

USE OF SCHOOL FACILITIES

POLICY

A. AUTHORIZED USERS/ORDER OF PRIORITY

1. The public school program has first priority in the use of all school facilities.
2. The Westport Continuing Education (WCE) program (including Adult Education and Summer School) has next priority after the regular program.
3. The Westport Department of Parks and Recreation (DPR) has third priority for use of school facilities.
4. Activities of school-related organizations, e.g., PTA, booster clubs and parent support groups shall have fourth priority for use of school facilities.
5. When not being used by the above groups, school facilities may be made available to other users, limited to agencies of the town of Westport, and Westport-based, private non-profit groups, at least 50% of whose membership and/or participants must be Westport residents, for uses not directly competitive with school-sponsored activities, e.g., adult education, summer school, etc.
6. Use by the media or individual photographers, filmmakers, etc., wishing to photograph, televise or film school facilities or activities, is governed by the media access policy.

B. REQUIREMENTS AND APPLICATION PROCEDURES

1. Written permission from the Superintendent or designee is required for all outsiders' use of buildings and equipment, use of grounds for any purpose involving 25 or more people (including participants and spectators), or use of parking lots on a weekend or after school hours by Westport residents for guest parking for a wedding or other private (non-commercial) event. Non-compliance with this stipulation will constitute trespassing.
2. Applicants shall file a complete application with the facilities manager in the maintenance office.
3. All users not covered by the Westport Town/Board of Education insurance policy must provide a liability insurance certificate of no less than \$5 million, naming the Westport Board of Education/Town of Westport as additional named insureds. Insurance limits will be reviewed and updated periodically by the assistant superintendent for business.
4. Police and/or fire department protection may be required at the users' expense. This condition is to be determined by the facilities manager in consultation with the relevant departments.

C. USAGE TYPES:

Standard Use is defined as routine meetings, programs, classes, etc.

Major Use, which requires a surcharge, is defined as having one or more of the following characteristics:

- Creates significant wear and tear.
- Funds are raised through admission charges (including "voluntary" contributions), sale of merchandise, raffles, door prizes, etc.

- Event uses vendors' or exhibitors' booths.
- Event uses the Staples field house.
- Event at any school requires two major facilities: (gym, cafeteria, auditorium). Ten or more classrooms = major facility.
- Event involves more than 500 participants or attendees.

D. CLASSIFICATION OF GROUPS FOR PAYMENT OF FEES AND RENT:

(Identified groups are examples; groups not listed will be classified by Superintendent or designee).

CATEGORY I USERS: NO RENT FOR STANDARD USE*

- School-Related:** E.g., student organizations, PTAs, parent support groups affiliated with school teams, clubs, etc., recognized parent advocate groups such as CLASP, etc.
- Town Groups:** Town boards, commissions, and committees; DPR, Senior Center, Health District, Library, Transit District, Levitt Pavilion, First Night, etc.
- Youth-Serving:** Westport-based non-profit youth-serving groups, such as: Boy & Girl Scouts, Little League, PAL, Babe Ruth League, Westport Soccer Association
- Grandfathered Groups:** Power Squadron, Red Cross, Westport Arts Center.
- Others:** Superintendent or designee may waive or reduce fees for state/national professional or educational organizations; or for other groups serving the public interest; or for elected officials holding public meetings.

*** (When a Category I group makes *major* use of facilities for fund-raising programs involving commercial, entrepreneurial, profit-making organizations or activities, superintendent or designee may require basic rental fees.)**

CATEGORY II USERS: BASIC RENT: Westport-based Community Groups.

- Westport agencies supported by the United Way, and non-profit service organizations that serve Westport, e.g., Rotary, Kiwanis, Masons, Westport Woman's Club, Westport Young Women's League, Veterans' groups, Nursing and Home Care, etc.
- Westport political, religious and ecumenical groups. (Depending on the nature of the activity, e.g., summer camps or on-going programs for which fees are charged, these groups may be classified as Category III for fee purposes.)
- Westport YMCA: for use of pool only, with special financial arrangements.

CATEGORY III USERS: BASIC RENT DOUBLED: Westport-based Private, Non-profit, Educational, Recreational, Cultural, Social or Athletic Groups.

Category III includes private schools, private nursery schools, dance academies, drama groups, music groups, children's activity programs, etc., at least 50% of whose members or participants are Westport residents.

CATEGORY IV USERS: Non-Westport-based Private, Non-profit, Educational, Recreational, Cultural, Social or Athletic Groups.

Category IV includes private schools, private nursery schools, dance academies, drama groups, music groups, children's activity programs, etc., at least 50% of whose members or participants are not Westport residents.

OTHER USERS: Under unusual circumstances, the Superintendent may permit one-time or occasional use of facilities to educational, civic, cultural, etc., organizations from neighboring towns, etc.; the Superintendent shall judge each request individually and determine rental category.

ALL CATEGORIES: Must pay custodial, kitchen workers' and other applicable fees, including fees for covering the gym and field house floors if necessary. All groups pay surcharge for major use. Superintendent may reduce surcharge by 50% for Categories I and II if event is a fund raiser benefiting the Westport schools or the public, or when the event itself is a public service.

SPECIAL CONDITIONS: Regardless of user's category, the Superintendent (or designee) may impose special conditions or may deny permission when it is judged that the requested use may produce undue wear and tear on facilities, would cause disruption to the regular school program, be detrimental to the public image of the school system, impact negatively on the scheduled maintenance or cleaning of the schools or otherwise not be in the interest of the school system or the Town.

E. RESTRICTIONS ON USE OF SCHOOL FACILITIES

1. Illegal Activities Will Not Be Tolerated
2. School facilities may not be rented by individuals, businesses or trade organizations or used for private purposes.
3. No school facility may be used by individual entrepreneurs, either Westport Board of Education employees or others, to give private instruction for a fee to individuals or groups.
4. School facilities may not be used for the promotion of any commercial interest or private or corporate gain except in conjunction with a fund-raising activity by a permitted, non-profit user. In such cases, regardless of category, users may be required to make a donation to the student activity fund of the school of *a minimum* of \$1,000 in addition to paying custodial costs and applicable rental fees. The decision about whether to require a donation, and the amount of the donation, will be made by the Superintendent or designee, in consultation with the sponsor of the program.
5. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
6. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages shall not be permitted.
7. Obscene advertising, decorations or materials shall not be permitted on school property.
8. Users must comply with all administrative regulations governing use of school facilities. Non-compliance may result in revocation of privileges.

All exceptions to this policy require approval of the Superintendent, whose decision on all aspects is final.

Legal Reference: Conn. Gen. Statutes 10-239 *Use of School Facilities for Other Purposes*

PROCEDURES

REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

1. **Adequate adult supervision** is required for entire length of activity. One designated adult must be in charge of overall program and there must be an over 18 adult supervisor for every 20 students and/or an over 18 adult supervisor present in each classroom used for the full time. Students may not be allowed to walk, run or wander through the halls unsupervised.
2. **No alcoholic beverages** or controlled substances allowed for *any* reason, including religious observances.
3. **No smoking** or carrying lighted pipes, cigarettes or cigars in school buildings or on school grounds at any time.
4. **No guns** or weapons of any kind may be brought onto school grounds except as specified in Board policy.
5. **Signs** on school property must be approved in advance by the principal or designee, as to size, content, placement and duration of display. Signs will not be approved if they are judged inappropriate on school grounds.
6. **Structures** on school property: Erection of tents or any other structures on school property requires the approval of the principal, in consultation with the director of facilities, and the superintendent or designee. The user must obtain and pay for any zoning permit that may be required.
7. **No dogs or other pets** are permitted in school buildings or on school grounds. Exceptions: seeing-eye dogs, animals used for Westport public school-sponsored programs, or adult education animal training programs. Adult ed training programs will use the outdoor parking lot, weather permitting, or an indoor room with direct access to the outdoors. Dogs may not be brought through school corridors or into other rooms. Anyone bringing an animal onto school property must have the animal on a leash at all times and must clean up after animals. Adult ed teacher in charge of training program is responsible for leaving the area (indoors or outdoors) in a clean and sanitary condition.
8. **No flammables:** No cooking outside the school kitchen, or use of barbecue grills, etc., or use of lighted candles or any other flammables are permitted in school buildings or on school grounds by users not directly affiliated with the Westport public school program, except with special permission, under controlled conditions.
9. **School Furniture/Equipment**
 - a) No school owned electronic equipment (TVs, VCRs, digital cameras, tape recorders, computers, etc.) may be used by outside users of school facilities.
 - b) Furniture and equipment may not be used or lent to anyone who has not contracted to use school facilities, except to other Town agencies, with the approval of the Superintendent (or designee).
 - c) Kitchen equipment may not be moved.
 - d) All equipment/furniture must be returned to its accustomed place immediately after the activity, in the condition in which it was found. Users pay for repair or replacement due to damage.
 - e) Users wishing to borrow furniture or equipment from one school, to be used in another, must obtain the permission of the principal of the school making the loan; all items must be returned to their original place in the school before 7 a.m., the next school day. Users must make arrangements to have items carried in and placed where they belong.
 - f) Special fees will apply for use of sound systems, stage lighting and other technical stage equipment. User will be required to employ, from a list designated by the school principal, the services of a technician trained in the proper use of school equipment. Professional technicians

brought in by the user must work under the supervision of one of the school system's designated trained technicians. Users will be required to furnish a security deposit for the use of this equipment. Fee will be returned only after the school's trained technician has verified that all equipment has been accounted for and is in good condition.

- 10. School facilities** including floors, carpeting, walls, rest rooms, grounds and fields must be restored to their original condition. Users must pay for special cleanup, repair etc., necessitated by their use.
- 11. Gym floors:** For athletic events, only gym shoes or sneakers permitted. For non-athletic events held in a gym or in the Staples Field House, the Director of Facilities (DOF), after consultation with the principal, may require that the floor be covered, at user's expense. The DOF will arrange for installation and removal of floor covering. The fee must be paid in advance.
- 12. No motorized vehicles,** bicycles, roller skates or roller blades permitted in school buildings, in the Field House, or on tracks, fields or lawns, with the exception of King's Highway/Saugatuck track.
- 13. Pool:** No boats or other foreign objects are permitted in the Staples pool except under the auspices of the school program.
- 14. General Clean-Up:** School facilities should be left neat and clean. Trash should be disposed of in proper receptacles. For major events, the DOF will arrange for additional trash receptacles, trash pickup, or extra cleaning, if necessary, at users' expense.
- 15. School Custodians:** Custodians must open and close buildings and be present for the duration of an activity. Workers' fees are to be paid by user for all weekend and holiday work and work beyond normal working hours on school days. To assure that all routine custodial work is done, and that adequate cleanup is provided after major use, the head custodian will determine the number of extra custodians required, and duration of their work. On weekends and holidays, custodians will be engaged for a minimum of three hours. Cancellation requires a minimum of four hours' notice or custodial fees will be charged.
- 16. Food Services:** Cafeteria personnel required when kitchen is used. Users must make arrangements directly with the Food Services contractor and pay fees directly.
- 17. Police, Fire:** Facilities manager will arrange for necessary police/fire coverage. Users pay these departmental fees directly.
- 18. Health District, P&Z:** Users must obtain necessary approvals, and arrange and pay for applicable inspections and/or other personnel as required.
- 19. Fees:** Rental and administrative charges, major-use surcharge, and fees for required services such as piano tuning, excess garbage collection, floor covering, etc., must be paid a minimum of one week in advance. Users will be billed for custodial fees. Bills must be paid within 30 days of receipt. Fees are to be reviewed and up-dated as appropriate by the Assistant Superintendent for Business.
- 20. Private Instruction:** Westport school facilities are not to be used to offer private instruction by Westport town or school system employees, employees of other groups offering sports or educational programs, or other entrepreneurs or individuals.

21. Scheduling:

- a) Dates for rental of a school facility must be cleared with the school principal or designee. Major uses by outside users may not be scheduled for the same date for both Staples High School (SHS) and Bedford Middle School (BMS). Management of this schedule will be controlled by the SHS/BMS site manager.
- b) Rentals to outside users for future school years may not be confirmed until the school system's calendar is finalized each June.
- c) Except for major long-standing outside uses that are scheduled on a yearly basis, if an unanticipated school need arises more than two months prior to a date that has been promised to an outside user, the school use will take precedence. An attempt will be made to identify a comparable facility or alternate date for the renter.
- d) If the superintendent cancels school, then everything on that day is canceled. This means that there would be no Continuing Ed, no Parks & Rec. activity, and no outside use of our facilities (regardless of what had been scheduled by the outside user. performance scheduled)

22. Use of School Facilities by DPR: Custodial Fees/Billing Procedures

The Westport DPR has third priority for use of Westport public school buildings, fields and grounds for athletic programs, after the regular school programs and the Department of Continuing Education. The DPR will oversee the scheduling and supervision of athletic programs operated by other community organizations such as the Police Athletic League, the YMCA and other organizations, as agreed upon by the Assistant Superintendent for Business.

- Custodial overtime necessitated by a DPR or other athletic program will be charged at the contractual rate.
- When custodians are normally present, i.e., Monday to Friday evenings, no additional custodial fees will be charged, but the Board of Education will charge a set-up/take down fee to cover the work the custodians do for the program.
- If cleanup after the program is extensive, necessitating overtime, the DPR or other program will be charged.
- On weekends when Board of Education and DPR programs run simultaneously, if Board of Education programs end earlier, the DPR will pay custodial fees for the remainder of the time the DPR uses the facilities.
- Billing for custodial and other BOE fees associated with DPR use, or use by other athletic organizations scheduled by DPR, shall be sent to the DPR. The DPR shall collect the fees from the organizations and forward them to the Board of Education.
- Procedures for DPR use will be reviewed Annually or as Appropriate.

**EXCEPTIONS TO ANY PROVISION OF THESE REGULATIONS BY ANY USER
REQUIRE APPROVAL OF THE SUPERINTENDENT OR DESIGNEE.**

**NON-COMPLIANCE OR NON-PAYMENT OF FEES MAY
RESULT IN LOSS OF PRIVILEGES.**

RENTAL CHARGE FOR USE OF SCHOOL FACILITIES

(Rates per day; rates include set-up one night before; one surcharge per week or portion thereof.)

<u>FACILITY</u>	Daily Rates			Weekly Surcharge All Categories (Over 500 Participants)
	Category II (Community)	Category III (Private) (Non-Local)	Category IV (Private) (Non-Local)	
<u>STAPLES</u>				
Field House	420	1,500	4,000	600
Auditorium	240	600	3,000	600
Gymnasium	180	575		120
Library	180	650		
Cafeteria	180	550		120
Kitchen	N/A	N/A		
Music Room	36	75		
Pool	Only for YMCA and DP&R (Parks & Rec), by special arrangement			
<u>CMS, BMS LLS & SES</u>				
Auditorium	240	400	2,000	600
Gymnasium	180	450		120
Cafeteria	100	350		120
Library	60	300		
Kitchen	N/A	N/A		
<u>CES, GFS</u>				
Auditorium	100	200	100	
Library	60	120		
Gymnasium	100	200	100	
Cafeteria	50	100	75	
Kitchen	N/A	N/A		
<u>ALL SCHOOLS</u>				
Athletic Fields	50	75	100	
Classrooms: First	30	50		
Each Add'l Classrm	30	50		
Surcharge if 11 or more classrooms are needed			200	

SURCHARGE IS REQUIRED IF EVENT:

- Creates significant wear and tear.
- Raises funds via admission charges or contributions, sale of merchandise, raffles, door prizes, etc.
- Uses vendors' or exhibitors' booths
- Uses field house or two *major* facilities: (gym, cafeteria, auditorium, 11+ classrooms)
- Involves more than 500 participants or attendees.

EXTENDED USE: SURCHARGES ARE FOR EACH WEEK OR PORTION THEREOF

Superintendent or designee may reduce surcharge by 50% for events whose proceeds benefit the Westport Schools or other charitable Town organizations or for events that are, per se, public services.

OTHER FEES:

- Administrative Charge: \$25 per contract Fees will also be charged for piano tuning, gym and field house floor covering, excess garbage collection and use of lighting/sound equipment. Custodians, kitchen workers and technical personnel will be paid according to current fee schedule, up-dated yearly.