

Community Relations

Community Use of School Facilities

Section 1 - General

- a. The use of school facilities by community groups should be encouraged where it does not, in any way, affect the education program of the schools. Where the variety of facilities available becomes more extensive and complicated, it becomes more important that supervision and maintenance be limited to as few people as possible in order that they might develop some greater degree of expertness in the use, supervision, care, and safety of the equipment.
- b. Requests for loan of school equipment to be used inside the school building must be made on the written application for use form. Equipment may only be used with prior approval.
- c. Subject to the conditions named elsewhere in these regulations, and upon payment of any charges as set forth in the schedule, the public school buildings and grounds of Griswold may be used by organizations or groups in the town of Griswold for meetings intended for recreation, self-improvement or community improvement.
- d. Buildings and grounds may not be used for the promotion of any commercial interest or private or corporate gain except by a special vote of the Board of Education. No school facilities may be used by any political group.

The Superintendent and school principals will be guided by the following Board of Education policy; Certain regulations must be complied with by any group using school facilities after school hours. Requests for use of athletic facilities shall be coordinated through the athletic director. Adult supervision is required at all times. Adult supervisors must comply with the expressed and intended requirements as established by the Board of Education and implemented by the building principals or designees.

Section 2 - Terms of Loan

1. No loan, rental, or use of rooms may be arranged without provision for full restoration of the equipment, reimbursement for damage or loss, replacement for destruction, and provisions for adequate supervision.
2. No group may be granted use of facilities where the specific activity for which facilities are requested results in admission charges directed specifically toward children for the purpose of raising funds, unless such funds accrue to the benefit of the children.

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Community Use of School Facilities (continued)

3. The use of schools on Saturdays and Sundays is restricted and may require special permission of the Board of Education.
4. Permission for use of cafeteria kitchen may be required from the Griswold Board of Education.
5. Vendors and peddlers are prohibited from selling their wares on or adjacent to the school grounds.
6. The sale or use of alcoholic beverages shall be strictly forbidden in the buildings or on school grounds.
7. A community group may not sponsor another group or relieve the other group of its fee requirement for use of facilities if that group would not have been eligible under its own application.

Section 3 - Cancellation of Loan

- a. Permission to use school property may be canceled if its provisions or intent are violated in any manner, and the Board representative shall be the judge of such violations.
- b. ALL GROUPS WHO ARE ACCORDED THE USE OF THE SCHOOL FACILITIES MUST DO SO WITH THE FULL UNDERSTANDING THAT SUCH AGREEMENT MAY BE CANCELED AT ANY TIME BY THE SCHOOL PRINCIPAL ON AS LITTLE AS TWO HOURS NOTICE IF IT BECOMES NECESSARY TO USE THE FACILITIES FOR SCHOOL ACTIVITIES. This provision applies to the use of any facilities of this school regardless of the length of time they may have been pre-scheduled. Naturally, advanced warning of cancellations will be given at the earliest possible time.
- c. The school Principal or his agent (including custodian on duty) may require any group to leave the premises immediately if it is found that any of the previous conditions have not been complied with. It is further stated that the sole purpose for establishing any rules and regulations pertinent to the use of school facilities is to ensure their proper maintenance and preservation for their optimum use as essentially education instruments.
- d. The general policies of the Board of Education, as depicted herein, may be supplemented by the administration regulations of the school Principal as deemed necessary.

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Community Use of School Facilities (continued)

Section 4 - Restricted Use of Equipment

- a. School property that is used in the instruction of children and school property that is permanently assigned for use in one particular place may not be taken from its assigned place for loan to another place, unless approved by the Principal, and may not be used by any person other than a person who has been designated by the Principal to be an operator of that property.
- b. Unless approved by the Principal, school equipment, such as basketballs, gym apparatus and similar equipment may not be used under any circumstances at any time by outside groups.
- c. No member of an outside group is to be permitted to be in any other part of the building at any time during the course of the program.
- d. No soda or refreshments of any kind may be carried into or consumed in the gymnasium or auditorium area. This requirement must be strictly enforced. Groups using the gymnasium may make use of the shower facilities in the boy's locker room only, (or girl's locker room if it is a female group). The Athletic Director's offices in both these areas are strictly off limits as are any other storage rooms in the general area. Adult supervisors are to be present in the locker rooms whenever they are in use.

Section 5 - School Personnel

The use of kitchen facilities, room facilities and special facilities, may be granted to school personnel for meetings and professional activities upon the request to the Principal of the school.

Cafeteria rates for groups who have been authorized to use kitchen facilities:

- a. One supervisor, selected from the cafeteria staff by the school Principal, will have complete charge of the cafeteria areas and equipment.
 1. Cafeteria personnel shall be paid an hourly wage for each hour or fraction thereof for all activities whether they be on week nights, weekends, or holidays.
 2. Any hourly rate of pay shall be established from time to time by the Board of Education which shall be current with prevailing wages in the area.

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Community Use of School Facilities (continued)

School Personnel (continued)

- b. Groups who have been authorized to use kitchen facilities by the Board of Education may elect to select volunteer non-paid workers to "work" in the kitchen for them; however, all groups must abide by those provisions requiring a supervisor.
- c. All garbage should be taken away.
- d. Dish towels to be used should be brought from home.
- e. Dishes or utensils that are broken must be replaced.
- f. Smoking is prohibited at all times on school grounds and in school buildings.
- g. Persons attending the meetings must confine themselves to the rooms and corridors assigned for their use.
- h. Facilities must be left as they were found.

NOTE: The cafeteria supervisor shall not be considered a "cook" or "worker" for the group using kitchen facilities, but shall be considered a supervisor in the strictest sense of the word and shall be considered the supervising agent of the Board of Education.

Section 6 - Custodial Rates for Groups Who Have Been Authorized to Use School Facilities

- a. Whenever possible on-duty custodians will help groups using school facilities at no charge to the group.
- b. If it is not possible for an on-duty custodian to assume the additional responsibilities required by the group, or if the function takes place when custodians are not normally at work in the building, a custodian will be assigned to the function by the Supervisor of Buildings and Grounds.
- c. The custodian assigned to the function shall be in complete charge and fully responsible for all areas and equipment.

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Community Use of School Facilities (continued)

Custodial Rates for Groups Who Have Been Authorized to Use School Facilities (continued)

- d. Additional custodians will, if requested by the group or required by the Board, be provided by the Supervisor of Buildings and Grounds.
- e. Groups using off-duty custodians shall assume liability for the cost of the custodial service. This will include set-up and clean up time, if required.
- f. Custodians will record the extra hours on their time cards.
- g. Groups using the facilities shall be billed by the Board of Education for those charges applicable to their use. (Note: Because the need for custodians normally falls during evenings, weekends, and holidays, wages for the custodian may have to be paid at the time and one-half or double time rate.)
- h. Groups billed by the Board of Education will be expected to make payment within 30 days of the billing date.

Section 7 - Exclusions

- a. Any request for deviation from policy must be made in writing to the Board of Education.
- b. The Board reserves the right to change the rules and regulations without notice and to revoke permission for use previously granted.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes.

Equal Access Act, 20 U.S.C. ss 4071-4074

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GRISWOLD PUBLIC SCHOOLS

Griswold, Connecticut