

Business/Non-Instructional Operations

Community Use of School Facilities

The Board of Education recognizes that the school, building and grounds, is a community center and a valuable public resource. The Board is committed to making these facilities available to the community as much as possible under proper and appropriate conditions when such use does not conflict with school activities and functions. The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities.

Any use of the school building and grounds by recognized community groups or organizations must be approved by the Superintendent of Schools.

The Superintendent of Schools is authorized to use his/her discretion in approving or disapproving applications under this policy. The decision of the Superintendent may be appealed to the Board of Education.

School facilities will be allocated according to the following priorities with all possible efforts to adjust schedules for mutual convenience and maximum usage.

1. School functions under the direction of the Principal and/or teachers.
2. Meetings and programs sponsored by the Board of Education, Town Council, Recreation Commission, PTO or other town governmental or non-profit agencies. (Non-profit agencies, recognized youth groups, scouts, athletic organizations, 4H groups, etc.)
3. Other non-profit community groups composed of local residents.

The use of school facilities by individuals, private groups and organizations or non-community groups is prohibited.

Applications for the use of school facilities and grounds must be made in writing and submitted to the Superintendent of Schools or his/her designee at least two (2) weeks before the date of intended use. Agencies using the school on a long term basis must submit applications annually.

A custodian must be present when the school building is being used to insure building security, proper maintenance, and to see that it is used appropriately and left in proper order. Any group or organization may be required to pay any or all maintenance costs, including the hourly rate for custodial services when and if a custodian time extends beyond regular employment hours.

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Community Use of School Facilities (continued)

Any group or organization using the school building, grounds, or equipment, is responsible for and must assume the cost of all damages to any school property.

School grounds shall not be available for use after sundown except by permission of the Board.

The possession or consumption of alcoholic beverages and/or illicit drugs on school grounds or property is prohibited.

Parking is restricted to designated parking areas. Parking is prohibited on all grass areas, playgrounds, and those areas designated for emergency vehicles.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

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)

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Business/Non-Instructional Operations

Community Use of School Facilities

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

1. Application forms for the use of school facilities must be presented to the Superintendent at least 14 days prior to the date of use.
2. The use of school facilities for school purposes, meeting of students, entertainment by teachers' clubs, alumni associations, parent-teacher associations and other organizations affiliated with the schools have precedence over all others. Requests for school facilities for school programs must be cleared with the building Principal or the Superintendent or both, should the nature of the request so justify.
3. The following users shall not be charged a rental fee or custodial fee during the hours of 3:00 p.m. to 10:00 p.m. on regularly scheduled school days:
 - A. School affairs sanctioned by the Board of Education.
 - B. PTA/PTO and other school related meetings.
 - C. Municipal agencies, Boards and commissions of the town.
 - D. Local non-profit organizations.

Where additional staffing or significant extra cleaning is required or when use extends beyond 10:00 p.m., custodial fees shall be charged to all users at a rate established by the Board of Education.

All users shall pay both the rental fee and custodial fee for use of school facilities on Saturdays, Sundays and holidays.

4. All activities must be under competent adult supervision approved by the Superintendent and the Principal of the building involved. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for any damage to the building or equipment.
5. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent.

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6. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.
7. The following activities are prohibited:
 - A. Use of school property to individuals or organizations whose activities are of a subversive nature.
 - B. Use of school premises for non-school activities during school hours.
 - C. Smoking anywhere in school buildings.
 - D. Use of school buildings for games of chance.
 - E. Use of school buildings for holding card parties and public dances, except when plans have been approved by the Superintendent.
 - F. The granting of further use of premises to any person or organization which fails or refuses to pay for any damage sustained by its use.
 - G. The opening of the school building when the building is normally closed, unless a responsible custodian is provided.
 - H. Use for activities which engender racial or religious prejudices or which are inimical to democracy.
 - I. The use of alcoholic beverages.
8. The Board will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
9. Proper liability insurance in an amount approved by the district will be required by all groups given permission to use school facilities, except where this coverage is already provided by the Board. A copy of the policy or the rider naming the Board as additional insured shall be furnished to the district.
10. The Board will approve and periodically review a fee schedule for use of facilities.

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Community Use of School Facilities (continued)

11. In situations where there is no cost factor to the district, or in situations where a mutual exchange of facilities is possible between the school district and the organization, fees may be modified or eliminated by the Superintendent. In situations where extended usage for a long period of time is required, rates may be set at a contract price.
12. The Board reserves the right to revoke permission for use previously granted.

(cf. 1330 - Use of School Facilities)

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes.

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

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

Regulation approved: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

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Telephone

The following procedure shall be used in the East Hampton Schools in order to maintain control over telephone usage:

- Copies of statements from the telephone company are reviewed and logged by school for phone service and long distance calls by the Central Office.
- Directory assistance call usage is reviewed by the Central Office.
- Long distance usage is reviewed by the Central Office.
- The School Administration is notified of any issues.
- Internal procedures for control are to be worked out in each building.

If this procedure is not successful, serious consideration will be given to limiting the number of phones in each building that will have the capability of making long distance calls.