

Community Relations

Use of School Facilities

A. Application Procedures

In accordance with Conn. Gen. Stat. §10-239, the Board of Education may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board of Education 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 of Education 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.

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.

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

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.

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B. Eligible Organizations and Priority of Use (continued)

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.
6. Out-of-town organizations.

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, 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, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.

Legal References: Connecticut General Statutes 10-239 Use of School Facilities for Other Purposes
 Connecticut General Statutes 10-215f Certification that food meets nutrition standards
 Connecticut General Statutes 10-221q Sale of beverages
 Connecticut General Statutes Title 9 Elections
 20 U.S.C. § 7905 Equal Access to Public School for the Boy Scouts of America
 26 U.S.C § 101 *et.seq.* Patriotic and National Organizations

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PORTLAND PUBLIC SCHOOLS
 Portland, Connecticut

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The Portland Board of Education recognizes that school facilities are community centers which add greatly to its citizens recreational and cultural lives and shall grant the use of such facilities for activities of an educational, cultural, civic, social, recreational, governmental or general political nature which are sponsored by responsible local persons, organizations, agencies, or institutions, as permitted by this policy and by law.

Request for School Facilities

All requests for use of school facilities will be made to the appropriate building principal who will maintain a schedule of facility use. All use of school buildings, grounds, and equipment by school support groups shall be approved by the principal and Superintendent. Insurance coverage must be supplied by the group unless it is included under the school policy. School support groups such as PTO, etc. must provide their own coverage. For any activity involving outside vendors, the vendor must provide the required insurance.

Groups which desire to use school buildings on a weekly or monthly basis must submit requests to the building principal prior to August 1 each year. The building principal will then develop a monthly schedule as equitably as possible. Requests for single usage should be made to the building principal within 20 school days of the intended use.

The Board of Education and/or the building principal or Superintendent reserves the right to reject any application or to cancel the use privilege of any organization.

User Group 1: School/District Activities & School-Related Organizations

- Regular school/District and approved extra-curricular activities.
- Educational activities sponsored by the District including after school programs.
- Parent Teacher Organizations, Parent Advisory Committees, Booster Clubs.

User Group 2: Town of Portland Departments and Town Government

This group includes but is not limited to the Department of Parks & Recreation, Public Safety, and Representative Town Meeting.

User Group 3: Non-Profit Portland Organizations (defined as including at least 50% Portland residents)

Note: Requires annual written verification of non-profit status
(Priority given to programs that serve Portland youth)

- Community service organizations such as but not limited to Portland Soccer Club, Portland Little League, Portland CYO Basketball, Portland Scouts (Boys and Girls).
- Political, civic, religious and fraternal organizations.

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Use of School Facilities (continued)

User Group 4: For Profit Portland Activities and Organizations

- All requests for the use of school buildings must be made to the appropriate building principal.
- School facilities use by for-profit groups may require approval by the Board of Education at one of its Regularly Scheduled Meetings.
- Such groups must submit their request at least 4 weeks prior to the meeting of the Board.
- Payment must be made and all checks cleared prior to permission being given.

All requests for use of school buildings will be made to the appropriate building principal who will maintain a schedule of use. School facilities use by private or profit making groups may require approval by the Board of Education at one of its regularly scheduled meetings. Such groups must submit their requests at least 20 days in advance prior to the meeting of the Board. See attached rate sheet.

User Group 5: Any Non-Portland Group

- Generally, non-Portland groups will not be allowed to use Portland buildings or fields but may request a meeting with the Board of Education for special permission.
- A written request must be submitted at least 4 weeks prior to the meeting of the Board.
- Payment must be made and all checks cleared prior to permission being given.

Field Usage

All groups may be charged a field usage fee. All requests for field usage will follow the same sign-up procedure as outlined above.

Facility Use Procedures

1. If facility use is requested for other than normal school hours or days, when a custodian is not on duty, a custodial fee will be charged. Contact Portland School Business Manager for fees at (860-342-6794).
2. For health and safety reasons, any use of the kitchen requires the paid services of a certified food service handler. All food preparation and handling must be done by Portland school cafeteria employees.
3. All groups using school facilities must provide proof of insurance which will cover any liability which might be claimed against the Board for any occurrence resulting from said use. Any group not sponsored by the Town of Portland must have on file with the Superintendent's office a certificate of insurance in the amount of \$1,000,000 liability coverage with the Portland Board of Education named as an additional insured on the sponsoring group's liability policy.

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Facility Use Procedures (continued)

4. Building Condition Checklist: All facilities must be left in a useable, clean and orderly condition. Groups using the facilities are responsible for any damage incurred. Any serious violation will terminate continued or future use. A Building Condition Checklist form will be completed by the event custodian and event monitor prior to start of the event.
5. No activity will be allowed that detracts from or interferes with normal school activities. School activities take preference over any other activity.
6. The possession or consumption of alcoholic beverages and/or controlled drugs on school property is prohibited. Smoking is not allowed in school facilities or on school grounds.
7. Use of materials, equipment and rooms/facilities shall be limited to those requested and approved on the application.
8. All groups using the facilities must have an event monitor who shall be present and responsible until all participants have departed. This person's name shall be listed on the request form.

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