

Facility Use Manual



**Weston Public Schools
Central Office Administration
24 School Rd.
Weston, CT 06883**

I. PURPOSE

The Weston Board of Education has established Policy & Regulation 1330 to manage the non-school use of its facilities. This manual lists those requirements and procedures necessary for the responsible use of the facilities of the Weston Public Schools by non-school users.

Any person, organization or group, hereafter referred to as the “Client”, wishing to use a facility of the Weston Public Schools must:

- Complete an online “Facility Use Reservation Request”.
- Submit the required Insurance Certificate and Legal Proof of Non-Profit Status, if applicable.
- Obtain Required Approvals from Weston Public Schools.
- Make check payable to “Weston Public Schools” for any security or other deposit as defined in Section II.A or VI of this manual.
- Read and agree to the terms and conditions described in this manual.

Please note that any final decision regarding space assignment rests with the District.

II. USER CLASSIFICATION, FACILITY SCHEDULING & APPROVAL PROCESS

The Weston Public Schools maintains three client classifications for its facilities, each with its own fee structure. Directly below is a breakdown of those client classifications. Please see the attached list of fee schedules associated for each classification.

A. CLIENT CLASSIFICATIONS

- Group 1** **School or Town-Affiliated Groups:** Organizations such as the PTO, Town of Weston, Weston Fire Department, Weston Parks & Recreation Department or groups with whom the District is affiliated.
- Group 2** **Weston Community-Based Groups:** This group includes the Girl Scouts/Brownies, Boy Scouts/Cub Scouts, Big Sisters of America, Boys & Girls Clubs of America, Little League Baseball, 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, the American Red Cross, and any group serving youth under the age of 21 as specified under Title 36 of the U.S. Code and approved by the Board of Education. Group 2 organizations must submit an annual refundable \$500 damage deposit.

Group 3 Private Groups or Organizations: All other non-profit or Weston organizations 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, etc. **Membership of organizations within Group 3 must consist of 50% Weston residents. Under no circumstances may a commercial enterprise utilize school facilities unless it is retained by the Weston Public Schools.** Group 3 organizations must submit a refundable \$500 damage deposit with any facility use application.

B. FACILITY APPROVAL PROCESS

The District will endeavor to rent facilities on an equitable basis, and accommodate the needs of all applicants wherever possible. All clients must complete an online Facility Use Reservation Request. The reservation process includes the following steps:

1. The Weston Public Schools must approve the reservation request. The Athletic Director must approve all requests that involve use of either the high school gymnasium or its fields.

2. **Clients should complete an online Facility Use Reservation Request no fewer than 15 days in advance of the first date required for all non-gymnasium requests. See Facility information at end of document.**

3. Clients must submit any gymnasium usage requests according to the following deadlines:

Fall Season – August 1

Winter Season – October 1

Spring Season – February 1

Summer Season – May 1

4. The online reservation staff administrator shall review the school's master facility usage schedule and will email a confirmation upon approval. Approval or denial is based on space availability and standards for appropriate use. Note: Clients may reserve space for special or ongoing events up to one year in advance, but school events may take precedence even if the Client application precedes a school department request.

5. The Director of Finance and Operations shall review the School Principal's recommendations to ensure any recommended application satisfies all district requirements and concerns. The Business Office will also provide a preliminary estimate of expected facilities usage charges.

6. Facility Use Reservation Requests for special or unusual requests may require approval by the Superintendent of Schools or Board of Education.

7. Facility Use Approvals are contingent upon reasonable conditions intended to protect the district's facilities. Reasons for rejection may include, but are not limited to, the following:

- a. If the event conflicts with school activities.
- b. If the client submits an incomplete reservation request, including Certificate of Insurance, any required deposit or otherwise fails to comply with District requirements. Failure to reimburse the District for charges or damages incurred will prohibit the client from future use of any school facility.
- c. If the Client's application disregards district and local requirements regarding sanitation, noise, use of musical instruments and communications systems.
- d. If the proposed function advocates the overthrow of the United States, the State of Connecticut or local government agencies or if it incites violence, crime, or disorderly conduct.
- e. If the proposed activity violates the canons of good morals, manners or taste, is injurious to the students, personnel, buildings, equipment, or grounds of the school district, or if the function presents a clear and present danger to hearth and safety of the school population or community.
- f. If the event is a fund-raising campaign excepted as permitted by the Board of Education or by special action of the Board of Education.
- g. If the activity is discriminatory in nature.
- h. If the activity is for commercial enterprise.
- i. If the client cannot provide adequate supervision for the event as required by the District.
- j. If the function will entail extraordinary or burdensome expenses or police operation by the Town of Weston and/or the Weston Public Schools.
- k. If the client or type of function has been previously denied by the District and/or seeks to circumvent Board of Education and school policies, regulations or rules.
- l. Such other conditions related to the nature of the function.

C. SCHEDULING

1. The Weston Public Schools will schedule facilities upon the following criteria:
 - a. School need for special events
 - b. Community need for special events
 - c. Date of application
 - d. Season of the sport or activity
2. In addition to criteria listed in Section B, the District may deny an Application for the following reasons:
 - a. Space availability limitations on the day(s), hours and area(s) required to meet the client's needs.

- b. Failure to submit an application request within the stipulated 15 day timeframe.

If more than one client requests use of a facility for the same date and at the same times, the Business office will assign priority to those organizations that fall within Group I as listed above in Section II (A). Organizations within Group 2 will receive second priority while Group 3 entities will receive last consideration. The Weston Public Schools will endeavor to accommodate all requests and will propose alternative facility sites where feasible.

When schools are closed for inclement weather, all activities are cancelled.

III. USAGE STANDARDS

A. Prohibited Activities

1. Alcohol is not permitted in the buildings or on school grounds.
2. Smoking is not permitted in school buildings or on the grounds.
3. Food and beverages are to be served and consumed in the cafeteria only.
4. Scenery or stage properties may not be stored in a building for more than 24 hours without the expressed written approval of the School Principal.
5. Clients are not permitted to ask custodians to provide a service to the user and tipping of custodians is not permitted.
6. Guns or weapons of any kind are not permitted onto school grounds or school buildings as specified in Board policy.
7. Dogs or other pets are not permitted in school buildings with the exception of service dogs.
8. Flammables for cooking outside the kitchen or use of barbecue grills, lighted candles or any other flammables are not permitted in school buildings or grounds.

B. **Clients may not enter a facility before their scheduled time.** They must exit a building by the completion of their scheduled time. Children are not to enter a building until an adult chaperone in charge arrives.

C. **Minors must be adequately chaperoned by responsible adults.** Chaperones must be present the entire time minors are on the premises. The District expects chaperones to enforce all policies, regulations and rules of the Weston Public Schools and use sound judgment to ensure the safety and well-being of all those in attendance. The Weston Public Schools will cancel the reservation of any organization whose chaperones fail to enforce the District's policies, regulations and rules regarding the use of its facilities.

D. Siblings of participants are **NOT ALLOWED** in school facilities without a parent or responsible adult. Siblings are **NOT ALLOWED** to play in unapproved spaces.

E. Clients must keep clean and free of damage all property, equipment, walls and furnishings. The District will bill clients for the repair, cleaning and/or replacement of any damage, destruction, or loss of school department property and equipment.

F. Clients must return furniture and equipment to their proper places and remove all temporary decorations upon an event's completion and leave the facility rented in the condition in which it was found. Custodial staff will complete any necessary cleaning. The District will charge the client for time worked beyond the three hour minimum as specified on the Building Use Application.

G. Clients must notify the District of any intentions to bring special equipment or to decorate a specific area on the Facility Use Reservation Request. Such equipment and/or decorations are the responsibility of the client and must be removed immediately following the event. Clients may use only masking tape to affix decorations or other approved objects to walls. No other types of tape, tacks, nails, etc. may be applied to any surface. Clients may not suspend objects from ceilings without written approval from the Director of Finance and Operations.

- H. Clients must denote on a Facility Use Reservation Request any planned change to the existing electrical set-up, the use of additional electrical equipment such as stage lights, or the need to connect equipment to building electrical panels.
- I. On the day of any scheduled event the person in charge or designee must sign the Building Use Sign-In or Registration sheet provided by a District custodian or other designated staff member.

IV. GYMNASIUM USE REGULATIONS

- A. Gymnasiums are intended for athletic use. Clients must obtain the approval from the Weston Public Schools for any non-athletic use of gymnasiums.
- B. The District restricts the use of its gymnasiums for the following:
 - 1. Basketball (all age groups)
 - 2. Volleyball (all age groups)
 - 3. Youth Soccer (13 years old or under)
- C. The District will approve on a case by case basis the use of its gymnasiums for non-athletic events such as concerts, craft registrations, lectures, sports registrations and the like. Such events may require the temporary installation of special coverings to protect a gymnasium floor. The District will bill the client for installation and removal of these temporary covers.
- D. The District will not approve the use of its gymnasiums for any of the following activities unless hollow, rubber balls are used. Hardballs, hockey pucks, or similar sports equipment are not allowed in any gymnasium under any circumstance.
 - 1. Lacrosse
 - 2. Softball
 - 3. Baseball
 - 4. Indoor track and field events of any kind
 - 5. Hockey
 - 6. Skating or blading of any kind
 - 7. Adult soccer (over age 16)
 - 8. Other athletic use as determined by the Director of Facilities acting on behalf of the Superintendent of Schools.
- E. Clients will wear appropriate athletic footwear on any gymnasium-playing surface. Street shoes are not allowed on the gym floor, and participants cannot wear cleats of any kind inside any school.
- F. Spectators are not permitted on the playing surface. All clients are responsible for the conduct of their members and spectators.
- G. Food or beverages are not allowed on the gym floor.
- H. Adult chaperones are required in locker rooms, if in use. Clients are responsible for the conduct, and any related damage, of those using the locker rooms.
- I. Clients renting a gymnasium or athletic facility must provide first aid kits. Special exemptions can be requested in writing at the time of the application.

V. OTHER FACILITY USE REQUIREMENTS

- A. Generally, school phones are not available for clients. In an emergency, the school principal or the custodian in charge may permit phone use, if accessible. Clients should possess alternative communication devices such as cell phones.

- B. The District prohibits commercial advertisements that lack prior approval by the Superintendent of Schools.
- C. Structures of any type are not permitted without approval and direction from the Director of Finance and Operations.
- D. Clients may not use sound systems of any type without approval and direction from the Director of Finance and Operations. If approved, clients must keep sound levels to reasonable levels so as not to disturb others.
- E. Clients may not engage in vending of any type without specific approval from the Director of Finance and Operations. Clients are responsible for any additional approvals required by the Town's Health Official.
- F. Clients may not use school computers or other related equipment.

VI. INSURANCE REQUIREMENTS & PAYMENT TERMS, CONDITIONS & FEES

A. Insurance Certificates

Facility Use Applications submitted by Group II and III clients must include a valid insurance certificate from qualified insurer in the amount of \$1,000,000. This certificate must name the Town of Weston and Weston Board of Education as additional insured. In addition, the company must notify the Weston Public Schools 15 days prior to cancellation of the policy.

B. Payment Terms & Conditions

1. The Facility Use Fee Schedule is outlined below. Fees are charged to help cover the cost of maintenance of the facility, including heat, lights, custodial services and maintenance supplies. The School District will bill the client after the event. Clients making use of a facility on a long term basis will receive a monthly bill. The specific charge for the energy usage can be found on the Facility Use Fees schedule.
2. Clients sponsoring an event are responsible for the set-up and removal of any equipment and supplies that they may bring to an event. The District assumes similar responsibilities for BOE property.
3. The District will charge for any damage that occurs to school department property as a result of an event.
4. The District will not accept facility use reservation requests from a client with a delinquent payment history until such client has resolved any outstanding balances.
5. The District will not accept a facility use reservation request from a client with a history of usage violations as outlined above in Section II (B) (9) and Section III (A) of this manual.
6. The District will levy additional charges for the removal of client owned property left behind after an event. The District will compute such charges at the prevailing overtime rate for custodians.
7. The Weston Public Schools will provide clients with a final billing. This bill will reflect the billable charge based on actual use as well as any additional charges for damage and labor.
8. Payment is due within 20 days of receiving an invoice from the Weston Public Schools.

C. Direct Cost Fees

(CHARGED IN ADDITION TO THE FACILITY FEE)

All clients will be charged the following direct cost if applicable:

1. The actual cost of CUSTODIAL OVERTIME made necessary by the client, including payroll taxes, and a book keeping fee. The book keeping fee is either 10% or 25% of the total charge, depending on the group the client is classified as. In addition, the client will be billed for a minimum of three hours overtime. There is a minimum charge of three (3) hours if custodial overtime is NOT a continuation of the scheduled workday. This provision generally applies to weekends and holidays. An estimated hourly rate is indicated on the application.
2. Generally, clients are not charged for custodial time if the event takes place during the custodian's regularly scheduled shift. If the event extends beyond a regular shift, or takes place on a weekend or holiday, a fee will be incurred.
3. Lighting and/or sound equipment used in the High School auditorium requires an extra charge for student technicians. Similarly, separate charges exist for audio-visual, electrical or kitchen supervision. Clients will receive a separate billing for these services as applicable. Please see the attached Fees Schedule for a list of expected charges.
4. The Board of Education may require that a security guard be hired for traffic control/supervision for large events, generally 200 persons or more. Depending on location and/or activity, a client will also be required to hire an official from the fire department for events involving more than 200 people. The client is responsible for making such arrangements when required.

D. Cancellation Policy

The Board of Education reserves the right to cancel any reservation, if necessary. Permission for use of facilities may be withdrawn at any time if the facilities must be used for a school or government program, or when school is cancelled or dismissed early because of inclement weather.

VII. FACILITY USE RESERVATION REQUESTS & CHECK LIST

Prior to submitting the Facility Use Reservation Request you must complete the Facility Use Checklist. You will be prompted during the reservation request process to complete the checklist. The Facility checklist is designed to facilitate client compliance with this manual and to expedite the application process.

THINGS TO KNOW WHEN APPLYING FOR FACILITY USE RESERVATION REQUESTS

- A. **A separate Facility Use Reservation Request with all necessary requirements is required for EACH FACILITY/SCHOOL REQUESTED.** Example: (1) If a client is requesting gym time at the Hurlbutt Elementary School and the Weston Intermediate School, two Facility Use Reservation Requests are required. (2) If a client is requesting the auditorium, stage, and three classrooms at Weston High School, one Facility Use Reservation Request is required.
- B. The District may require Non-Profit Organizations to submit proof of status. Such proof must in a form acceptable to the Internal Revenue Service.

- C. There is a person within the District responsible for receiving and processing all Facility Use Reservation Requests.
- D. Clients must submit any Facility Use Reservation Requests **at least 15 days prior** to the requested schedule date. The District may reject any application submitted after that date.
- E. Clients are legally responsible for controlling the behavior of their constituents while using school facilities and grounds.
- F. The District will monitor clients to assure compliance with Section III – Usage and Standards of this manual.

WESTON PUBLIC SCHOOLS

BUILDING/FACILITY USE FEES – HOURLY RATES

Building	Capacity	Group I School/Town	Group II Community		Group III Private		ALL GROUPS Profit or Non-Profit ENERGY RATE
			2018-2019	2019-2020	2018-2019	2019-2020	
Hourly Building Rental Fees							
High School							
Auditorium & Stage	602 seated	No Fee	\$65	\$67	\$130	\$134	\$17.05
Gymnasium	577 seated, 1320 standing	No Fee	\$75	\$77	\$150	\$154	\$17.05
New Gymnasium	1100 seated, 1603 standing	No Fee	\$75	\$77	\$150	\$154	\$17.05
Cafeteria/Kitchen	250 seated, 600 standing	No Fee	\$65	\$67	\$130	\$134	\$17.05
Middle School							
New Gymnasium	360 seated, 770 standing	No Fee	\$75	\$77	\$150	\$154	\$17.05
Old Gymnasium	360 seated, 780 standing	No Fee	\$75	\$77	\$150	\$154	\$17.05
Cafeteria Kitchen	236 seated, 507 standing	No Fee	\$65	\$67	\$130	\$134	\$17.05
Library		No Fee	\$65	\$67	\$130	\$134	\$17.05
Intermediate School							
Gymnasium	398 (no bleachers)	No Fee	\$75	\$77	\$150	\$154	\$17.05
Cafetorium/Kitchen	626/stage 63	No Fee	\$65	\$67	\$130	\$134	\$17.05
Elementary School							
Gymnasium	300	No Fee	\$38	\$40	\$75	\$79	\$17.05
South House All Purpose Room	100 seated, 225 standing	No Fee	\$33	\$35	\$65	\$69	\$17.05
South Cafeteria/Kitchen	112 seated, 240 standing	No Fee	\$33	\$35	\$65	\$69	\$17.05
East Cafeteria/Kitchen	99 seated, 212 standing	No Fee	\$33	\$35	\$65	\$69	\$17.05
Classrooms							
All Buildings	25	No Fee	\$33	\$35	\$65	\$69	\$11.36
Fields							
		No Fee					
*Turf I		No Fee	N/A	N/A	N/A	N/A	N/A
*Turf II		No Fee	N/A	N/A	N/A	N/A	N/A
*All Other Fields		No Fee					

Additional Fees

In addition to the room and energy hourly fees in the above schedule, **the following fees will also apply:**

Custodial Fees:

Weekday hourly rate is \$26.51, for time extending beyond their regularly scheduled hours, per custodian.
 Saturday hourly rate is \$39.77 per custodian, reflecting time and a half rate.
 Sunday and holiday hourly rate is \$53.02, per custodian, reflecting double-time rate.

Regularly scheduled hours for custodians at the elementary and intermediate schools are 7am – 6pm, M-F

Regularly scheduled hours for custodians at the middle school are 7am-8pm, M-F

Regularly scheduled hours for custodians at the high school are 7am – 11pm, M-F

A Three (3) hour minimum applies to all custodial coverage.

Technology Fee

If the event requires one of the District's IT staff to be present, the following hourly rates apply:

Weekday hourly rate, during regularly scheduled school hours, from 8am – 3pm, is \$29.21.

Weekday hourly rate, after scheduled school hours and Saturdays is \$43.82.

Sunday and holiday hourly rate is \$58.42.

Security/Fire Coverage

Events of 200 people or more automatically require fire coverage as well as a security guard or police officer. Depending upon the type of event, the District may determine that this type of coverage is required for events with less than 200 attendees as well.

Wage Tax:

A wage tax, based on the final custodial fee, is charged to all groups.

Book Keeping Fee:

A book keeping fee, based on the final charge for the event, is charged to all groups. The fees are 10% for groups 1 and 2, and 25% for group 3.

If food is served at an event, there is a \$100 additional charge for refuse collection.

Gymnasiums:

If you are using any gym other than for an athletic event, the charges will include a fee of \$250 for time involved to place and remove the gym floor cover.

Use of all facilities requires a damage deposit of \$500 which is refundable in its entirety, if no damages occur.

A \$50 per day surcharge will be added for use of lighting instruments for all non-curricular organizations.

*After 6:00 PM, M-F during the school year.

TECHNICAL FEES

TECHNICAL SUPERVISOR \$65.00/hr. weekdays & evenings
(Oversees all aspects of production) \$75.00/hr. weekends
(Note: May be more in summer with difficulty in getting properly trained staff.)

CREW CHIEFS \$20/hr.
(Specially trained student technicians who can monitor other students)

STUDENT CREW \$15/hr.
(Trained students)

ANY PRODUCTION THAT REQUIRES THE USE OF ANY OF OUR EQUIPMENT MUST HAVE A TECHNICAL SUPERVISOR ON-SITE.

HOLD HARMLESS

I am the duly elected official of my Organization. As such, I have the power and authority to indemnify and hold harmless the Town of Weston and Weston Board of Education, their agents, employees and elected officials from and against all damages, expenses and claims which the Town of Weston, Weston Board of Education, their agents, employees and elected officials may suffer because of my organization's use of the facility and spaces requested. I further agree that the person in charge will inspect the facility and spaces requested prior to each use to insure that they are free of conditions that may cause injury to our Clients/members as a result of this application. I have read the "Facility Use Manual". I fully understand the requirements and agree to the terms and conditions as defined. I further agree to inform all Clients associated with this application of these terms and conditions.

REMINDERS:

- 1) If you decide to CANCEL an event, please notify the school as soon as possible.
- 2) Please check the school web-site at www.westonps.org for cancellations due to inclement weather.

FACILITIES INFORMATION

Listed below are the available spaces by school, the school address and the telephone number and the names of the School Principal and person responsible for facility scheduling.

Weston High School – Located at 115 School Road (203-221-6503)

Lisa Wolak, School Principal

Jodi Sacchetta, for Facility Scheduling

Auditorium/Stage, Cafeteria, Kitchen, Classrooms

Weston Middle School – Located at 135 School Road (203-221-6363)

Dan Doak, School Principal

Nancy Darling, for Facility Scheduling

Gymnasiums, Cafeteria, Kitchen, Old Gym and Stage, Library, Classrooms

Weston Intermediate School – Located at 95 School Road 1(203-221-6333)

Pattie Falber, School Principal

Cheryl Churchill, for Facility Scheduling

Cafeteria, Kitchen, Gymnasium, Library, Classrooms

Hurlbutt Elementary School – Located at 9 School Road (203-221-6303)

Laura Kaddis, School Principal

Elaina Braddick, for Facility Scheduling

South All Purpose Room, South Cafeteria, East Cafeteria, Kitchen

Fields and High School Gyms – Located at 115 School Road (203-221-6519)

Mark Berkowitz, Athletic Director

Dawn Egan, for Facility Scheduling

Turf 1, Turf II, All Other Fields and High School Gymnasiums

School Cafeteria – Office located at Weston High School

Cafeteria Director (203-221-6576)

Use of School Kitchens

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