

COMMITTEE REVIEW – OCTOBER 10, 2001

1330(a)

Community Relations

Use of School Facilities

General Regulations

1. Permission to use school buildings, grounds or other facilities when not otherwise used for school activities may be granted to Brookfield community organizations or recognized local groups by the Board of Education or its designee. Written requests must be properly signed by the person or persons who will assume responsibility. Forms are available in every school office. The following procedures shall be used:
 - a. An applicant may obtain a building use application from the office of the school whose facilities are to be used or from the Town School Office.
 - b. Organizations regularly meeting throughout the year wishing to reserve school facilities on a regularly scheduled basis must file a written request prior to September 1 of each year.
 - c. Organizations occasionally meeting throughout the year wishing to reserve school facilities on an occasional basis must file a written request at least two weeks before the desired date.
 - d. After reading the regulations, one copy of the Questionnaire Form #3, and one copy of the Application Form #4 must be completed and returned to the Town School Office. One copy of the Application Form #4 will be returned to the applicant bearing approval or disapproval and notations of fees due, if any.
2. For the use of school facilities, organizations shall be required to pay fees fixed by the Board. Fees will be charged according to the Standard Schedule of Fees. A deposit totaling 25% of estimated fees and custodial costs shall be submitted 30 days prior to the event. This deposit shall be returned to the user if the event is cancelled with at least a 24 hour notice. All fees, custodial and cafeteria costs must be paid within 30 days of receipt of bill from the Town School Office. Checks are to be made payable to "Brookfield Public Schools."
3. No charge is to be made for regular meetings of the groups listed below. A "regular meeting" is not a dinner, dance, fair, athletic event or athletic recreation, or other type of festive gathering regardless of purpose or sponsorship. These groups include: official school meetings, parent-teacher meetings, commencements, public school entertainment, mandated adult education classes, night school, public school athletic games, and all school related clubs.
4. A request will be granted only in accordance with the established priority list for use of public school facilities. Should there be any question of interpretation as to which category of the priority list a request should be placed in, or should there be any; question concerning the schedule of fees, the decision of the Board of Education shall be final.

Community RelationsUse of School FacilitiesGeneral Regulations

1. Permission to use school buildings, grounds or other facilities when not otherwise used for school activities may be granted to Brookfield community organizations or recognized local groups by the Board of Education or its designee. Written requests must be properly signed by the person or persons who will assume responsibility. Forms are available in every school office. The following procedures shall be used:
 - a. An applicant may obtain a building use application from the office of the school whose facilities are to be used or from the Town School Office.
 - b. Organizations regularly meeting throughout the year wishing to reserve school facilities on a regularly scheduled basis must file a written request prior to September 1 of each year.
 - c. Organizations occasionally meeting throughout the year wishing to reserve school facilities on an occasional basis must file a written request at least two weeks before the desired date.
 - d. After reading the regulations, one copy of the Questionnaire Form #3, and one copy of the Application Form #4 must be completed and returned to the Town School Office. One copy of the Application Form #4 will be returned to the applicant bearing approval or disapproval and notations of fees due, if any.
2. For the use of school facilities, organizations shall be required to pay fees fixed by the Board. Fees will be charged according to the Standard Schedule of Fees. A deposit totaling 25% of estimated fees and custodial costs shall be submitted 30 days prior to the event. This deposit shall be returned to the user if the event is cancelled with at least a 24 hour notice. All fees, custodial and cafeteria costs must be paid within 30 days of receipt of bill from the Town School Office. Checks are to be made payable to "Brookfield Public Schools."
3. No charge is to be made for regular meetings of the groups listed below. A "regular meeting" is not a dinner, dance, fair, athletic event or athletic recreation, or other type of festive gathering regardless of purpose or sponsorship. These groups include: official school meetings, parent-teacher meetings, commencements, public school entertainment, mandated adult education classes, night school, public school athletic games, and all school related clubs.
4. A request will be granted only in accordance with the established priority list for use of public school facilities. Should there be any question of interpretation as to which category of the priority list a request should be placed in, or should there be any; question concerning the schedule of fees, the decision of the Board of Education shall be final.

Use of School Facilities (continued)General Regulations (continued)

5. In order to provide for the efficient and economical operation of the school buildings, an event may be rescheduled to another building, should another building with adequate facilities be available.
6. The following activities are prohibited:
 - a. Use of school property to individuals or organizations whose activities are of a subversive nature.
 - b. Use of school premises for non-school activities during school hours.
 - c. Smoking in or on the grounds of any school buildings.
 - d. Use of school buildings for gambling.
 - e. Use of school buildings for holding card parties and public dances, except when plans have been approved by the superintendent.
 - f. The granting of further use of premises to any persons or organization which fails or refuses to pay previous fees or for any damage sustained by its previous use.
 - g. The opening of the school building when the building is normally closed, unless a responsible custodian is provided.
 - h. Use for activities which engender racial or religious prejudices or which are inimical to democracy.

Specific Regulations1. Uniformed Policeman

At any affair at which large crowds (250 people or more) are anticipated, organizations are required to employ uniformed special police officer(s) to direct traffic and maintain order as necessary. Written documentation demonstrating the procurement of such support service shall be presented with the application. Police fees shall be paid directly by the using organization to the Police Department.

2. Cafeteria Kitchen Use

Use of any kitchen equipment or facilities must be approved by the Food Service Manager prior to scheduling an event. Coffee pots and coolers are available for incidental use outside of the kitchen proper, with the user responsible for providing all materials. For heavier incidental organizational use which will require the use of cooking facilities and/or the use of any kitchen equipment either inside the kitchen or outside the kitchen, a regular member of the cafeteria staff must be present in the kitchen during the entire program. Fees for use of kitchen equipment or facilities shall be paid directly to "Brookfield Cafeteria Fund" and delivered to the Town School Office.

Use of School Facilities (continued)Specific Regulations (continued)3. Cafeteria Kitchen Use - Dinner

All uses of the kitchen for preparing or serving meals must be performed by Brookfield's food service staff. The using organization will make the necessary financial arrangements for the preparation of the dinner directly with the cafeteria manager after obtaining permission to hold a dinner in the school facilities. The cafeteria staff will be paid for their services at the rates set forth in 1330(g).

4. Alcoholic Beverages

No serving or drinking of alcoholic beverages is allowed at anytime in school buildings or on school grounds.

5. School Grounds

Permits for the use of school grounds must be obtained. Agencies planning to erect booths or install any other object on school grounds must first obtain permission from the Building Administrator. After the event, the grounds will be inspected by the school's head custodian, and unless properly cleaned, the agency will be billed for the work necessary to restore the grounds for school use at the custodial overtime rate.

6. Tennis Courts

The use of the tennis courts is restricted for school use between the hours of 7:30 a.m. and 5:30 p.m. on school days or when there are formal tennis activities sponsored by the Board of Education or Park and Recreation commission. At all other times the tennis courts are available according to the following procedures:

- a. The courts are strictly for the use of Brookfield residents and their attended personal guest.
- b. A court may be used no longer than one hour by any set of tennis players.
- c. The use of Court 1 will end on the hour; the use of Court 2 at 15 minutes past the hour; the use of Court 3 at 30 minutes past the hour; and the use of Court 4 will end at 45 minutes past the hour.

Use of School Facilities (continued)Specific Regulations (continued)

- d. If there are individuals waiting to use the tennis court, the use of doubles rather than singles is strongly requested in order to make maximum use of the available space.
- e. A specific set of rules will be posted at the tennis courts regarding the schedule, footwear and other information.

7. Prohibited Objects and Activities

The use of the following objects or the playing of the following games is prohibited at all times on all school grounds unless specific written permission has been requested and approval received from the Superintendent: golf, archery, use of firearms or their display, use of BB rifles, motorized model airplanes either gasoline or electrically driven, motorized vehicles in other than authorized parking lots.

8. Showers and Locker Rooms

The use of shower or locker rooms may be granted. Showers or locker rooms may be used by groups if permission is requested in advance on the application, and if the locker rooms are vacated in time to be cleaned by the regular custodial staff. Any use after this time will result in an additional charge being made for the extra custodial service.

9. School Equipment

The loan of school equipment and furniture for other than official use is not permitted due to insurance and liability issues.

10. Wiring and Decoration

There is to be no change in wiring, or use of lighting equipment without written permission from the building administrator.

Removal, pinning, nailing or tying of curtains or defacing of any other school property will not be permitted. All materials used must be fireproof.

11. Holidays

It is financially advantageous to organizations if they schedule their events in the school building at a time when the building is normally covered by the custodial staff and when there is normal heat in the building.

Use of School Facilities (continued)Specific Regulations (continued)12. Cancellations

Notice of cancellation must be made at least 24 hours in advance or fees will not be refunded. Events cancelled due to "acts of God" will not be penalized.

13. Violations

Any major violation of the above regulations will automatically revoke current and future permits.

14. Insurance

Proof of liability insurance is required of the applicant, as well as a signed statement that the Board of Education and Town of Brookfield will be held harmless from any financial liability as a result of injury suffered. The minimum insurance is \$1,000,000 Combined Single Limit. This coverage shall be obtained through the applicant's own agent. Additional coverage requirements may be requested by Administration in accordance with its assessment of risk. The applicant is also responsible to provide any and all necessary medical emergency personnel during their activity.

15. Supervision

User organizations are required to provide full supervision for persons participating in and attending their activity. Such supervisory responsibility shall be met by the utilization of event-appropriate, responsible adults in attendance before, during and after events as necessary.

16. Lighting Equipment Use

A dedicated operator assigned by the school must be employed by user organizations to handle all lighting activities involving the equipment at the Brookfield High School auditorium stage. Staff service and equipment use costs are set forth in 1330(g).

Priority List for Use of School Facilities

1. All Activities under the Jurisdiction of the Board of Education or programs required by state law or undertaken to implement school district policies.

2. Local Town Government

This category includes:

All official town meetings and all regular meetings which are open to the general public in cooperation with the Board of Education such as Evening School, Civil Defense Organizations, Red Cross, and Park & Recreation Commission.

3. Parent-Teacher and other School Associated Groups

This category includes activities sponsored, organized and supervised directly by the Parent-Teacher group, or supervised by the Board of Education when necessary, and activities of other such groups approved by the Board of Education.

4. Recreation for Children and Adults: (Non-Profit Organization presenting State Status Certification)

5. Private Events

Civic and Fraternal and Religious programs such as Women's Clubs, University Women, Alumni Groups and church groups. (Non-profit organization with Certification)

6. Commercial Ventures With Community Benefit

This category includes any commercial venture of definite cultural value for the specific benefit of the of Brookfield community.

7. Commercial Ventures For Organizational Benefit

This category includes commercial venture of definite cultural value for the specific benefit of the organization.

(See following page for the "Schedule of Fees Per Single Use")

Legal Reference: Connecticut General Statutes
10-239 Use of school facilities for other purposes

Regulation
approved: March 16, 1994
revised: December 3, 1997

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

SCHEDULE OF FEES PER SINGLE USE**FEES PER HOUR – Elementary Schools:**

Center School, Huckleberry Hill School, and Whisconier School

	Priority	Classroom	Cafeteria or Gym	Cafeteria w/Kitchen
Board of Ed Programs	1	\$ 0.00	\$ 0.00	\$ 0.00
Town and Government	2	\$ 0.00	\$ 0.00	\$ 0.00
PTO	3	\$ 0.00	\$ 0.00	\$12.00
Non-Profit Organizations	4	\$ 6.00	\$ 12.00	\$24.00
Private Events	5	\$24.00	\$ 48.00	\$55.00
Commercial Venture/Town Benefit	6	\$35.00	\$ 70.00	\$75.00
Commercial Venture	7	\$50.00	\$125.00	No Usage

FEES PER HOUR – Brookfield High School

	Priority	Class	Old Gym	New Gym	Aud.	Café w/o Kitchen	Café w/Kitchen
Board of Ed Programs	1	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Town and Government	2	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$12.00
PTO	3	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$12.00
Non-Profit Organizations	4	\$ 6.00	\$ 18.00	\$ 30.00	\$ 30.00	\$12.00	\$24.00
Private Events	5	\$24.00	\$ 48.00	\$ 60.00	\$ 60.00	\$24.00	\$55.00
Commercial Venture w/Town Benefit	6	\$35.00	\$ 70.00	\$125.00	\$125.00	\$35.00	\$75.00
Commercial Venture	7	\$50.00	\$150.00	\$175.00	\$175.00	\$50.00	No Usage

* Auditorium rehearsals are 50% of fee per hour. Groups using additional rooms for rehearsals will be charged 100% of applicable room fee.

There will be a \$25.00 cancellation fee if a scheduled activity is cancelled without 24-hour notice.

Charge for piano - \$35.00

Custodial Cost: Monday through Friday, no fees for services will be charged during regular custodial working hours, except when special coverage circumstances are determined. For Saturday, custodial overtime fees are \$30.00 per hour, per custodian, in addition to other fees. All Sunday custodial fees will be billed at the double time rate of \$40.00 per hour. If a holiday falls on a Sunday, the rate will be two times the hourly rate plus holiday pay at the rate of \$70.00 per hour. The minimum number of hours per custodian that will be billed is three (3) hours. Additional custodial assignments and fees may be made and changed based on the nature of user activities.

Kitchen: A flat rate of \$50.00 per hour plus the hourly salary of cafeteria employees is payable in addition to other fees which will be billed separately and paid directly to the Brookfield Cafeteria Fund.

Police/Fireman Cost: Arrangements must be made through the Police and/or Fire Department; cost is in addition to other fees. The Police/Fireman expenses will be billed separately and must be paid directly to the Police/Fireman. Police – 775-2576 – Fire – 775-1881.

Lighting Use Cost – BHS Auditorium Stage: The fee for a school-assigned, dedicated operator is \$29.00 per hour from set-up to secured closing. A per diem charge of \$55.00 shall be assessed additionally for the use of lighting equipment.

HOURLY FEES ARE BASED UPON HOURS OF ACTUAL USE WHICH INCLUDE THE PERIOD FROM OPENING AND SET-UP (1/2 HOUR MINIMUM) TO COMPLETION OF CLEANING AND CLOSING (1/2 HOUR MINIMUM). FEES WILL BE IN HALF HOUR INCREMENTS.