or on school grounds at any time per Board policy *Prohibition Against Smoking*.

NO ALCOHOLIC BEVERAGES shall be permitted at any time on school property.

Auditorium/Gymnasium Rental

If use of any school equipment is authorized as part of the building use application, use of school equipment must be supervised by designated employees of East Hartford Public Schools at all times.

Only standard “house” lighting is included in gym and auditorium reservations. Any other lighting or sound equipment that requires the services of the district’s technical support staff will be charged to the applicant on an hourly basis, unless alternate arrangements are approved through the reservation process.

Only authorized school personnel are allowed to adjust lighting and sound systems. Under no circumstance should applicant attempt to alter or manipulate and electrical systems and controls. The custodial time required to set up and take down riser or bleacher systems will be included in the custodial hours charged to the applicant.

Athletic Fields

The athletic fields located on the site of elementary schools; K-5 will be reserved for the use of the school until 6:00 p.m. on school days. The athletic fields located on the site of East Hartford Middle and East Hartford High schools will be reserved for school use for the full day/evening on school days. The use of athletic fields after the time for non-school purposes and/or weekends shall be scheduled through the East Hartford Parks & Recreation Department.

The football field/sports complex at East Hartford High School and the East Hartford Middle School Soccer Field remain scheduled by and under the control of the district at all times

From June 10 (or the last day of school, whichever is later) through August 23rd of each year, the scheduling of the use of all athletic fields will be scheduled through the East Hartford Parks & Recreation Department.

The East Hartford Parks & Recreation Department will be responsible for the care and lining of the fields used by that department during the period from June 10 until August 23.

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Use of School Facilities, (continued)

Athletic Fields, (continued)

The following recreational areas are under the authority of the East Hartford Parks & Recreation Department: Goodwin Playground, Gorman Park, McAuliffe Park, Bray tract adjacent to Pitkin School, Tennis Courts adjacent to East Hartford High School, and all other Town-owned Park spaced not on school grounds. Parties who desire to schedule these areas should contact the East Hartford Parks & Recreation Department.

Schedule of Building Rental Charges

All hourly charges associated with a building reservation are subject to a four (4) hour minimum charge. . Custodial time is counted from no less than one-half hour before the reservation starts until necessary cleaning is completed after the activity ends. Building rentals which exceed the four (4) hour minimum charge will be subject to an hourly rate for each additional hour.

Cancellations

1. Cancellation by Applicant: Should the Applicant require cancellation of an event for any reason, they shall notify the District's reservation administrator (or designee) in writing later than one (1) business day prior to the reservation, or no refund of fees and costs will be given. Cancellation by Superintendent or Designee: All reservations are issued with the understanding that school activities subsequently scheduled may take precedence in the use of the facility. Notice of cancellation will be given to application within a reasonable amount of time, unless an emergency exists.
2. In the event of a school closing, all building rental activities will be cancelled.

Regulation approved: November 16, 1981
 Regulation revised: July 16, 1984
 Regulation revised: October 25, 2007
 Regulation revised: November 12, 2009
 Regulation revised: December 13, 2018
 Regulation revised: October 17, 2022

EAST HARTFORD PUBLIC SCHOOLS
 East Hartford, Connecticut

Appendix A

Rental Fee Schedule

1. Auditorium	\$375.00
2. EHHS/CIBA Amphitheater	\$375.00
3. Gymnasium	\$375.00
4. Cafeteria - Use of Cooking Facilities (Cafeteria Worker Required)	\$275.00
5. Classroom/Kitchen	\$125.00
6. Swimming Pool	\$375.00
7. Swimming Pool Custodian (Set-Up time)	-- One Additional Hour --
8. EHHS Sports Complex/Football Field	\$2,000.00

The Superintendent reserves the right to waive or building rental fees on a case-by-case basis.

Approved by the Board of Education: June 20, 1983	EAST HARTFORD PUBLIC SCHOOLS
Revised: May 6, 1985	East Hartford, Connecticut
Revised: June 19, 1989	
Revised: September 19, 1991	
Revised: May 7, 2001	
Revised: October 25, 2007	
Revised: November 12, 2009	
Text revision: February 11, 2010	
Revised: April 20, 2015	
Revised: December 13, 2018	
Revised: October 17, 2022	

Appendix B

Custodial, Campus Safety and Information Technology Technician Rates

Monday-Friday	1 ½ times current contract hourly rate
Saturdays	1 ½ times current contract hourly rate
Sundays	2 times current contract hourly rate
Holidays	2 times current contract hourly rate

The rates charged will be based on the top step and top position of each employee category. Bargaining unit contracts detailing current wage rates are available on the East Hartford Public Schools website.

Note: The number of custodians assigned to an event is usually based upon how many people are expected to attend and the area of space used in the building or grounds area. The amount of hours charged to the applicant is at the sole discretion of East Hartford Public Schools. Any estimate given at the time of reservation may be adjusted based on the actual hours required to clean/restore spaces to prepare for school use after an event.

Rate Schedule Revised:	February 7, 1985	EAST HARTFORD PUBLIC SCHOOLS
Revised:	February 2, 1987	East Hartford, Connecticut
Revised:	June 19, 1989	
Revised:	June 18, 1990	
Revised:	July 1, 1991	
Revised:	September 19, 1991	
Revised:	June 24, 1993	
Revised:	October 25, 2007	
Revised:	November 12, 2009	
Revised:	October 17, 2022	