

GRISWOLD PUBLIC SCHOOLS
211 Slater Avenue
Griswold, CT 06351
(860) 376-7600 (860) 376-7607
www.griswoldpublicschools.org

APPLICATION FOR USE OF SCHOOL FACILITIES

1. Name of organization/business requesting use: _____

Nature of organization/business: _____

2. Name of person acting on behalf of the organization/business: _____

Mailing Address: _____ City/Town: _____ Email: _____

State: _____ Zip: _____ Phone: (w) _____ (h) _____

3. Representative who will assume site responsibility during activity: _____

4. Facility Requested: (Please check space requested)

1. Elementary School

2. Middle School

3. High School

4. Athletic Use

Cafeteria _____

Cafeteria _____

Cafeteria _____

Baseball _____

Kitchen _____

Kitchen _____

Kitchen _____

Softball _____

Gymnasium _____

Gymnasium _____

Gymnasium _____

Soccer Field: Sm. _____ Lg. _____

Library _____

Library _____

Library _____

Track _____

Classroom _____

Classroom _____

Classroom _____

Main Football _____

Use of Stage _____

Auditorium _____

Auditorium _____

Universal Field _____

Parking Lot _____

Front of Building _____

Aux. Gym _____

Practice Field _____

Parking Lot _____

Parking Lot _____

Tennis Courts _____

Concession Stand _____
Announcer's Booth _____

5.

Date(s)	Day of Week	*Time In	*Time Out

***NOTE: Allow time to set up and break down. Requested times can not be extended on day of event.**

6. Special Need(s) (Note: Groups are responsible for their own supplies and equipment): _____

7. Describe activity to be conducted: _____

Community Relations

Community Use of School Facilities

Section 1 - General

1. 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.
2. 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.
3. 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.
4. 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 District Campus Wide Activities and Athletic Director and a facilities use form needs to be completed. 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.

3. Vendors and peddlers are prohibited from selling on or adjacent to the school grounds.

P1330(b)

Community Relations

Community Use of School Facilities

Section 2 - Terms of Loan (continued)

4. The sale or use of alcoholic beverages shall be strictly forbidden in the buildings or on school grounds.
5. 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.
6. Smoking is prohibited at all times on school grounds and in school buildings.

Section 3 - Cancellation of Loan

1. 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.
2. 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 ADMINISTRATION 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 prescheduled. Naturally, advanced warning of cancellations will be given at the earliest possible time.
3. 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 met. 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.
4. 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.

Section 4 - Restricted Use of Equipment

1. 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 or designee, and may only be used by the person who has been designated to be an operator of that property.
2. Unless approved by the Principal or the District Campus Wide Activities and Athletic Director, school equipment, such as basketballs, gym apparatus and similar equipment may not be used under any circumstances at any time by outside groups.

P1330(c)

Community Relations

Community Use of School Facilities

Section 4 - Restricted Use of Equipment (continued)

3. 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.
4. All attempts will be made to restrict food and beverage consumption in the gymnasium or auditorium areas. Groups using the gymnasium may make use of the shower facilities in the locker rooms only. The District Campus Wide Activities and Athletic Director 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

Because of the complexity and safety concerns with a school kitchen, the Griswold Board of Education allows the use of a school kitchen only by contract with Griswold Public Schools; said contract will be under the direction of food service.

1. One supervisor, selected from the staff by the Food Service Director, will have complete charge of the school kitchen areas and equipment.
 - a. The group will assume the full cost of the catering arrangement established by Griswold food service personnel.
 - b. Any hourly rate of pay shall be established annually by the Board of Education which shall be current with prevailing wages in the area.
 - c. Only Griswold food service personnel shall be allowed in the kitchen.
2. All garbage in the cafeteria should be taken away by the outside contracting group.

3. Persons attending the meetings/events must confine themselves to the rooms and corridors assigned for their use.

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

1. Whenever possible on-duty custodians will help groups using school facilities at no charge to the group.
2. 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 at the group's cost.
3. The custodian assigned to the function shall be in complete charge and fully responsible for all areas and equipment.
4. Additional custodians will, if requested by the group or required by the Board, be provided by the Supervisor of Buildings and Grounds at the group's cost.

Community Relations

Community Use of School Facilities (continued)

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

5. 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.
6. 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.)
7. Groups billed by the Board of Education will be expected to make payment within 30 days of the billing date.

Section 7 – Exclusions

1. Any request for deviation from policy must be made in writing to the Board of Education.
2. 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.
PA 97-290 An Act Enhancing Educational Choices and Opportunities
Equal Access Act, 20 U.S.C. ss 4071-4074
Good News Club v. Milford Central School, Sup.Ct. 6-11-01

Policy adopted: November 24, 2014
Policy revised: May 22, 2017

GRISWOLD PUBLIC SCHOOLS
Griswold, Connecticut
R1330(a)

Community Relations

Community Use of School Facilities

Contractual Conditions for 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 District Campus Wide Activities and Athletic Director. 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, 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.

Initial_____

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 prescheduling. Advanced warning of cancellations will be given at the earliest possible time.

Initial_____

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, staff and school-related parent groups;
- d. Town government meetings;
- e. Griswold Recreation Department;
- f. In-town non-profit organizations. Non-profit verification may be requested. In-town groups are defined as those serving 50% or more Griswold participants.

R1330(b)

Community Relations

Community Use of School Facilities

Contractual Conditions for Use of School Facilities (continued)

The Board of Education reserves the right to charge any of the above groups standard custodial and other applicable fees when additional extra costs are incurred due to, but not limited to, additional staffing that may be required for significant extra cleaning, staffing for additional use of facilities beyond 10:00 p.m., use of multiple facilities/rooms, or use of outdoor field lighting.

- 5. All activities must be under competent adult supervision approved by the Superintendent, Superintendent's designee, the Principal of the building involved, or the District Campus Wide Activities and Athletic Director. The group using the facilities will be responsible for any damage to the building or equipment.
- 6. Facility spaces will be furnished as they are during regular school hours. Any requests for different or additional furniture or equipment must be submitted in writing a minimum of two weeks prior to the event to the school principal or the District Campus Wide Activities and Athletic Director. Such requests will be approved or denied on an individual basis, and any such considerations may result in an additional charge. Arrangements for set up and break down of additional furniture, and for the return of additional equipment, will be made on an individual basis with the school principal or the District Campus Wide Activities and Athletic Director. Groups using facilities, furniture and equipment will be held liable and will be appropriately charged for any damaged or loss to or of school property.
- 7. 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, the building Principal or the District Campus Wide Activities and Athletic Director. Groups may not reassign approved space to other groups. Groups that do not appear for activities may 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.

Initial _____

8. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.
9. 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.

R1330(c)

Community Relations

Community Use of School Facilities

Contractual Conditions for Use of School Facilities (continued)

- e. 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.
 - f. The use of alcoholic beverages.
 - g. Any activity not in accordance with Board of Education policy.
10. 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.
11. In certain instances organizations, agencies, or non-profits may collaborate with school or student organizations, such as the Student Council, for the purpose of mutually beneficial events. In such cases no fee will be assessed. The Superintendent will determine when such an activity qualifies for such a waiver and will report any such waiver of fee to the Board of Education.
12. The Board will approve and periodically review a fee schedule for use of facilities.
13. Unless specifically approved by exception, there is no building use on holidays, early dismissal, or school cancellations. Each organization is responsible for contacting participants when weather conditions warrant cancellation.
14. Out-of-town and/or for-profit 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 that is required. Use of kitchen facility is prohibited unless contracted with Griswold Food Service Director.
15. For the purposes of assigning a fee level, in town and out of town organizations will be defined as follows:

- a. In-town organizations must have at least 50% of their participants reside within Griswold or Jewett City. Proof of such may be required in the form of a signed attestation from the President or other recognized leader or director of said organization. In cases in which a question arises, the Superintendent shall make the final determination as to a group's status and the fee level.
- b. One time, individual events shall be defined as in town when the offices or mailing address of the hosting organization is within Griswold or Jewett City. In cases in which a question arises, the Superintendent shall make the final determination as to a group's status and the fee level.

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

Auditorium	\$100 per hour
Gymnasium	\$100 per hour
Cafeteria	\$100 per hour
Fields (non lighted)	\$80 per hour
Classrooms	\$80 per hour
Fields (lighted)	\$250 per hour

Community Relations

Community Use of School Facilities

Contractual Conditions for Use of School Facilities (continued)

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.

17. Fees for in-town for-profit activities* will be as follows:

Classroom	\$10 per hour
Gym	\$20 per hour
Auditorium	\$20 per hour
Cafeteria	\$20 per hour
Non Lighted Fields	\$5 per hour
Football Field (Lighted)	\$30 per hour
Security	\$20 per hour
Softball Field (Lighted)	\$15 per hour

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

18. 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.

19. Insurance —Users shall be required to 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.

20. Security Deposit – The user may be required to present a security deposit. 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.

21. 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 conducting their activity on school property.

22. Use of stage lighting and sound systems requires that a person approved by administration be present to operate the equipment (additional cost).

Community Relations

Community Use of School Facilities

Contractual Conditions for Use of School Facilities (continued)

23. The Griswold Board of Education reserves the right to cancel the planned event and use due to inclement weather, or natural disaster 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.
24. The Board of Education 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.
25. The Board may consider services or improvements offered when setting fees.
26. 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.
27. Vendors and peddlers are prohibited from selling on or adjacent to the school grounds.
28. The user will be responsible for monitoring appropriate use of facility. Use is restricted to those areas that have been approved.
29. 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.
30. No animals are permitted on campus except for trained service dogs for the handicapped.
31. The user agrees not to bring food or beverages into the school gymnasiums or auditoriums.
32. Users of the gymnasiums are to wear sneakers or other rubber sole/heel footwear.
33. Approvals may be canceled by school administration if provisions or intent are violated in any manner.
34. 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.
35. Groups that use outdoor facilities must bag garbage and clean areas. Groups must provide own bags.
36. All field use may be cancelled in rainy conditions.
37. The district does not provide field-lining services. Groups may only line fields themselves with consent from the District Campus Wide Activities and Athletic Director.

Community Relations

Community Use of School Facilities

Contractual Conditions for Use of School Facilities (continued)

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

1. Tiered priorities will guide the assignment of space:
 - a. School activities of any kind.
 - b. Parent and staff activities.
 - c. Youth activities that are free and open to Griswold youth or that have minimal charges that are waived for children in need.
 - d. Youth activities that have selective audiences that are not generally open to all
 - e. Adult activities.
 - f. 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 b-f 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 b-f. Dates may be blocked from the calendar and in necessary cases, activities may even be canceled.
5. Activities that threaten the safety of participants or the integrity of the facilities will not be approved. Equipment that will be used indoors 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.

Regulation approved: November 24, 2014
Regulation revised: May 22, 2017

GRISWOLD PUBLIC SCHOOLS
Griswold, Connecticut

