

Community Relations

Use of School Facilities

1. The use of the Weston school buildings, facilities and grounds is under the direct control of the Superintendent of Schools. First priority for facility use rests with the schools. **Final decision regarding space assignment rests with the district.** Non-school personnel may be excluded from school property if, in the judgment of the Superintendent or a designee, school property or school personnel is in danger of physical destruction or abuse.
2. Smoking is not permitted within any school buildings **or on school grounds.**
3. **Gym use regulations must be followed and include but are not limited to the following regulations.** Gym shoes or sneakers must be worn when gymnasiums are being used for sports. Groups using the gymnasiums may not use any kind of wax or powder on the floors unless they have received prior permission to do so. Gymnasium floors must be properly protected as determined by the building principal. **(a copy of the regulations will be provided)**
4. It is the responsibility of the sponsoring organization to provide adequate supervision, police and fire protection at its own cost.
5. Any group using the school facilities must assume responsibility for all damage, injury, destruction or loss of school property, and if requested by the Superintendent, in addition to obtaining insurance, shall submit proof of financial responsibility prior to the meeting date by bond or otherwise. Upon failure to do so, if requested, or if, in the opinion of the Board of Education or the Superintendent, such applicant is not financially responsible, permission to use the school facilities may be denied or withdrawn.
6. No school equipment may be taken from the premises.
7. **School equipment may not be used without prior written approval & where necessary, the assignment of qualified personnel to operate the equipment.**
8. If audiovisual equipment is needed at a meeting, a request for it must be included on the application form. In these cases, it shall be necessary to use the services of one or more of our specially trained student operators as determined by the media director, who shall be paid directly at the current rate. If a faculty member is present at the meeting, he/she may operate the equipment. **There may be a fee for the use of specialized equipment.**

9. If kitchen facilities are needed, the application should so state and it will be required that at least one member of the cafeteria staff be present. Fees for the cafeteria staff member services shall be based on the current contract. However, if the services of a cafeteria member are required for two hours or less, the minimum fee shall be at the rate of payment equal to three hours of work.
10. Arrangements by organized groups for the use of the playground or athletic facilities must be made with the building principal.
11. The Board of Education does not permit the operation of "go carts", skateboards and other similar vehicles on school property, **nor horseback riding on or over lawns or playing fields of the school.**
12. **Use of fields/tracks require adherence to guidelines adopted by the Town Of Weston.**
13. The Board of Education cannot assume responsibility or liability for properties left on the school property after the use of a school building.
14. A group using the building or grounds is responsible for seeing that the facility is ready for school use when it leaves. The group must pay for any additional work due to the group's use.
15. The Town of Weston shall assume complete responsibility for the administration and supervision of the pool when used for recreational purposes.
16. The using group shall pay such fees and meet such other requirements as may be imposed by the Board of Education or by the Superintendent acting in accordance with policies established by the Board.

Group Categories

- Group 1: School or Town-affiliated groups such as the PTO, Town of Weston, Weston Fire Department, Weston Parks and Recreation Department **or groups with whom the school district is affiliated.**
- Group 2: Other Weston community-based groups such as Girl Scouts/Brownies, Boy Scouts/Cub Scouts, local nursery schools, local churches and church organizations, Kiwanis, Young Women's Club, League of Women Voters, Republican Town Committee, Democratic Town Committee, Commission of Children and Youth, **Weston Education Foundation**, American Cancer Society, Red Cross.

Group 3: Private groups or organizations **and all others** not included in Groups 1 and 2 including YMCA, YWCA, Young People's Creative Dance, American Academy for the Dramatic Arts, National Theatre for Performing Arts, Weston Conservatory of Dance, Weston Ballet Repertory Company. **Membership of these groups must be comprised of a minimum of 50% Weston residents.**

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.

The Board reserves the right to classify or reclassify organizations and to reduce part or all of the fees because of special circumstances.

After Hours Use

School related student groups (clubs, organizations, teams) may have the use of school facilities outside the regular school hours (6:30 a.m. to 4:30 p.m.) within schedules approved by the principal, and reviewed by the business manager and providing staff or approved adult supervision is present.

Adult supervision other than staff shall be approved by the Superintendent or his/her designee. Use of school facilities by staff or students shall be permitted only under the terms described above. The administration shall establish the necessary internal regulations concerning students in the schools after regular school hours recognizing that students may, in special circumstances, be in the school building for legitimate reasons after regular school hours.

Application for Use

Application for the use of facilities must be made directly to the building principal on the form provided by the office and forwarded to the business manager upon approval by the principal. The **Director of Finance & Operations** shall have the right to approve or disapprove any application, in accordance with the intent of this policy, and shall consult with the Superintendent at his/her discretion.

Usage Fees

Groups 1 and 2 shall be charged fees to cover all out-of-pocket staff costs including salaries and benefits. Payment of fees shall be made to the Business Office as soon as the applicant receives the billing. Separate fees may be levied **for use of equipment such as**

use of lights at the High School auditorium, use of the lighting board to cover technical supervision, use of the piano to help offset annual maintenance costs, **and other equipment as deemed appropriate.**

Group 3 fees for use of school facilities by private groups or organizations not included in Groups 1 and 2 shall be set by the administration and reviewed from time to time by the Board.

One day's rehearsal and setting up of properties may be allowed for each day's performance at no **fee other than expenses incurred by the district.**

Insurance Requirements

Any non-school/town organization using the schools shall obtain general liability insurance in the amount of not less than \$1 million and shall name the Town of Weston/Weston Board of Education as additional insured.

Police and Fire Coverage Requirements

Any use of school facilities by the school, town or any other group shall be subject to the rules and regulations established by the Weston Police and Fire Departments as to the number of occupants, material and equipment used, and the presence of fire and/or police personnel. The number of police and firemen required and rates to be paid will be determined by the Police & Fire Departments. Fees shall be paid as directed by the appropriate department. If, in the judgment of the Superintendent or his/her designee, special police may be deemed necessary in order to preserve property and/or decorum, such police shall be engaged in numbers stipulated by the Superintendent or his/her designee at the renter's expense.

Priority of Use

If more than one application is made to use a facility on the same date and time (regardless of when the application is filed), the Superintendent or his/her designee shall have the right to determine which application should have priority. The Board reserves the right, at all times, for the Superintendent or his/her designee to withdraw, reschedule or suspend any previously scheduled activity. The reservation of a school facility by an organization in Groups 2 or 3 may receive approval no sooner than four months prior to the date requested.

Custodial Fees and Duties

1. No part of the school facility shall be used at any time by non-school groups without a custodian present to protect school property. A custodian's service may be required to open a building when custodians are not on regular duty.

2. Custodial services needed for any occasion shall be made with the school secretary well in advance of the rental date. The custodian's function is to prepare the building facilities while the group is present and to clean up after the user leaves. The school custodian is not hired to police and shall not be used to supervise, discipline or direct guests except when such actions threaten the abuse of school property.
3. In cases when the building is covered by a custodian as a regular part of the work day and no additional work is required except to open and/or close the building and to regulate heat and light, this service shall be included as part of the rental.
4. Custodial fees for work not included above shall be in accordance with contractual costs including benefits. Custodial fees shall be paid on an hourly basis. The minimum fee is three hours pay at the rate **indicated on the building use form**. If a custodian works thirty (30) minutes or less of the hour, payment shall be for one-half hour's work. If the employee works more than thirty (30) minutes but less than an hour, payment shall be for one hour's work.
5. The director of facilities shall assign employees for overtime work. The assignment shall be as equitable as possible.

Legal Reference:

Connecticut General Statutes

10-239 Use of school facilities for other purposes

P.A. 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., 06-11-0 20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

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WESTON PUBLIC SCHOOLS
Weston, CT