

## COLCHESTER SCHOOL DISTRICT

**POLICY:** BUILDING AND GROUNDS USE

**DATE ADOPTED:** November 27, 2007

### **POLICY STATEMENT**

Consistent with Colchester's Vision Plan, the School Board believes that school facilities (buildings and grounds) can and should serve as centers for educational, civic, cultural, recreational and other community events provided there is a general understanding throughout the community that:

1. School and school-sponsored activities will always be given priority for use of school buildings and grounds; and
2. School districts cannot subsidize the use of facilities for events and activities not directly related to its primary educational mission.

Based on such understanding, the public use of buildings and grounds by the community is highly encouraged.

The School District is not able to subsidize clubs or groups, and therefore must charge, as near as possible, the actual cost for use of the school facilities. These rates will be reviewed annually by the Business and Operations Manager and provided to those organizations being charged a fee.

### **Priority of Use:**

1. A particular school's educational, co-curricular and/or extra-curricular activities targeted to **its own students and staff** shall have **first priority** for use of that particular school building, grounds, and other facilities. No facility use or rental fees will be assessed.\* (Examples are cited in Appendix A.)
2. **School-sponsored activities** have **second priority** for use of school facilities and/or grounds. Such activities largely involve occasional scheduled facility use by a parent or support group-each of which provides some type of direct support for students and/or the school's educational mission. No facility use or rental fee will be charged.\* (Examples are cited in Appendix B.)
3. **Recreation Department** shall have **third priority** for scheduling purposes for use of school facilities and/or grounds. No facility use or rental fees will be assessed.\* (Examples are cited in Appendix C.)
4. **Youth and Adult Organizations (Not-For-Profit)** which primarily serve the community of Colchester shall have **fourth priority** for scheduling purposes for use of school facilities

Last Adopted: November 16, 2004  
 Date Warned: November 2, 2007  
 First Reading: November 6, 2007  
 Second Reading: November 27, 2007

and/or grounds. Any youth or adult community program must be comprised of Colchester residents with no more than **20%** of the members from another community. No facility use or rental fees will be assessed. If more than 20% of the participants are from another community then a fee will be assessed to the group.\* (Examples are cited in Appendix D.)

5. **Other Groups:** With the exception of the groups described above, all **other groups, organizations and individuals** will be charged a facility use fee, as well as any attendant labor costs, both calculated to reflect as accurately as possible the added cost for the District. Authorization for use of school facilities and grounds shall not be considered as endorsement of or approval of the activity groups or organization nor the purpose they represent.

The Colchester School Board authorizes the Superintendent, or his/her designee, the responsibility to:

- Approve or deny use of school facilities and grounds;
- Charge facilities-use fees, services, penalties and restrictions for such fairly and in strict accordance with the Board-approved guidelines provided in this policy and...
- Rescind previously approved requests for use of buildings and/or grounds, in his/her judgment it is in the best interests of the school district provided he/she promptly informs the organizations/individuals of the action.

**In-Kind Services:** The Board shall authorize the Superintendent or his/her designee to determine whether in-kind service will be allowed in lieu of the facility user fee. (Example: Repair to the baseball field, building of dugouts, etc.).

**Group Determination:** The Board shall authorize the Superintendent or his/her designee to determine which priority group an organization falls within. The School District may request membership information, residency status, nation/state/local affiliations, or other information related to their organization's purpose and connection to the community.

The Colchester School District reserves the right to deny access to district facilities and/or grounds when the safety and well-being of its students and/or staff will be at risk of harm.

**Legal Reference: Title 9 § 4501, 4502**

**\* Unless incremental expenses are incurred as a result of the facility or grounds usage.**

**The following guidelines shall be administered:**

1. A Building Use form created by the School District is required for any building use. An approved Building Use form is known herein as a Permit.
2. School activities always take precedence over any other use of school facilities. The condition of the facilities and the schedule for maintenance also takes precedence over other uses of the facilities.
3. No events will be approved that violate any federal, state or local laws or regulations and licensing requirements.
4. Facility use is limited to the function and area described on the Building Use application. Changes in plans or usage will constitute a separate request. There shall be no third party use of the facilities.
5. Payment in advance is expected and due when the event is scheduled. If the activity is cancelled at least 72 hours in advance of the scheduled building/facility use, the permit holder will receive a full refund of their payment less any related expenses incurred by the School District. If the activity is cancelled with less than 72 hours remaining before the scheduled building/facility use, the permit holder will receive a half refund of their payment less any related expenses incurred by the School District.
6. In compliance with School District policies, smoking on school grounds and possession or consumption of alcoholic beverages are strictly prohibited at all times. The renting organization is responsible for complying with this policy.
7. Americans with Disabilities Act accommodations, and legal costs associated with non-compliance, will be the responsibility of the using organization or group.
8. Decorations must be used in such a manner not destructive to school property. Decorations are subject to the approval of the principal or his/her designated representative (normally the Lead Custodian). Approval may be denied based on content as well as structure of the decorations including banners and pennants.
9. The use of any materials (including tape) on floors or other parts of the building is strictly prohibited without specific written approval from the District Maintenance Foreman.
10. The permit holder will be fully responsible for all loss, damage, or abuse of school property, including property of students and employees, during the time the building is in use.
11. All equipment and facilities to be used must be listed on the application and left in the same condition as found.
12. Set-up and clean-up may be performed by members of the group using the facility, provided it is approved in advance by the Principal or designated representative. Custodial services will be paid by the using group for work not done satisfactorily.

13. Facilities will normally be opened ½ hour before scheduled program time and close ½ hour after the scheduled end of the program unless other arrangements are requested and approved on the application.
14. Facilities may be rented to groups during school vacations or holidays, providing the event does not conflict with facility cleaning and renovating programs and providing there is building service personnel available for supervision.
15. The supervision listed on the permit shall be present during the scheduled event. Permit application may be denied if, in the opinion of the Principal, there is insufficient supervision or the event exceeds the capacity of the facility.
16. A school custodian will be on duty whenever a facility is being used except as exempted by the Principal and so noted on the permit. The custodian will provide assistance in handling furniture and equipment and will be responsible for seeing that the facility is left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged to the non-exempt group or organization at an overtime rate set annually by the Business and Operations Manager.
17. Corridors, exits, and stairways must be free of obstructions at all times.
18. The School District reserves the right to require proof of liability insurance for any organization using the facility. The using organization shall hold the School District harmless with respect to any claim of loss, injury or damage because of negligence of the user or user's employees or agents, including damage to School District property or property for which the School District is liable.
19. Any infraction of the above rules, or violations of common behavioral decorum consistent with the approved event, may be grounds for immediate dismissal of the group or organization and for refusing to grant subsequent requests for use of school facilities.
20. If security or police coverage is required, the applicant shall make such arrangements at his/her expense. The applicant shall inform the Colchester Police Department (264-5556), the Principal of the building/facility being used, and the Maintenance Foreman of the details of the security arrangement.

**Appendix A:**

- A classroom, cafeteria, and/or other room by a student club or student organization such as Math, Drama, Student Council, etc.
- The gymnasium for interscholastic and intra-mural athletics
- The auditorium or music room(s) by various student musical ensembles, choral groups, bands, and orchestras
- The cafeteria for student dances
- The cafeteria, library or auditorium for faculty meetings, plays, School Report Nights, staff trainings, Board meetings, committees, school sponsored public forums
- All homework clubs

**Appendix B:**

- A classroom, cafeteria or library by Parent Teacher Organization (PTO)
- A classroom, cafeteria or library by the CHS Athletic Boosters or Athletic Clubs
- A cafeteria or library by the CMS Parent Forum

**Appendix C:**

- Only Colchester Town Recreation Department sponsored activities and programs

**Appendix D:**

- Use of fields and gymnasiums by Colchester athletic programs (Youth Soccer, Basketball)
- Use of gyms by AAU programs when 80% or more of the participants are Colchester residents
- Use of art rooms, music rooms or cafeteria by Boy Scout, Girl Scout and 4-H programs
- Use of music rooms by the choral group from Colchester

**Appendix E:**

- Use of fields by area teams for baseball, soccer, basketball where less than 80% of the participants are from Colchester
- Use of the football stadium and field by semi-professional teams (Ice Storms)
- Use of cafeteria, auditorium by a for-profit business or group
- Use of classrooms, library, auditorium by religious affiliated organization

**PROCEDURES**

**BUILDING AND GROUNDS RATES AND FEES**

**Classification of Use:**

**Group I** All student activities, teacher groups, PTO, the Town or any other agency of government or any voluntary non-sectarian and non-political organization directly contributing to education, or fund raising for the Colchester School District and non-fund raising events of senior citizen groups.

**Group II** Town non-profit community organizations including political groups comprised primarily of Colchester residents, teaching staff, or residents offering instruction to Colchester residents for a fee.

**Group III** Out-of-town non-profit organizations.

**Group IV** Commercial groups, except those hired by the School District.

**SCHEDULE OF RATES AND FEES**

In addition to the amount charged in accordance with the following rate schedule, groups will be charged expenses incurred by the district for overtime and any other expense caused by the building usage. Note that for any Support Staff member (Custodian, Maintenance, Cafeteria Worker, etc.) to come in on a weekend or holiday requires wages at the overtime rate for a minimum of four (4) hours. Therefore the minimum weekend/holiday charge is for four (4) hours at the rate of \$25.00 per Support Staff person, a minimum of \$100.00 per day for any group.

<b>PER DAY (6 HOURS)</b>	<b>GROUP I</b>	<b>GROUP II</b>	<b>GROUP III</b>	<b>GROUP IV</b>
Classroom	\$0.00	\$10.00	\$25.00	\$50.00
H.S./M.S./M.B.S. Cafeteria	.00	40.00	125.00	200.00
M.B.S. Multi-Purpose Room	.00	40.00	125.00	200.00
Elementary/M.S. Gymnasium	.00	40.00	125.00	200.00
H.S. Mini-Gymnasium	.00	40.00	100.00	200.00
H.S. Gymnasium	.00	75.00	200.00	300.00
H.S. Theater	.00	100.00	400.00	750.00
Concession Stand	.00	50.00	125.00	250.00
Athletic Field	.00	50.00	175.00	300.00

  

<b>PER HOUR (per machine)</b>				
Computer Hardware	\$5.00	\$10.00	\$15.00	\$20.00