

Community Relations

Use of School Facilities

A. **Use of School Facilities Encouraged** - The East Windsor Board of Education encourages community use of designated school facilities as long as such use does not interfere with school programs and activities. Athletic fields will not be available for public use except by non-profit, East Windsor youth athletic organizations. Members of the public are encouraged to utilize the tracks, tennis courts and other areas of the grounds that are not designated athletic fields, during hours outside of the school day.

B. **Groups Prohibited from Use** - No school facilities may be used by any individual, group or society which advocates a social or political change by violence or revolution. No group or organization that is in opposition to the mission of the EWPS may have access.

C. **Rules in Effect for Use of Facilities** - The use of alcoholic beverages on school property is not permitted. Gambling "for cash" is not permitted. The Board of Education reserves the right to determine the need for liability insurance by the applying organization, the need for police protection and traffic control, the need for a cafeteria representative when any cafeteria facilities are to be used, the need for custodian(s), and the need for the applicant-organization to be registered with the State Tax Department.

D. **Application for Use of School Facilities** - Applications and rules for the use of school facilities are on the district website at www.eastwindsork12.org. Anyone wishing to request use of the facilities is required to complete and submit an application for use. Anyone using school facilities is expected to abide by the established rules and regulations found on the website with the application for facility use. Responses to building use requests will be provided via the email address provided on the application.

E. **Limitation on Sectarian Instruction** - Permission shall not be granted for the purpose of giving sectarian instructions or dissemination of religious doctrine during the school day. To further provide for the separation of church and state, use of school facilities for sectarian purposes may not begin until fifteen minutes after dismissal of students has occurred in such school.

F. **Charges for use of School Facilities** - A fee schedule for school facilities, custodial supervision and any other costs associated with use shall be established by the administration and approved by the Board of Education.

Legal Reference: Connecticut General Statutes

[10-235](#) Indemnification of teachers, board members, and employees in damage suits; expenses of litigation.

[10-236](#) Liability insurance

[10-239](#) Use of school facilities for other purposes.

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EAST WINDSOR PUBLIC SCHOOLS

East Windsor, Connecticut

1330

Community Relations

Use of School Facilities

Rules and Regulations for the Use of East Windsor Public School Facilities for other than Regular School Purposes

1. All East Windsor Public School buildings and grounds are under the direct control of the Board of Education for all activities outside of school hours and for the regular school program. Use of East Windsor Public School facilities by groups or individuals shall be permitted pursuant to Board Policy [1330](#). Applications for the use of public school facilities must be submitted to the Board of Education in a timely manner, on the form prescribed for that purpose, and must define the facilities requested and the purpose and nature of the activity for which the facilities are to be used. Organizations applying for school facilities use will authorize an agent (or agents) to enter into an agreement to hold the organization responsible for damage or loss of property arising from the organization's use of the facilities.
2. The Board of Education reserves the right to authorize an assigned custodian (or any duly appointed agent) to supervise the conduct of activity of participants and to halt the activity when found to be in violation of these rules and regulations or conditions stipulated on the application. A custodian who feels an activity must be halted will consult with the building administrator prior to directing participants to vacate school property.
3. The East Windsor Public Schools Superintendent and/or his/her designee shall be the agent for the Board of Education and shall determine the conditions an applicant must meet before permission is granted for the use of the facilities and the fee to be paid for use of such facilities based on the established fee schedule.
4. Conditions controlled by the agent of the Board of Education shall include: the need for liability insurance by the applying organization, the need for police protection and traffic control; the need for a cafeteria representative when any cafeteria facilities are to be used, the need for custodian(s), and the need for the applicant-organization to be registered with the State Tax Department.
5. A custodial fee shall be charged whenever facilities are used outside of the regular workday of custodians assigned to the school in use.
6. All rental fees, custodial fees, and cafeteria representative fees due shall be paid directly to the East Windsor Public Schools. When cafeteria and/or custodial staff is required, a minimum fee of two (2) hours will be charged. Fees for required police shall be established by and payable directly to the East Windsor Police Department.
7. Specific restrictions in the use of public school facilities are:
 - a. Organizations owing money to the Board of Education for previous school facilities use will not be eligible for future school facilities use until that indebtedness is removed.

- b. Alcoholic beverages will not be brought onto school property or consumed thereon.
- c. No food or refreshments are to be served or consumed unless specifically allowed on the application form when approved.
- d. Smoking of any kind is prohibited on school property by anyone at any time.
- e. The facility is to be used only on the date specified and for the purposes listed on the application. Use of other facilities may be considered trespassing and the occupants required to leave the facility.
- f. Should the applicant organization decide to cancel use of a school facility it must notify the business office of the East Windsor Public Schools twenty-four (24) hours prior to the meeting date or by the close of business on the last working day prior to a weekend or holiday. Failure to notify the district within the prescribed timeframe will result in forfeiture of all fees.
- g. When the Superintendent cancels school or after school activities due to inclement weather or other emergencies, use of such facilities is also canceled for that day. If building use will impede snow removal, such use will be prohibited. Fees paid to the district will be refunded, if applicable.
- h. Use of school owned equipment, such as musical instruments, audio-visual equipment, office machines and equipment, is not permitted. Computers may be used with permission by the Superintendent. Organizations/individuals whose computer use results in damage will be charged replacement cost, as determined by the district.
- i. Supplies or equipment belonging to the applicant organization may not be stored on school property.

8. **General Limitations, etc.:**

- a. Organization will pay for any damage to the buildings or grounds during the time of use.
- b. Under no condition will any organization or group alter or change the electrical circuits or panel boxes in the schools rented.
- c. Pinning of decoration on stage drapes or curtains and painting or scenery or background on the stage is not allowed. Moving of pianos or other furniture is allowed only when specific permission is granted.
- d. Nothing shall be sold, raffled, gambled or, in general, run during the lessee's use of the building which could be interpreted as a fundraising activity for that organization, unless approved by the Board of Education in advance.

Group I Town departments including Parks and Recreation, town hall departments, organizations affiliated with the East Windsor Public Schools, such as Booster Club and PTO; non-profit organizations who have an office in East Windsor; any organization conducting a fund-raiser from which proceeds are provided to East Windsor students/schools directly:

- There are no rental fees for organizations in Group I.
- Payment for cafeteria or custodial coverage does apply.

Group II Non-profit organizations without an office in East Windsor

Group III For-profit organizations in and outside of East Windsor

Fee Schedule is based on 4 hours of facility use.

Facility Groups	Group II	Group III
Classroom	\$25 (\$10/hour for every additional hour)	\$50 (\$15/hour for every additional hour)
Cafeteria/Kitchen/Auditorium/Gymnasium (rental fee is per space)	\$150 (\$50 for every additional hour)	\$300 (\$75 for every additional hour)
Custodial coverage	\$38/hour per custodian– minimum 2 hours	
Cafeteria coverage	\$27/hour per cafeteria staff - minimum 2 hours	
Police coverage	Fee to be determined by and paid to the East Windsor Police Dept.	

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