

**GRISWOLD PUBLIC SCHOOLS**  
**Contractual Conditions for Use of School Facilities**

**Community Use of School Facilities**

The use of school buildings, grounds, equipment and facilities will be authorized by the Superintendent in conformity with the following regulations governing their use as approved by the Board.

1. Submit forms to Use of Facilities Coordinator. Submission deadlines for scheduling of facility use by community and outside groups:

March 1	Spring
June 1	Summer
August 1	Fall
November 1	Winter

Applications received after the deadlines will be scheduled on a space available basis only.

2. The use of school facilities for school purposes, meeting of students, entertainment by teachers' clubs, alumni associations, parent-teacher associations and other organizations affiliated with the school have precedence over all others. Requests for school facilities for school programs must be cleared with the building principal or the Superintendent or both, should the nature of the request so justify.

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3. All groups who are accorded the use of school facilities must do so with the full understanding that such agreement may be canceled at any time by the school administration if it becomes necessary to use facilities for school activities. This provision applies regardless of length of time of pre-scheduling. Advanced warning of cancellations will be given at the earliest possible time.

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4. The following users shall not be charged a rental fee or custodial fee during the hours of 3:30 p.m. to 10:00 p.m. on regularly scheduled school days:
  - a. Educational program;
  - b. Student activities;
  - c. Administrative, faculty or staff activities (includes PTO);
  - d. Town government meetings;

However, the Board of Education reserves the right to charge the above groups standard custodial and other applicable fees when additional staffing or significant extra cleaning is required or when use extends beyond 10:00 p.m.

5. All activities must be under competent adult supervision approved by the Superintendent and the Principal of the building involved. In all cases, an assigned school employee will be present. The

group using the facilities will be responsible for any damage to the building or equipment. Only pre-approved equipment can be used.

6. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified unless requested changes are approved by the Superintendent. Groups may not reassign approved space to other groups. Groups that do not show for activities will be billed for a minimum of two hours of custodial services and for any other expenses incurred. Groups not subject to fees who do not show will jeopardize future use.

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7. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.
8. 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 anywhere in school buildings and on school property.
  - d. Use of school buildings for games of chance.
  - 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 person or organization which fails or refuses to pay for any damage sustained by its use.
  - g. Use for activities which engender racial or religious prejudices or which are inimical to democracy.
  - h. The use of alcoholic beverages.
9. The Board will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
10. The Board will approve and periodically review a fee schedule for use of facilities.
11. In situations where there is no cost factor to the district, or in situations where a mutual exchange of facilities is possible between the school district and the organization, fees may be modified or eliminated by the Superintendent. In situations where extended usage for a long period of time is required, rates may be set at a contract price.
12. Unless specifically approved by exception, there is no building use on holidays, vacations, early dismissal, or school cancellations. Each organization is responsible for contacting participants when weather conditions warrant cancellation.
13. Individuals or organizations permitted use of school facilities shall pay a rental fee in accordance with the Griswold Public Schools schedule and be responsible for any custodial, cafeteria, police, or additional help, which is required. Use of kitchen facility requires at least one cafeteria staff member be present (additional cost).

14. The rental fees for out of town groups will be:

- Auditorium.....\$60 per hour
- Gymnasium.....\$60 per hour
- Cafeteria.....\$60 per hour
- Fields (non lighted).....\$60 per hour
- Classrooms.....\$40 per hour
- Fields (lighted).....\$100 per hour

Two-hour minimum will be charged. A deposit will be required to confirm reservations. The balance will be due within 30 days of billing.

Fees for additional personnel will be billed at the actual applicable rates (including overtime) as required and incurred by the district.

15. Fees for in-town activities will be as follows:

<b>Location</b>	<b>Weekday Rates</b>	<b>Saturday** Rates</b>	<b>Sunday** and Holiday** Rates</b>
Classroom	\$ 2 per hour	\$27 per hour	\$37 per hour
Gym	\$ 5 per hour	\$35 per hour	\$45 per hour
Auditorium	\$ 5 per hour	\$35 per hour	\$45 per hour
Cafeteria	\$ 5 per hour	\$30 per hour	\$40 per hour
Non Lighted Fields	\$ 3 per hour	\$ 3 per hour	\$ 3 per hour
Football Field (Lighted)	\$25 per hour	\$25 per hour	\$25 per hour
Security	\$13 per hour	\$20 per hour	\$26 per hour
Softball Field (Lighted)	\$12 per hour	\$12 per hour	\$12 per hour

\*Not for private parties, out of town groups, businesses or other “for profit” ventures.

\*\*Weekend and holiday users will be billed for an extra 30 minutes before and after the event.

16. The user is responsible for reviewing the proposed activity with the other local agencies, such as police and fire departments, to verify any requirement for additional personnel as may be required—in addition to that required by the building or District Administration.

17. Insurance – When a fee is charged, or in cases of public entertainment, which are not town functions, the user shall present a certificate of proof of liability insurance coverage for the dates and times to be used in the amount of \$1,000,000.00 naming the Town of Griswold as an additional insured.

18. Security Deposit – The user may be required to present a security deposit in the amount of \$1,000.00 or a determined portion thereof. Upon completion of use, security deposits shall be returned in full, if there are no damages. If there are damages, the security deposit shall be used to offset the actual cost of repairs. All security deposits, when required, shall be in cash or by bank or certified check. Checks shall be made payable to the Town of Griswold and shall be held in escrow by the Griswold Board of Education.

19. Hold Harmless – The user agrees to forever and finally release, indemnify, discharge and/or hold harmless the Griswold Board of Education, the Town of Griswold, and any officers, agents, employees, and representatives acting on their behalf, from any and all liability, claims, or constitution, federal and state laws and the common law, for any damages or legal action brought against the user, his/her organization and/or representatives of that organization, while conducting their activity on school property.
20. References – In the event a request for use of a facility is for a public performance, that particular group and/or person may be required to show documentation of references for a minimum of the past three performances.
21. Use of stage lighting and sound systems requires that a person approved by administration be present to operate the equipment (additional cost).
22. The Griswold Board of Education reserves the right to cancel the planned event and use due to inclement weather, natural disaster or uncontrollable Act of God, if in its judgment, circumstances do not permit the safe attendance at, or travel to, the requested school facilities. In the event of a cancellation every effort will be made to reschedule the reservation. However, previously scheduled events will have first priority.
23. The School Board reserves the right to accept or reject an activity and, to waive any or all fees that are included on the above fee schedule; or, to cancel and/or revise a previously approved request.
24. Full restoration of the equipment, reimbursement for damage or loss, replacement for destruction, and provisions for adequate supervision are the responsibility of the organization/business.
25. Vendors and peddlers are prohibited from selling their wares on or adjacent to the school grounds.
26. The user will be responsible for monitoring appropriate use of facility. Use is restricted to those areas that have been approved.
27. The user will maintain full responsibility for the appropriate conduct of all members of the group and for providing supervision deemed adequate to the situation. All areas of use must be supervised by competent adults.
28. No animals are permitted on campus except for trained service dogs for the handicapped.
29. The user agrees not to bring food or beverages into the school gymnasiums or auditoriums.
30. Users of the gymnasium are to wear sneakers or other rubber sole/heel footwear.
31. Approvals may be canceled by school administration if provisions or intent are violated in any manner.
32. School administration or agents (including custodian on duty) may require groups to leave the premises immediately if any of the terms of agreement have not been complied with.

33. All groups are responsible for obtaining written assurances that individuals have read and agreed to the terms of use of school facilities. The written assurances will be made by parents/guardians for individuals under age 18.
34. Groups that use outdoor facilities must bag garbage and clean areas. Groups must provide own bags.
35. All field use is cancelled in rainy conditions.
36. The district does not provide field-lining services. Groups may only line fields themselves with consent from the athletic director.

The following guidelines will be applied in evaluating applications for community use of facilities:

1. Tiered priorities will guide the assignment of space:
  1. School activities of any kind.
  2. Parent and staff activities (PTO, Project GRAD, Boosters, etc.)
  3. Youth activities that are free and open to Griswold youth or that have minimal charges that are waived for children in need.
  4. Youth activities that have selective audiences that are not generally open to all (AAU basketball, St. Mary's team, etc.).
  5. Adult activities.
  6. Activities that are considered "out of season".
2. While school activities may bump other tiered activities at any time, every effort will be made to avoid doing so.
3. Once requests for activities that fall within tiers 2-6 are confirmed and scheduled, other requests within these tiers will not be allowed to bump them.
4. Facilities maintenance will take precedence over activities in tiers 2-6. Dates may be blocked from the calendar and in necessary cases, activities may even be canceled.
5. A substantial percentage of participants in any activity must be from Griswold.
6. Activities that threaten the safety of participants or the integrity of the facilities will not be approved. Equipment must be designed for indoor use. The following is a partial list of items that may not be used in indoor facilities:
  - ◆ Wood or metal bats.
  - ◆ Cleats of any kind.
  - ◆ Apparel or footwear that can scuff or scratch surfaces.
  - ◆ Hard balls or regulation softballs.
  - ◆ Golf balls.
  - ◆ Golf clubs.
  - ◆ Any other hard or sharp object or equipment that can cause injuries to people or damages to facilities.

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GRISWOLD PUBLIC SCHOOLS  
Griswold, Connecticut