Community Relations

Use of School Facilities

General

The Board of Education believes the schools belong to the people of Thomaston. The Board accepts the responsibility for making its facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities. The Superintendent of Schools or designee shall have the authority to deny the use of school facilities for such activities that are judged inappropriate to take place in a school setting.

Specific

The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule.

The Board of Education reserves the right to establish a priority of use of school facilities to ensure minimum interference with daily instructional programs. The Board authorizes the Superintendent of Schools to establish such a priority and to apply it in approving and scheduling the use of school facilities. The specifics of these resolutions are part of the Administrative Regulations.

In addition, the Board of Education has established certain safeguards to ensure proper protection and maintenance of the school's physical plant and equipment. The facilities and equipment are to be used only as stated in the Administrative Regulations.

No open-ended requests for school use or rental will be granted. All requests must be specific as to the date(s), time and length of event to be held. Permission shall not be granted for more than a two-month period for first time applicants and all Group III applicants.

Types of Activities which will not be permitted

1. Activities advocating the overthrow of the United States or the state of Connecticut, or of local governmental agencies.
2. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment of the schools.
3. Any purpose in conflict with school activities.
4. Commercial advertising.
5. Fund-raising campaigns except as permitted by Board of Education policy or by special action of the Board of Education,
6. Activities, which are discriminatory in nature or promotes discrimination or other illegal activity.

Community Relations

Use of School Facilities (continued)

Equal Access of School Facilities to Student Groups

This school district will grant equal access, without discrimination, to non-curriculum related student groups who wish to conduct a lawful meeting in a secondary school during non-instructional time regardless of the religious, political, philosophical, or other content of the speech at such meetings.

Limitations on such meetings shall be as provided by law:

1. The request must come voluntarily from student(s);
2. Neither the school district nor any of its employees may sponsor the meeting(s). Assignment of school employees to a meeting for custodial purposes is not sponsorship.
3. Employee(s) of the school district who may be present may not participate in religious meetings so conducted.
4. Such meetings may not unduly interfere with normal school operations.
5. Regular attendance or any kind of control by non-school persons is prohibited.

This school district will not expend any of its funds to provide equal access as defined above except for incidental costs of providing space.

The school district will exercise its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at permitted meetings is voluntary.

Conditions Applicable to All Groups

1. Use of facilities is not to interfere with the school program
2. Use of facilities must be within the hours of regular custodial service for non-paying groups only.
3. Use of facilities by nonpaying groups will not create unreasonable additional supervisory or custodial requirements. These groups may be required to provide anchor pay for supervisory coverage.
4. Organizations will provide sufficient supervision to restrict use to permitted areas. If required, all groups will set up and reset the facilities for school use.
5. Organizations will provide a Certificate of Insurance to free the Town of Thomaston and the Board of Education from all liability.
6. Requested use of school facility is for a period not to exceed one year. Users may reapply annually.

Community Relations

Use of School Facilities (continued)

Priority For Use of a School Facility shall be given in the following order:

A. School functions
B. School affiliated groups
C. Official bodies and agencies of Thomaston
D. Town-based recognized national groups primarily interested in serving children such as Boy Scouts, Girl Scouts etc.
E. Other town-based social, civic, educational, and religious groups which have concern for the welfare of children and adults in the community
F. Town-based non-profit making groups charging a fee
G. Town-based profit making groups charging a fee
H. Out of town organizations

It is important for individuals or organizations requesting use of school facilities to read the regulations for the Thomaston Board of Education Policy 1330: Use of School Facilities.

Legal Reference: Equal Access

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.

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

Policy adopted: April 13, 2015

THOMASTON PUBLIC SCHOOLS
Thomaston, Connecticut

Community Relations

Use of School Facilities

To ensure proper use of school property, and to ensure adequate protection against misuse and vandalism, the following regulations shall apply to all requests for the use of school facilities.

Scheduling

1. The Superintendent of Schools is responsible for scheduling the use of school facilities. The Board of Education authorizes the Superintendent to determine the appropriateness of an activity in terms of its nature and the specific facility requested. The Superintendent may reject said application providing the applicant shall be advised of his/her right to appeal the administrative decision to the Board. The Superintendent may delegate the task of scheduling to the building Principal with all arrangements made subject to his/her approval. (In reviewing applications, the administration may consult with the Board of Education.)

2. All applications for use of school facilities shall be addressed to the building Principal of the school whose facilities are requested. Requests for use of school facilities shall be made at least ten (10) days in advance of need.

3. No outside use of school facilities shall commence until notification has been received by all parties concerned from the office of the building Principal. Priority for use of school facilities shall be in the following order:

   A. **School Function** - For example, parent conferences, school performances, meetings of the Parent/Teacher Organization, in-service educational programs for professional development of the teaching staff, and any other function which is determined by the Superintendent to be school related.

   B. **Government Function** - Other town governmental offices and agencies will be given preference in scheduling dates and schools after the public schools.

   C. **Thomaston Community Groups** - on a "first come, first served" basis.

Rules and Regulations

1. All applications for the use of the Thomaston Public Schools shall be made in writing to the Superintendent of Schools.

   A. The Superintendent of Schools or designee shall act on each application no later than ten (10) days before the date of the event.

Community Relations

Use of School Facilities

Rules and Regulations (continued)

B. The written request must contain specific information regarding the nature of the use of the building and the desired location within the building.

C. Parent-teacher organizations shall be given free use of school premises.

D. All non-school organizations desiring the use of school premises must submit a letter of request, sign a contract and post a bond. The exceptions to this rule are: (1) the monthly business meetings of the parent-teacher groups and other Town government and community groups if they have been approved by the Thomaston Board of Education.

E. Permission shall not be granted for more than a 2 month period for first time applicants and all Group III applicants.

2. The renter shall be held responsible for any damage to the school building or to any part thereof, including furnishings or equipment, during its use of the building. All activities must be under competent adult supervision.

   In addition, the renter shall hold harmless the Thomaston Board of Education, the Town of Thomaston, their officers, agents, and employees from any liability or expense whatsoever which is in any way caused by, or arises in connection with, the renter's use of the building.

   This indemnification shall include all attorney's fees and costs incurred as a result of the renter's use of the school facilities.

3. A bond of $100.00 in the form of a certified or bank check in that amount shall be deposited with the school business office. This check and the signed contract shall be received by the school business office at least ten (10) days before the event.

4. The custodian shall remain in the building and shall perform his/her custodial duties as required on the occasion during the period of rental.

5. Games of chance, or other activities, which are contrary to the laws of the State of Connecticut shall be strictly forbidden in the school building or on school grounds.

6. No nails, screws, bolts, or other surface-penetrating articles shall be driven into any part of the building without special permission of the Superintendent of Schools.

Community Relations

Use of School Facilities

Rules and Regulations (continued)

7. All decorations, equipment, and empty containers belonging to the renter and used during the affair must conform to the state and local fire code, and be removed by the renter no later than noon of the day following the affair. Otherwise, the articles shall be ordered by the school officials to be removed by others and the expense deducted from the bond.

8. The use of the school building shall not be granted if such use interferes with the schedules for building use as planned by the Principals and Superintendent. This applies not only to evening affairs but also to any rehearsals desired by the renter.

9. The rental of a school gymnasium or auditorium shall include only that particular area plus the stage, if there is one within the area confines and the toilet rooms in corridors adjacent to the main entrance. If the affair is an athletic event the dressing and shower rooms may be used. No other parts of the building shall be used except by special permission from the Superintendent. The use of the public address system and the stage piano may be included in the contract on request.

10. Special equipment such as sound systems, state lighting etc., may necessitate the use of a technician approved by the building Principal. The technician(s) will be paid by the user. School equipment shall not be used or loaned except when approved by the Principal or designee.

11. Smoking is not allowed on school property.

12. Alcohol is not allowed on school property.

13. Police and fire protection must be provided in accordance to town ordinances. Costs for such protection remain the responsibility of the renter. The Superintendent may direct police or fire protection when in his/her judgment the event requires it.

14. Permission to use or rent school premises is not transferable under any circumstances. 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 building Principal.

15. Weekend holiday and other non-school day use of facilities and equipment is permitted when:

    A. Such use can be properly covered by school custodial personnel.
    B. Costs associated with holiday coverage ate provided.

Community Relations

Use of School Facilities

Rules and Regulations (continued)

16. "No school days" because of weather, or other crises, will automatically cancel any scheduled events.

17. Events in classes must end at least one-half hour before 10:00 p.m. in order to allow the custodian ample time to secure the building. Overtime will be billed if necessary.

18. The Board of Education reserves the right to require organizations to provide a Certificate of Insurance having a minimum of $250,000 per person, $500,000 Bodily Injury and $100,000 Property Damage naming the Town of Thomaston, its Board of Education, agents, officers and other employees as an additional insured. In making its decision to require a certificate of insurance, the Board shall consider the size of the group, nature of the activity, and the number of people expected to attend.

19. All youth organizations must be conducted with proper supervision.

20. Prior permission is necessary for displays or exhibits.

21. Sneakers must be worn on the gym floors.

22. There will be additional charges for rehearsals, for set-up and for cleanup if extra hours are needed at any Board of Education facility.

Eligibility

1. Use of school facilities is open to all Thomaston community groups for worthwhile purposes when such use will not interfere with the school functions except as noted in number 2 below.

2. No request will be granted for any activity which might unnecessarily jeopardize the health and/or safety to the participants.

3. Use of Thomaston schools can be denied at any time by the Superintendent.

Procedures

1. The applicant will contact the Principal of the building to be used and complete a Request for Use Form.

Community Relations

Use of School Facilities

Procedures (continued)

2. The Request for Use Form is forwarded to the Business Office for billing and approval. Proof of liability insurance is provided to the Business Office. A copy of the action taken on the request is returned to the building Principal. Necessary custodial help is assigned. Subject to the rules and regulations regarding school use, the Request for Use Form is forwarded to the business office for billing and approval etc.

3. Applicant is billed.

4. The custodian or school staff assigned to the event completes the evaluation of the event and returns it to the school Principal.

Rental Classifications

Custodial fees and rent for use of the school facilities shall be according to the following listing:

1. **GROUP I - Related School Functions**

   A. School and school related activities
   B. School affiliations
   C. Mandatory adult education classes

2. **GROUP II - Town Government Functions Organizations**

   A. Thomaston Recreation Committee
   B. Thomaston related recreational organizations (Little League, etc.)
   C. Alumni groups
   D. Thomaston non-profit service organizations such as Boy Scouts, Rotary, etc.
   E. Local church and church organizations, upon application of the pastor for non-fund raising activity except for religious worship or religious instruction
   F. Hospital groups conducting classes

3. **GROUP III - All Other Town-Based Non-profit Organizations**

   A. Including Thomaston churches, upon application of the pastor for religious worship or religious instruction.

Community Relations

Use of School Facilities

Fees

The custodial fees and rent are waived for GROUP I events during the hours a custodian is regularly scheduled. At other times there will be a custodian fee based on time and a half (double time on Sundays) calculated on their hourly rate plus $1.00 per hour service fee charged by the Town of Thomaston for processing wages for all groups, including profit-making school athletic events Rent is based on per diem rate.

The fees (CF) are set annually by the Superintendent and are available upon request.

Rental fees include utilities, but does not include the use of any additional requests for equipment, furniture, or audio visual equipment.

The Board will approve and periodically review a fee schedule for use of facilities.

Regulation approved: April 13, 2015

THOMASTON PUBLIC SCHOOLS
Thomaston, Connecticut

THOMASTON PUBLIC SCHOOLS
FACILITY USE REQUEST FORM
District Employees/School Sponsored Events

The Thomaston Board of Education is committed to engaging our students and community; and therefore, wish to encourage facility use which includes Thomaston students and/or draws our community to our schools and facilities. Our goal is to ensure that access is relatively simple and as flexible as possible. At the same time, for both safety and logistical reasons, there exists a real need for administration, central office staff, and our custodial team to know when a facility space is occupied and by whom.

School Clubs, Activities, and Athletics
This form may be used by district employees and for district-sponsored events only. District-sponsored events are supervised by a district employee, serve primarily students attending our schools, and **do not** generate revenue for personal gain.

Guidelines and Instructions:

- In-house building requests do not require the superintendent's approval. The Principal or Asst. Principal may grant approval to district employees who request facility use exclusively for Thomaston students and school sponsored events.
- Fully complete and submit a Facility Use Request Form to the Head Secretary of the school overseeing the space requested for use. In-house personnel may submit a request for facility use up to 24 hours prior to the planned event. If a shorter notice is necessary, permission may be granted directly from administration.
- All activities shall be included on the school calendar, with the exception of athletic team's practices.
- Modifications to your Building Use Request Form may be made by notifying your direct supervisor and the head secretary of the facility requested for use.
- Multiple dates/times: In-house organizations may identify a broad set of dates and times, but we ask that the information provided be specific enough to ensure that first responders may determine whether a building space is in use, should an emergency situation arise. For requests exceeding two (2) dates, please attach a full schedule of dates and times to the Facility Use Request Form upon submission.
- It is the responsibility of the applying agent to determine whether or not police or fire personnel are required to be present at the event.
- Please leave the space clean and ready to be used for its typical use. Damage should be reported immediately to the custodial staff.

THOMASTON PUBLIC SCHOOLS
FACILITY USE REQUEST FORM
District Employees/School Sponsored Events

Date Application Submitted: _____

Organization/Individual requesting BoE controlled facility use: _____

Applicant Information:	Event Supervisor Information:
Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____ *(Must be accessible at this number during the event)*

Thomaston High School ☐	Thomaston Center School ☐	Black Rock School ☐
860-283-3030 (Phone)	860-283-3036 (Phone)	860-283-3040 (Phone)
860-283-3034 (Fax)	860-283-3048 (Fax)	860-283-3043 (Fax)

Space (location, room, indoors/outdoors): _____

Date #1:_____	Actual time of facility use:	From: _____ (Time)	To: _____ (Time)
	Actual time of event:	From: _____ (Time)	To: _____ (Time)
Date #2:_____	Actual time of facility use:	From: _____ (Time)	To: _____ (Time)
	Actual time of event:	From: _____ (Time)	To: _____ (Time)

**For more than two dates, attach a calendar.*

Purpose of this event: _____

It is estimated that approximately _____ persons will attend this function. **If persons attending this event exceeds 100, Thomaston Fire, Police, and EMS must be notified of the event*

Police Officer Required_____ Firefighter Required_____

_____
Signature of Agent Applying

ACTION TAKEN ON APPLICATION
(OFFICE USE ONLY)

Permission Granted ☐ Permission Denied ☐ Application Tabled ☐

Conditions: _____

_____ _____
Athletic Director Signature of Principal

CUSTODIAN'S REPORT
(Inspection of the space after facility use)

☐ Satisfactory ☐ Unsatisfactory (Complete 1330 Appendix C) _____ _____
(Signature of Custodian) (Date)

Cc: Superintendent of Schools & Head Custodian

Revised July 7, 2021 KK

THOMASTON PUBLIC SCHOOLS
FACILITY USE REQUEST FORM
Community Members/Organizations/Agencies

The Thomaston Board of Education is committed to engaging our students and community; and therefore, wish to encourage facility use which includes Thomaston students and/or draws our community to our schools and facilities. Our goal is to ensure that access is relatively simple and as flexible as possible. At the same time, for both safety and logistical reasons, there exists a real need for administration, central office staff, and our custodial team to know when a facility space is occupied and by whom.

Out-of-District Organizations and Individuals
Out-of-District organizations and individuals are defined as any group or person requesting facility use for an event that is not sponsored by the district. District-sponsored events are supervised by a district employee, serve primarily students attending our schools, and **do not** generate revenue for personal gain.

Guidelines and Instructions:

- Fully complete and submit a Facility Use Request Form to the Head Secretary of the school overseeing the space requested for use.
- The form must be submitted at least two weeks prior to the start of the event.
- The submitting party must receive the approved request form (signed by the principal and superintendent) back prior to using district facilities.
- A certificate of insurance must be submitted with the Building Use Request Form.
- Once approved, modifications may be made only through the head secretary.
- Approval/Denial criteria: see BoE Policy 1330.
- All district-sponsored events have priority for facility use.
- Notice of cancellation is expected twenty-four hours prior to the event's scheduled start time.
- Multiple dates/times: For events requiring more than two (2) dates and/or varying event times, please attach a full schedule of dates and times to the Facility Use Request Form upon submission.
- Fees and expenses may be assessed for facility usage. The district business office will bill the user directly.
- It may be necessary to secure a Police Officer(s) and/or Fireman for the event. By signing this form, you have agreed to contact the Thomaston Police Department and Fire Department regarding the hiring of one or both departments for the event and incur any expenses pertaining thereto.
- At the conclusion of the activity, the space must be clean and ready for its typical use. Any damage will be assessed and the applying agent will be billed. Please know that individuals/organizations leaving the space in less than pristine condition will likely not receive future approval for use of our facilities.
- It is the responsibility of the applying agent to monitor district cancelations and closings.
- **The applicant must secure the superintendent's approval prior to use of district facilities.**

THOMASTON PUBLIC SCHOOLS
FACILITY USE REQUEST FORM
Community Members/Organizations/Agencies

Date Application Submitted: _____

Organization/Individual requesting BoE controlled facility use: _____

Applicant Information:	Event Supervisor Information:
Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____ *(Must be accessible at this number during the event)*

Thomaston High School ☐ 860-283-3030 (Phone) 860-283-3034 (Fax)	Thomaston Center School ☐ 860-283-3036 (Phone) 860-283-3048 (Fax)	Black Rock School ☐ 860-283-3040 (Phone) 860-283-3043 (Fax)

Space (location, room, indoors/outdoors): _____

Date #1:_____	Actual time of facility use:	From: _____ (Time)	To: _____ (Time)
	Actual time of event:	From: _____ (Time)	To: _____ (Time)
Date #2:_____	Actual time of facility use:	From: _____ (Time)	To: _____ (Time)
	Actual time of event:	From: _____ (Time)	To: _____ (Time)

**For more than two dates, attach a calendar.*

Purpose of this event: _____

*It is estimated that approximately ____ persons will attend this function.

_____
Signature of Applicant

**If persons attending this event exceeds 100, Thomaston Fire, Police, and EMS must be notified of the event*

ACTION TAKEN ON APPLICATION

Permission Granted ☐ Permission Denied ☐

Rental Fee $_____ Custodial Fee $_____ Police Officer Required ☐

Firefighter Required ☐ Bond Provided ☐ Cert. of Insurance Provided ☐

_____	_____	_____
Athletic Director	Signature of Principal	Superintendent of Schools

CUSTODIAN'S REPORT (Inspection of the facility after use)

☐ Satisfactory ☐ Unsatisfactory (Complete 1330 Appendix C) _____ (Signature) _____ (Date)

CC: Superintendent's office, Principal's office, Head Custodian, Applicant

Revised July 7, 2021 KK

THOMASTON PUBLIC SCHOOLS
Thomaston, Connecticut

LIABILITY INSURANCE & INDEMNIFICATION
FOR USE OF SCHOOL FACILITIES

A copy of the applicant's insurance policy naming the Town of Thomaston and the Thomaston Board of Education as an additional insurer for the use of school facilities must be on file in the Office of the Business Manager.

In consideration for the use of _____, the _____, through its
School Facility
officers and members, hereby agree to indemnify and save harmless the Thomaston Board of Education and the Town of Thomaston against any and all claims, demands, suits, and judgments including attorney's fees and all costs associated with a suit arising out of the renter's use of said facility.

The_____, shall provide proof of insurance covering the Thomaston
(Name of Organization renting facility)
Board of Education and the Town of Thomaston for such indemnification.

_____
Signature of Person in Charge

THOMASTON PUBLIC SCHOOLS
Thomaston, Connecticut

CUSTODIAN'S REPORT

NAME OF ORGANIZATION: _____

DATE: _____

A check of the facilities of the school after its use reveals the general condition of the building to be:

☐Excellent ☐Good ☐Fair ☐Poor

List specific damage to the building, if any. After inspection I found the following:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

_____ _____
Custodian's Signature Date