

Community Relations

Use of School Facilities

Since school buildings and grounds are public property of the citizens of the Town of East Hampton, the East Hampton Board of Education may make them available for purposes other than education when they are not in use for school purposes and encourages the use of these facilities by responsible community organizations.

The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, social, recreational, governmental or general political nature and other non-commercial uses consistent with the district and/or public interest when such use does not interfere with school programs, school sponsored activities or athletic seasons.

Recognizing that the Board of Education must maintain its Town-owned properties, originally financed by all citizens of East Hampton, it is nevertheless the policy of the Board of Education to charge for some uses and for some groups.

Charges, where applicable, will be based on the following:

- The type of organization applying
- The facilities required
- The length of time that facilities are required
- The type of function (i.e. charged admission)

Consistent with this policy, the Superintendent or designee shall approve and schedule the use of school facilities by an individual or group and shall develop guidelines for community use of the schools. Fees shall be set annually by the Board of Education for the use of the facilities. Groups desiring continuing use of facilities must reapply annually.

Types of Activities which will not be permitted include but are not limited to:

1. Activities in conflict with the welfare of the public and/or policies of the Board of Education.
3. Activities which are unlawful in nature
4. Any activity which may be injurious to the buildings, grounds or equipment of the schools.

A community group will not sponsor another group for use of facilities if that organization would not have been eligible under its own application.

(cf. 0000 - Mission and Function)
(cf. 0200 - Goals and Objectives)
(cf. 1314 - Soliciting Funds from and by School Personnel)
(cf. 1324 - Soliciting Funds from and by Students)
(cf. 3515 - Facilities Use)
(cf. 6145 - Extra-Class Activities: Limited Open Forum)

Policy adopted: June 26, 2006
Policy Revised: June 30, 2014

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Community Relations

Use of School Facilities

Legal Reference: Connecticut General Statutes
10-239 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)

Policy adopted: June 26, 2006
Policy revised: June 30, 2014

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Community Relations Use of School Facilities

Eligible Groups

1. Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes (when such use will not interfere with the school program) in the following order of priority:
 - a. School Functions
 - b. Public Emergency
 - c. Town Meetings
 - d. Local Community Organizations
 - e. Private/Business Organizations
2. The official calendar for all use of school facilities is maintained online, as well as, in the Principal's office and Director of Facilities Office.
3. When the use of a facility has been assigned to a particular school or community group, only the Principal or designee may make an exception to that scheduled use.
4. Should conflicts occur for whatever reason in the anticipated use of facilities such conflicts may be resolved only by the Superintendent or designee. The parties involved will be notified, as soon as possible, by the Principal's office of the resolution of the conflict. If in spite of all efforts to avoid such conflicts one does arise involving a school and an out-of-school group, then the school group will contact the Principal or an Assistant Principal for a resolution of the problem. If no administrator is available, the school organization shall report the incident to the Principal as soon as possible. The Principal shall then investigate the problem to ascertain how such conflict arose and shall take steps necessary to prevent its reoccurrence.
5. The facilities must be relinquished promptly by both school and community groups, at the time scheduled.
6. Decisions about whether or not custodial, cafeteria or police coverage is required and the amount to be charged shall be the responsibility of the Superintendent or designee. Arrangements for such coverage shall be the responsibility of the building administrator.
7. Fees or other charges will be explained and a rental agreement form will be returned to the applicant. Any questions regarding the fee schedule should be directed to the Superintendent's office.

Community Relations

Use of School Facilities (continued)

8. The Board of Education reserves the right to reject any or all requests when such action is deemed in the best interest of the school system.
9. Spectator motor vehicles of any type will be restricted solely to blacktop areas of the school grounds and are to be limited to a 15 mile per hour speed limit while on school property. Violators of the parking and speeding limitations will be subject to police action.
10. Public Law 98-377, Title VIII - The Equal Access Act prohibits any public secondary school receiving federal funds from denying access to school facilities during non-instructional time to any students who wish to conduct a meeting when the reason for the denial is the religious, political, philosophical or other content of the speech of such meeting.

Application

1. Procedure to be observed in filing of an application: An application/permit is required for the use of any facility from an outside organization. Any group or individual using the facility without a permit is trespassing and will be removed and/or prosecuted at the discretion of the Administration.
 - a. Permits for the use of facilities or fields are called Building/Field Permits.
 - b. Applications for permits are available on the District website, at the specific schools or at the Director of Facilities office located within the Board of Education
 - c. Applications for permits are to be submitted to the Principal's Office of the building/field location being requested for use.
 - d. Application/Permit form must be completely filled out (as applicable) and submitted no later than two weeks prior to the first date of use unless prior approval is provided. Application for use during school vacation periods is requested as early as practical to permit scheduling, where possible, in conjunction with seasonal maintenance programs.
 - e. When and if the application has been approved by the Principal and his/her designee it is forwarded to the Director of Facilities whereby a Certificate of Insurance and any applicable fees are collected. Upon approval a building/field use permit will be issued and confirmation will be provided to the applicant and the school.
 - f. The issuance of a building field use permit does not imply a contractual agreement between the user and the East Hampton School District. The District may revoke the building/field use permit at any time if it is deemed in the best interest of the District or if in the District opinion the user group violated the policy and will return any fees which may have been collected.

Community Relations

Use of School Facilities (continued)

FEES

1. There will be no rental fees charged for the use of the building to local non-profit groups as long as no admission or team entrance fee or similar fee is charged for the building/field use event(s) on the application. Other community organizations that provide an educational or charitable service will also not be charged a fee.
2. The District will charge any group that uses existing District utilities, such as electricity or water a utility fee which will be based upon the cost of providing utility.
3. Organizations using the buildings/fields will be required to pay for custodial coverage if needed outside of regular custodial hours or if special custodial coverage is necessary. Organizations using the kitchen will be required to pay one or more members of the regular cafeteria staff if such personnel are needed. Police coverage, if required, shall be paid by the organization. The Board of Education reserves the right to waive any of the above fees.

There shall be rental fees charged for building uses not outlined above in accordance with the fee schedule established by the Board of Education unless waived by the Board of Education and/or Superintendent.

4. When a group heavily uses an outside facility, as is solely determined by the Administration, the District may charge the group for restorative maintenance work. The charges will be equivalent to the district cost to the District. Failure to pay this charge within 30 days after being imposed by the District will automatically disqualify the group from using any District facilities.
5. Fees will be charged to all business organizations using outside facility as part of their business operation.
6. All fees must be paid in full ten (10) calendar days before the event unless special approval is provided by the Director of Facilities. No building/field use permit will be issued before all fees are paid. Failure to pay all fees in full ten (10) calendar days before the event will automatically void the application.
7. The District retains the right to require documentation establishing the non-profit or not-for-profit status of any group. Failure to provide such documentation which is acceptable to the School District will result in the requirement to pay building/field use fees. Misrepresentation of this status will result in denial of any building/field use permits for either a temporary or permanent time period at the discretion of the District.
8. All applicants for use of school facilities shall hold the East Hampton Board of Education free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities. In the event that property loss or damage is incurred during such use or occupancy of school facilities, the amount of damage shall be decided

Community Relations

Use of School Facilities (continued)

by the Superintendent and approved by the Board, and a bill for damages will be presented for prompt payment to the group using or occupying the facilities during the time the loss or damage was sustained. Events that have large group participation may be required to show proof of insurance to cover a minimum liability of \$300,000 for personal injury, unless waived by the Board of Education and/or the Superintendent of Schools. This evidence must be submitted before any Building/Field Use Permit is issued and no later than ten (10) calendar days prior to the first event on the application unless prior permission is granted. Failure to do so will automatically void the application.

9. The renting organization must agree to be responsible for the conduct of all persons in attendance at the activity. Adequate adult supervision shall be provided for all minor groups before, during and after functions.

Field Use Seasons and Applicable Period

The season use is defined as:

1. April 1, to November 30th

NOTE: The season dates are for administrative purposes only; they do not mean that fields and outside facilities will be available for the full extent of the season.

Prior to the beginning of each season, there will be a one (1) month open application period. All applications received during that period will be processed together.

Priority Use of Fields

Experience has shown that often many groups want to use the same fields at the same times. This section following guidelines is for the Administration to follow to resolve conflicts and maintain fairness. When applications from different group's conflict over use of a field(s), the conflicting groups will be notified and encouraged by the District to compromise. If the conflicting groups cannot reach a mutually agreeable compromise, then the District will decide on a solution utilizing the priority levels listed below for guidance.

East Hampton School District-sponsored events take priority over all users at all times. After this, the following priorities are followed:

- Priority 1: Groups which are non-profit or not-for-profit and whose participating members are in grades PreK-12.
- Priority 2: Groups which are non-profit or not-for-profit and whose participating members are 18 years of age and older.

Community Relations

Use of School Facilities (continued)

Priority 3: Business organizations whose participating members are in grades PreK-12.

Priority 4: Business organizations whose participating members are 18 years of age and older.

Priority 5: Any and all others.

In order to provide equitable use of facilities no single group will be granted use of any particular field more than three of the five weekdays, nor more than one of the two weekend days unless no other group is requesting the remaining days. Please note, that the High School lighted field will have more restrictive use in order to maintain the field as the primary game field for High School Athletics.

Restrictions on Field Use

The issuance of a Field Use Permit does not remove certain restrictions which may be imposed by the District. All fields and other outside facilities exist primarily for the use of the schools and their students. Therefore, the District will impose certain restrictions as needed regarding how a field or outside facility is used by an outside group. This may include but not be limited to the following:

1. Canceling use because of wet or other conditions that would cause damage to the field surface.
2. Canceling or restricting the use of the field or facility due to deteriorating conditions resulting from overuse or other causes, even though the Building/Field Use Permit allowed it.
3. Prohibition of field markings and the replacement of certain goals and equipment when the District deems it may be detrimental to the District's use of the field or facility or safety.

The District's Administration will maintain a set of General Field Rules, which will be imposed upon the user groups, which will address conduct by the group and spectators on the field(s) and all District property. The Administration will periodically review and revise these rules as it deems necessary.

Community Relations

Use of School Facilities (continued)

Provision for Maintenance/Other Work on Fields

Prior to the Open Application Period for each season, the District will review the needs for major maintenance work which would require the removal of field(s) from service. Fields which are to be taken out of service will be listed so that groups will know not to make application for these fields. The District will do its best to make this list final before the Open Application Period. However, the District retains the right to take any field out of use at any time for maintenance work or for any other reason that the District deems is in its best interest.

Exclusion of Certain Fields and Outside Facilities

In order to maintain athletic fields at a level where they afford safe and adequate use by school sponsored teams, it will be necessary to limit use by non-school agencies. The District retains the right to exclude a limited number of fields and other outside facilities from outside use. Fields may be closed to allow field regeneration.

Any activity that might endanger the surface of a field or lawn is prohibited unless prior authorization is approved by the Building Principal, Athletic Director and the Director of Facilities. Prohibited activities shall include, but are not limited to, sliding, tobogganing, sledding, golfing, model airplane flying, or using motorcycles, cars, land terrain vehicles or trucks on the fields.

Coverage by District Personnel

In most cases, there is no need for any District personnel to be present for a field or outside facility use. However, the District may require that District personnel be present for certain events because of the use of utilities, certain District items or for the purposes of opening and locking up. In these instances, the user group will pay a labor fee per the Fee Schedule in addition to any other applicable fees.

Exclusion of Use During School Hours

No group will be given permission to use any field or outside facility during regular school hours or one (1) hour before or after regular school hours. This also applies to Summer School when applicable.

Community Relations

Use of School Facilities (continued)

Outside User Group Responsibilities

Outside user group will be responsible for the safety and welfare of all of their members and spectators and will assume the following responsibilities

1. Determination as to whether the field or outside facility is safe for their use.
2. Determination as to whether the field is not too wet to play on without damaging it.
3. Reimbursement to the School District for the cost of any damage which, in the District's determination, resulted from the group's use.
4. Conduct and behavior of all its members and spectators.
5. Enforcement of all District Field Rules among its members and spectators.

Field Maintenance & General Use

No outside group will be permitted to perform any work or modifications or apply any materials to any fields or outside facilities without obtaining written permission from the Director of Facilities first.

Available field equipment should be returned to its proper location following use. Special attention should be taken to assure that soccer goals are securely anchored at all times.

Parking in designated areas only. No parking on grass.

Good Neighbor Policy – We ask that you observe all rules and regulations and behave at all times in a manner considerate of our neighbors.

Users are expected to remove all trash from athletic fields at the conclusion of play. Trash should be removed from the site.

Violation of field use policies may result in loss of privileges.

Community Relations

Use of School Facilities (continued)

Tournaments

Special approval is required to host tournament play or to offer fields for use as a neutral site or host site for any league competition.

High School Field Lights

The use of the High School Field lights will be restricted to authorized events only. Lighting is required to be off by 11:00 p.m. unless special approval has been received by the Board of Education and the Town of East Hampton Building Department.

Special Rules for the Use Track and Field

1. No equipment/furnishings of any kind shall be installed without approval of the Director of Athletics or his/her designee.
2. The use of this track and field is granted under the following specific restrictions:
 - a. **No food or refreshments** to be served or eaten on the premise, unless specifically mentioned in the contract.
 - b. The following are **NOT** permitted on the fields or track:
 - Metal cleats
 - Any beverage other than water or sports drink
 - Sunflower seeds
 - Food, gum, etc. (allowed only in bleachers/grandstand)
 - Glass bottles or containers
 - Tobacco products
 - Bicycles, skateboards, scooters, etc.
 - Tents and tent stakes or anchoring devices
 - Chairs or other furniture
 - c. Spectators must stay on the outside of the stadium field fence and off of the track.
 - d. All posted rules must be followed.
3. Public use of the track and field is not permitted during times of school use.

Additional Rules for Use of Facilities

1. No organization may use the building/fields beyond 11:00 p. m. except by special arrangement.

Community Relations

Use of School Facilities (continued)

2. Persons attending any functions must confine themselves to the areas assigned for their use.
3. Smoking is prohibited inside the school building or on school property.
4. Sale and use of alcoholic beverages is prohibited inside the school building or on school property.
5. Narcotics or other drugs are prohibited inside the school building or on school property.
6. Refreshments may be served only by prior arrangements and agreement with school authorities.
7. Decorations, exhibits or scenery shall be approved in advance by the building principal. No school equipment or property shall be moved without prior approval of the principal.
8. Pianos, audio-visual equipment, public address systems, and other special equipment may be used by special arrangement with the principal.
9. All storage of organizational equipment or material shall be as approved by the principal and requirements for removal of such equipment or material shall be at the discretion of the principal.
10. Classroom materials and the contents of student and teacher desks are off limits.
11. Controls for heat, ventilation and lights and adjustment of athletic equipment shall be controlled by the custodians.
12. The Board of Education reserves the right to reject any or all requests when such action is deemed in the best interest of the school system.

Personal Use of School Equipment

Equipment of the Board of Education shall be used exclusively for the instructional benefit of students and the overall operation of the schools. This use of equipment shall be based on the school system's needs and will be subject to the approval of the Superintendent of Schools.

Community groups may request the use of school equipment in emergency situations. Permission must be granted by the Superintendent of Schools or designee.

Community Relations

Use of School Facilities (continued)

Legal Reference: Connecticut General Statutes

1-21b Smoking prohibited in certain places.
Signs required. Penalty

10-239 Use of school facilities for other purposes.

Regulation approved: January 13, 2003
Regulation revised: June 30, 2014

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES

1. Requesting Organization/Sponsor Group: _____ Date submitted: _____

2. School/Facilities Requested: *(circle one)* High School Middle School Center School Memorial School

Type of Space Required (Cafeteria, Gymnasium, Classrooms, athletic field, lights, etc.): _____

Custodial or Cafeteria Staff Required _____

Organizations may be required to show proof of insurance to cover a minimum liability of \$1,000,000 for personal injury unless waived by the Board of Education and/or the Superintendent of Schools.

3. Please be sure to check any equipment you anticipate needing. Equipment will not be provided the day of the event unless indicated here. Equipment fees may be assessed:

_____ Microphones	_____ Other A.V. Equipment	Any additional requests: _____
_____ Lighting	_____ Extension Cords	_____
_____ Piano	_____ Projection Equipment	_____
_____ Tables	_____ Screen, Computer	_____
_____ Field Lights		_____

4. Date(s) of use: _____ Long-term use of Facility:
 Day of the Week: _____
 Times: *(including set-up and break down)* From: _____ To: _____ Times: *(including set-up and break down)* From: _____ To: _____

5. Approximate number of persons to use facilities: _____

6. Reason(s) for event: _____

7. Is an admission fee to be charged, collection to be taken or goods sold? _____

8. If so, state purpose of funds collected. _____

The Board of Education reserves the right to reject any or all requests when such action is deemed in the best interest of the school district. This is only an application. A rental contract agreement will be sent when the event is approved.

All applicants for use of school facilities shall hold the East Hampton Board of Education free and without harm from any loss or damage liability, or expense that may arise during the use of the building or be caused in any way by such use or occupancy of school facilities.

Organization: _____ Phone: _____

Is your organization non-profit: ___ Yes ___ No

Address: _____ Date: _____

Name of Contact
 For Organization: _____ Phone: _____
 (Please print or type) Email: _____

Facility Department Use Only

of Custodial employees assigned: _____ # of cafeteria employees assigned: _____

Other: _____

Signature of School Principal: _____ Date: _____ Approved ___ Denied ___

Signature of Director of Facilities: _____ Date: _____ Approved ___ Denied ___

Signature of Food Services Director: _____ Date: _____ Approved ___ Denied ___
 (For kitchen use only)

RENTAL CONTRACT AGREEMENT

APPLICANT INFORMATION	
Organization Name:	
Applicant Name and Address:	
Telephone:	
Organization Type (please check one):	
Profit:	Charitable Service:
Non-profit:	
Insurance Certificate:	
Required:	Waived:

FEES	
Facility Use Fee:	
Custodial Coverage Fee:	
Cafeteria Coverage Fee:	
Police Coverage Fee:	
Utility Fee:	
Total Fees	\$

FACILITY INFORMATION	
Facility Name and Address:	
Scheduled Activity:	
Location(s) Within Facility:	
Date(s) of Event:	
Time(s) of Event:	
Required Staff	Number Required
Custodial Coverage	
Cafeteria Coverage	
Police Coverage	

NOTES

Payment is required unless special approval is provided 0 days prior to event.

I, the undersigned, agree to abide by the regulations, as attached, for the use of the designated facility. I further agree to/or service fees outlined within this contract, and further agree to abide by the regulations for the use of school facilities as attached.

To ensure the availability of the facility requested, I understand that I must return this rental agreement, signed, with proof of insurance unless waived by the East Hampton Board of Education and/or the Superintendent of Schools.

Signature of Applicant	Date
Name of Applicant (please print)	Title (if applicable)

APPROVED BY:

Don Harwood, Facilities Director	Date
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