

Rev. 9: 10/25/01

COMMUNITY RELATIONS

Use of School Facilities

The facilities of the Coventry Public Schools are the property of the citizens of the Town of Coventry. It is the responsibility of the Board to keep and maintain school properties for educating our youth.

The Board encourages the use of these facilities by responsible community organizations, while reserving the right to approve or decline building use for non-educational activities. It is understood that the primary use of the facilities is for school use. School activities, therefore, supersede all other uses.

No school facility may be reserved for a public function, with the exception of municipal voting, during a regular school day.

The Director of Physical Plant & Facilities will be the agent for the Board of Education in determining that the proposed activity and organization requesting facility use meets and adheres to the conditions set forth herein for facility use. The Director of Physical Plant & Facilities will determine the following:

- The need for, and amount of, liability insurance required of the applicant organization, and whether the activity is allowed under the Board of Education insurance policies.
- The need for police protection and/or traffic control and possible fire watch.
- The need for the applicant organization to submit to the Board of Education a copy of its registration with the State Department of Revenue Services.
- The need for additional custodian and additional adult supervision. Regard will be given to the size and nature of the activity, the need for set up/clean up, and past history.
- The appropriateness of the activity requesting use.

Any organization that has been denied use of a facility may appeal to the Superintendent of Schools.

Student groups planning to use school facilities must arrange for a member of the school staff to be present to supervise the use of facilities. The agent of the Board of Education will have the authority to determine a fair and an equitable assignment of facilities

No keys will be given to anyone not an employee of the Coventry Board of Education. A custodian, named security person or administrator must be present to unlock and lock the doors.

Community use of buildings may be canceled if school is closed due to inclement weather. The Superintendent of Schools or the Director of Physical Plant and Facilities may determine that access be denied due to weather, building project work, or extenuating circumstances.

The representative of the applicant organization signing the Community Use Form is responsible for contacting the Facilities Office for cancellations/closings.

The Board of Education will annually review and determine the fee schedule for all facilities. The fee schedule in effect at the time that an individual application is approved by the administration will prevail throughout the fiscal year of the application. The user agrees to pay all fees within 30 days of billing.

Activity which requires extraordinary costs as determined by the Director of Physical Plant and Facilities shall pay for such cost (laying the floor covering for gymnasium use, setting up performance risers, etc.)

The use of the auditorium and its unique equipment (lighting panel, sound system) will require additional charges. Only Coventry Board of Education employees may operate the auditorium equipment unless the applicant organization presents verification of appropriate certification for such equipment's operation by personnel affiliated with or employed by the applicant organization.

If the facilities are used after 11:00 p.m. any evening, there will be an additional charge.

Neither the Coventry Board of Education nor the Town of Coventry is responsible for injury to persons or personal property while the building or grounds are being used by any group.

Neither the Coventry Board of Education nor the Town of Coventry is responsible for personal property left on the premises.

In case of damage to the facilities of a religious group or while in the planning for construction of new facilities is in progress, temporary use of school facilities may be permitted to local religious groups, a majority of whose membership is composed of Coventry residents. Fees shall be charged in accordance with the adopted schedule. At the time of application, the religious group, as part of the application process, will attach a progress report indicating a tentative timetable when they will vacate to their own facility.

The applicant organization contracting for use of the facilities (buildings and/or grounds) agrees to assume responsibility for any damage to school property or equipment. No loan, rental, or used of facilities may be arranged without provision by the applicant organization for full restoration of the equipment, reimbursement for damage or loss, replacement for destruction, and provisions for adequate supervision. The applicant organization agrees to pay to repair all damage incurred deemed by the Coventry Board of Education not to be the result of natural wear and tear.

Use of a school facility by an applicant organization is for a period not to exceed one year from the granting of the application. Users may reapply annually.

The Coventry Board of Education reserves the right to revoke a permit for use of facilities at any time.

REGULATIONS FOR USE OF FACILITIES

- *No Smoking* is allowed at any time in/on any school facility
- All alcoholic beverages, illegal drugs, weapons and gambling are prohibited in/on any school facility
- Posted capacity regulations must not be exceeded.
- All local, state and federal laws and regulations must be obeyed.
- No Board of Education equipment or supplies may be used by the public unless prior specific permission has been granted.
- When a kitchen is used, a member of the cafeteria staff must be present
- Police coverage and/or Fire Watch will be paid by the organization holding the function.

- Persons attending any activity must confine themselves to the rooms and corridors assigned for their use. It is the responsibility of the applicant organization to enforce this regulation. Also, each applicant organization is responsible for the conduct of all participants and guests. An adult representative(s) from the applicant organization must remain on the premises throughout the function and must maintain control at all times
- Facilities with the exception of the auditorium will not be used after 7:30 p.m. Sunday evenings so as to allow for custodial cleaning and securing of the facility by custodial staff
- District employees may have access to school buildings for school-related work if buildings are open due to community use or school function.

DEFINITION OF GROUPS

Group I Official School and Town groups

- A.** School programs, plays, concerts, and athletics events
- B.** Board of Education Adult Education programs
- C.** Parent organizations, including PTO and Boosters
- D.** Town sponsored programs for school children and adults (Parks & Recreation)
- E.** Fund raisers (the proceeds from which are to benefit the schools and/or town)

Group II Non-profit Groups existing solely to benefit Town residents and/or School

- A.** Youth athletic association
- B.** Youth organizations (Boy Scouts, Girl Scouts, 4-H)
- C.** Adult athletic associations
- D.** YMCA

Group III For-Profit Organizations and Religious Groups

- A.** Dance recitals, music recitals, etc.
- B.** Profit making or promotional activities
- C.** Political affiliations
- D.** Religious groups

Labor Charges (per hour)

No labor charges will be incurred for activities taking place during custodians' normal work hours unless demands upon custodians' time are required. Labor charges will be levied for activities that extend or require cleanup beyond custodians' normal work hours.

Activities scheduled on weekends, holidays and after normal work hours will incur custodial charges beginning with access time until cleanup is completed.

Custodial

Saturdays/Beyond normal work hours	\$20.00
Sundays/Holidays	\$27.00
Food Service – allow adequate setup and cleanup time	
Saturdays (2 hr. min)	\$18.03
Sundays/Holidays (2 hr. min)	\$24.04

Rental Fees

Building/Area	Group III min 4 hrs.
CHS	
Gym 1	120.00
Gym 2	200.00
Auditorium 1	65.00
Auditorium 2	220.00
Kitchen	65.00
Cafeteria	85.00
Classroom	25.00
CNHMS	
Gym	120.00
L.G.I.	75.00
Kitchen	65.00
Cafeteria	85.00
Classroom	25.00
GHR	
Gym	200.00
Kitchen	65.00
Cafeteria	70.00
Classroom	25.00
CGS	
Gym/cafeteria	120.00
Kitchen	65.00
Classroom	25.00

Note: Labor charges will be determined each year according to labor contracts. Rental fees will be reviewed annually to reflect current operational costs.

LABOR CHARGES AND RENTAL FEES

Group I No charges except for kitchen use and/or personnel when facilities are used weekdays or evenings.

Group II User fee of \$10.00 per hour at all times. A fee exemption for those community organizations that use a classroom as a meeting site during weekday evenings before 8:00 p.m.

Group III User fee and rental fee.

AMENDMENT: The Board of Education will negotiate a separate fee schedule with large time users, specifically Coventry Youth Basketball, Coventry Girl's Softball, Coventry Youth Soccer, Mens' Over 30 Recreation Basketball and Adult Volleyball.

PROCEDURES FOR RESERVING FACILITIES

- All requests for use of the schools must be submitted to the Director of Physical Plant & Facilities' office at least two (2) weeks before the activity is to take place. Forms are available at the Facilities office and all school offices. Requests made for less than two weeks in advance will be considered but not given priority.

ADOPTED 9/14/00

REVISED 10/25/01