

**OLD SAYBROOK SCHOOL DISTRICT
REQUEST FOR
COMMUNITY USE OF SCHOOL
FIELD/SCHOOL FACILITIES**

**Board of Education Policy
Series #1000
Community/Board Operation
Use of School Facilities**

COMMITTEE MEMBERS:

Julie Pendleton	Director of Operations, Facilities & Finance
Michael Cunningham	Athletic Director
Jeff Mauri	Former Athletic Director
Scott Giegerich	Track, Turf, Tennis Project Co-Chair, Selectman
Philip Broadhurst	Track, Turf, Tennis Project Co-Chair, Board of
Education	
Mike Pitruzzello	Community Member
Hillary Sigersmith	Ticks LAX
Tyler Potts	President, Old Saybrook Soccer Club
Vincent Naccardo	President, Old Saybrook Youth Football League
Dave Mitchell	Head Custodian
Brian Peterson	Grounds Keeper
Jonathan Paradise	Asst. Director, Old Saybrook Parks and Recreation
Peter Anderson	President, Touchdown Club

**Series 1000
Community/Board Operation**

USE OF SCHOOL FACILITIES

A. Application Procedures

In accordance with Conn. Gen. Stat. § 10-239, the Board of Education may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board of Education may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board of Education shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

Facility	Application Submitted To
For use of school buildings	Building Principal
For use of athletic fields and facilities	Director of Operations or designee
For use of other school facilities	Director of Operations or designee

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (*e.g.* PTO, Booster Clubs, After Graduation Committees and similar organizations).
3. Town department or agency activities.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.
5. Activities of for-profit organizations operating within the Town.
6. Out-of-town organizations.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.
4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

Category	Fee
1. School-sponsored programs and activities.	No rental fee or associated costs.
2. Activities of school-related organizations (e.g. PTO, Booster Clubs, After Graduation Committees and similar organizations).	No rental fee. Possible staff costs.
3. Town department or agency activities.	Associated costs.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.	Rental fee & Associated costs.
5. Activities of for-profit organizations operating within the Town.	Rental fee and associated costs.
6. Out-of-town organizations.	Rental fee and associated costs.

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel, lighting technician, sound technician, computer technician, or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

Legal References:

- Conn. Gen. Stat. § 10-239
- Conn. Gen. Stat. § 10-215f

Conn. Gen. Stat. § 10-221q
Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Patriotic and National Organizations, 36 U.S.C § 10101 et seq.

ADOPTED : NOVEMBER , 2016

8/3/16

**Series 1000
Community/Board Operation**

**ADMINISTRATIVE REGULATIONS REGARDING
USE OF SCHOOL FACILITIES, GROUNDS AND EQUIPMENT**

A. USE OF SCHOOL BUILDINGS

1. **Required Employees.** As a general rule, the Board of Education requires that a custodian be on duty while facilities are being used by outside groups. Notwithstanding, the administration reserves the right to require that two or more custodians are on duty based on the nature and/or size of the event.
2. **Method of payment for rental fee.** The rental fee check must be made payable to the **Old Saybrook Board of Education** and application should be mailed or delivered to the Board of Education office **where it will be recorded and the check will be deposited into the appropriate town fund.**
3. For rental of **both the cafeteria and gymnasium** facilities for the same function, the total rental fee will depend upon the extent to which the kitchen is required for the event. The combined rental fee will be set by the Director of Operations and will not be less than the rental of the gym alone.
4. **When a police officer is required.** All rentals that include dancing or basketball must have a police officer present. Arrangements for a police officer to be present must be made directly with the Police Department. Any costs associated with police presence are not included in the rental fee. The Chief of Police may also require a police officer on duty at any public performance.
5. **Cancellation notice.** Cancellations, except for those due to inclement weather, must be made at least twenty-four (24) hours before the activity is to be held.
6. **Dances.** No more than one dance per week will be scheduled at any school during the school year.
7. **Damage or Loss of Property.** The organization using the school facilities will be responsible for any damage or loss of school property.
8. **Confirmation of Reservation.** No reservation is definite until the appropriate rental form is completed and approved. Reservations should be made at least one (1) week in advance.
9. **Availability.** The school facilities may be available to an outside group or agency when such does not conflict with a school activity. Due to circumstances beyond

the control of the district, it may be necessary to change the rental date or location of an event due to a conflicting school or community activity.

10. **Auditorium.** No hanging or pinning of props to any stage curtain is allowed. No food or drink is allowed in the auditorium or stage area.

11. **Reservations Requiring The Use of Cafeteria Kitchens.** Whenever an event requires the use of the cafeteria kitchen facilities, a member of the cafeteria staff must be present at the event. (Cost to be paid by group)

***FEE SCHEDULE** (per day for each location, all days including rehearsal and setup days, are charged). Rates are waived for Old Saybrook Schools, Town of Old Saybrook, and Old Saybrook Civic Organizations i.e., Boy Scouts, Cub Scouts, Old Saybrook Soccer Club, PTO's, etc. If, in the determination of the administration, custodians or cafeteria staff members must be present for your event, the charge for the employees' presence will be in addition to the below fees.

Parking Lot – \$50.00

Classroom - \$75.00

HS Library - \$150

KG Library - \$75

MS Auditorium - \$350

HS Auditorium - \$500

KG Cafeteria - \$250

MS Cafeteria - \$350

HS Cafeteria - \$350

KG Gymnasium - \$250

MS Gymnasium - \$350

HS Gymnasium - \$350

KG Field-\$100

MS Library - \$150

B. USE OF ATHLETIC FIELDS AND SPORTS COMPLEX

1. ATHLETIC FIELD AND SPORTS COMPLEX USAGE RULES

a. The following are PROHIBITED on all athletic fields and in the sports complex:

- i. Food, snacks, candy or drinks. (Water is permitted.)
- ii. Sunflower seeds.
- iii. Chewing gum.
- iv. Pets.
- v. Bikes, rollerblades or strollers.
- vi. Motorized vehicles on the field or track without authorization.
- vii. Flammable equipment or heating equipment.
- viii. High heeled shoes.
- ix. Chairs, tents or stages without authorization.
- x. Glass or sharp objects.
- xi. Driving stakes.
- xii. Alcohol.
- xiii. Smoking, tobacco, e-cigarettes or vapor products.

- Spectators must not enter the track or field.
- All trash and debris must be promptly removed after use of the field.
- All materials are to be carried (not dragged) across the field.

2. ATHLETIC FIELDS AND SPORTS COMPLEX USAGE CRITERIA

a. GROUP I: (No Fee)

- Old Saybrook High School programs and sporting activities in season
- Old Saybrook Middle School & Kathleen E. Goodwin programs and activities in season
- Old Saybrook Public Schools activities and events (BoE, Central Office)

- Municipal Use (Parks & Recreation, Youth and Family, Town Hall, Fire Department, Police Department, Public Health, Emergency Services, Public Works etc.)
- b. GROUP II: (No Fee)
- Town Clubs, Teams, and Groups in season for Old Saybrook with 100% Old Saybrook Participants such as Park and Recreation teams
 - **All Group II users will be granted use of fields requested with consideration given to total usage and the ability to maintain fields from over use*
- c. GROUP III: (Seasonal Rate)
- Clubs, Teams and Groups in season with 50% or more Old Saybrook participation
 - Clubs, Teams or Groups in season that provide an exclusive feeder program for clubs and activities that Old Saybrook does not offer (TICKS).
 - **All Group III users will be granted use of fields requested with consideration given to total usage and the ability to maintain fields from over use*
- d. GROUP IV: (Fee Schedule/Seasonal Rate/Non Seasonal Rate per Schedule)
- Clubs, Teams or Groups with less than 50% Old Saybrook participation (Fee Schedule)
 - Out of season sports for any group with 100% participation of Old Saybrook and exclusive feeder programs where there is no other local program in town such as Fall Baseball, Spring Soccer (Seasonal Rate).
 - **All Group IV users will be granted use of fields requested with consideration given to total usage and the ability to maintain fields from over use. Rosters must be submitted for all above groups. Fees are due and payable prior to the event or start date.*

Disclaimer:

- *These rates are subject to change at the discretion of the administration at any time.*
- *Site Supervisors may be assigned to any group at the discretion of the Director of Operations, Athletic Director or Administration when competitions are being held. This cost is included in the seasonal fee along with field preparation. Groups will be billed accordingly if requiring additional equipment or supplies.*

3. ATHLETIC FIELD AND SPORTS COMPLEX FEES FOR GROUP III & IV

Area Requested	Cost for Rental
Press Box	\$75/hr.
Score controller/Mic	\$500 deposit
Synthetic Turf Field	\$500/per 4 hour use
Custodian/ Field Supervisor for	Per Contract: Range: \$36-\$52 per hr.

games on turf when required.	
Line Painting	\$50 for paint – plus labor of Custodian
Grass Field	High School \$350 Middle School \$150 Goodwin \$100
Bathrooms	\$100 plus custodial fee for for cleaning
Concession Stand	\$100 per event
Seasonal Rate In Season Sports	\$1,000 per season 12-15 Uses
Seasonal Rate Non Season Sports	\$750 (six uses or less) \$1000 (more than six)
Track/Tennis courts	\$150 per event

MAKE CHECKS PAYABLE TO: Old Saybrook Board of Education

*Minimum Amount of Insurance required at Licensee Expense:

General Liability, Fire and extended coverage:	\$1,000,000
Third Party property damage	\$500,000
Third party personal injury, per person	\$500,000
Third party personal injury, per accident	\$1,000,000

Legal References:

Conn. Gen. Stat. § 10-239
 Conn. Gen. Stat. § 10-215f
 Conn. Gen. Stat. § 10-221q
 Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
 Patriotic and National Organizations, 36 U.S.C § 10101 et seq.

ADOPTED: NOVEMBER , 2016

Community/Board Operation

**ADMINISTRATIVE REGULATIONS REGARDING
USE OF SCHOOL FACILITIES**

**OLD SAYBROOK PUBLIC SCHOOLS
APPLICATION FOR USE OF SCHOOL BUILDING FACILITIES**

Kathleen E. Goodwin School Old Saybrook Middle School Old Saybrook High School

Organization Reserving Space: _____

Type of Activity: _____

Person Making Reservation: _____ **Telephone:** _____

Mailing Address: _____

Space Reserved: _____

Special Arrangements: _____

% of Old Saybrook Members: _____

Date(s) Reserved: _____

Time Reserved: _____ **Number Attending:** _____ **Adult/student ratio:** _____

Date Submitted: _____ **Signature of Responsible Person** _____

PLEASE NOTE: Person(s) signing this application will be held responsible for any damage or breakage to school property or equipment during the hours in which permission is granted.

Reservations may be canceled by school authorities for school activities or for other reasons at any time. Whenever school is canceled due to weather conditions, all activities are automatically canceled.

The Old Saybrook School system requires a Certificate of Insurance with proof of Liability coverage. This applies to organizations that are not school or town related. The Board of Education requires \$1,000,000 liability insurance, and the Old Saybrook Board of Education be named as an additional insured. All outside groups must have a completed waiver form for each participant. Please include a copy of this information when submitting reservation and applicable fees. Rental fee is payable to: "Old Saybrook Board of Education" at the time the reservation

\$ _____ is approved

Supervision Required: _____ **Type of Supervision:** _____

Approved by: _____ **Date:** _____

- | | | |
|--|---|---|
| <input type="checkbox"/> Athletic Director | <input type="checkbox"/> Head Custodian | <input type="checkbox"/> Technology Department |
| <input type="checkbox"/> Associate Principal | <input type="checkbox"/> Library | <input type="checkbox"/> Person Making Reservations |
| <input type="checkbox"/> Dir. Operation/Facilities/Finance | <input type="checkbox"/> Lighting/Sound | <input type="checkbox"/> Principal |
| <input type="checkbox"/> Food Services Director | <input type="checkbox"/> Music Department | <input type="checkbox"/> Teacher-Room |

*Smoking in School Facilities Policy
Smoking, or other use of tobacco products, is prohibited at any time in any school building
or on any school property.*

**ADMINISTRATIVE REGULATIONS REGARDING
USE OF SCHOOL FACILITIES**

**OLD SAYBROOK PUBLIC SCHOOLS
APPLICATION FOR USE OF ATHLETIC FIELDS AND/OR SPORTS COMPLEX
FOR ALL SPORTS FACILITY REQUESTS**

Date of Application: _____

Name and Address of Organization: _____

Group: _____
(I, II, III, IV) _____

Phone Number: _____ E-mail Address: _____

Name of Supervisor, Coach, Director: _____

(person responsible for supervision)

Supervisor Phone Number:
Home: _____ Cell: _____ E-mail: _____

Date(s) requested for Sports Facility use: _____

Requested hours of use: From: _____ AM/PM To: _____ AM/PM

What sports facility are you requesting to use: _____

What type of activity are you requesting to use the facility for? _____

Will you need access to any of the other surrounding fields or grounds? (If you are requesting additional use of school facilities such as cafeteria, bathrooms, you will need to fill out a separate Facility Use Agreement for that area). _____

Estimated Attendance: _____ Are you charging admission? Yes No Amount charged? _____

Please check off the following items that you will need during your event(s):

Score Controller Press Box Microphone Bathroom Concession

List any other special needs for your event (lines painted, benches, tables, etc.) : _____

In the event of severe or inclement weather, the Old Saybrook School District is not responsible to relocate user groups inside school buildings unless the use of indoor gym space is part of the signed agreement. There are buildings on the grounds, but are used for storage and concession purposes only.

I understand and agree that by signing below, I agree to hold the Old Saybrook Board of Education and the Town of Old Saybrook harmless from liability for damages to persons or property except those resulting from negligence of the Board or the Town. I understand and agree that I must sign and return the enclosed Indemnification and Release Form in order to use Board of Education facilities or fields.

I understand and agree that it is my responsibility to inform the Director of Operations, Facilities and Finance if my event is expected to draw a large crowd (over 200 spectators) so the Athletic Director and Site Supervisor may plan accordingly.

I understand that all the above information will be processed by the Director of Operations, Facilities and Finance and I will then be sent a Usage and Cost Agreement Form, and License Agreement. I agree to review these forms, and if I choose to proceed with using Board of Education facilities or fields, to sign the forms and promptly send them back to the Director of Operations, Facilities and Finance, along with a check for the amount stated in the cost agreement. Additionally, I understand and acknowledge that I am required to furnish proof of insurance* (requirements below) naming the Old Saybrook Board of Education and the Town of Old Saybrook as additional insureds. If you are a "Not for Profit," you will need to submit a copy of your tax exemption paperwork.

Applicant/Supervisor's signature (adult over 21)

I have given accurate answers and information above and will follow the guidelines stated in the sports facility agreements and facility protocol forms. If any of the information changes before I use the sports facility, I will contact the Athletic Director to inform him of these changes. I assume full responsibility for fees incurred or damages sustained.

**LICENSE FOR OLD SAYBROOK BOARD OF EDUCATION
ATHLETIC FIELD AND SPORTS COMPLEX USAGE**

This License to use the Old Saybrook High School/Middle School Sports Complex Field Usage is issued by the Old Saybrook Public School to the Licensee named below for the purpose specified upon the terms and conditions set forth below and the general provisions. By the execution of this license, the Licensee agrees to comply with all of the terms, conditions, and general provisions.

Activity Area: _____

Dates of License Period: _____

Purpose of Use: _____

Usage Fee: _____

Licensor: _____

Representative: _____

Licensee: _____

Representative: _____

ATHLETIC FIELD/SPORTS COMPLEX USAGE LICENSE AGREEMENT

- A. The License is effective for only the period stated in the agreement.
- B. The License is good for only the location specified in the agreement.
- C. The License is not assignable or transferable by the Licensee.
- D. The Licensee, at its own cost and expense shall protect, maintain and keep in good order, the premises or facilities in the agreement.
- E. No additions to, or alterations of the premises or facilities shall be made without the prior consent of the Licensor.
- F. The Licensee shall be liable for any loss of, or damage to the premises or facilities incurred as a result of its use and shall make such restoration or repair, or monetary compensation as may be directed by the Licensor.
- G. Licensee's failure to clean up the premises after use could result in denial of use in the future.

Licensee

Date

Julie Pendleton, Dir. Operations, Facilities, & Finance

Date

**Series 1000
Community/Board Operation**

**ADMINISTRATIVE REGULATIONS REGARDING
USE OF SCHOOL FACILITIES**

INDEMNIFICATION AND RELEASE

This form is valid for a period of one calendar year from the date signed for each application of usage which is made.

In consideration of the permission granted to it by the Old Saybrook Board of Education to use the school building, grounds, facilities, and/or equipment, the undersigned does hereby indemnify and hold harmless the Old Saybrook Board of Education and the Town of Old Saybrook, their employees, agents, contractors and assigns against any and all loss or expense, including attorneys' fees, court costs, damages, liability and any other amounts for any and all bodily injuries, including death, and/or for any and all property damage sustained accidentally or otherwise sustained by any person arising out of or connected with the undersigned's use of the school building, grounds, facilities, and/or equipment.

The undersigned further waives the right to initiate and/or pursue in any manner any and all lawsuits and any other claims in any forum against the Old Saybrook Board of Education or the Town of Old Saybrook, its individual Board members, officers, employees, agents, contractors and assigns for any injury or harm connected to the undersigned's use of the Board's facilities, including but not limited to claims for negligent acts or omissions and/or claims for death and/or serious bodily injury and/or claims for property damage.

The undersigned assumes responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the buildings, grounds, facilities, and/or equipment.

The undersigned has read and agrees to abide by the terms of the Old Saybrook Board of Education policies pertaining to use of Board buildings, grounds, facilities, and/or equipment.

IN WITNESS WHEREOF, I hereunto set my hand this _____ day of _____, 20__.

SAMPLE LETTER

April 4, 2016

**John Smith
305-1 Ferry Road
Old Lyme, CT 06371**

Dear Mr. Smith,

Your request to use the Old Saybrook Middle School Baseball Fields on April 26th, May 24, 25, 26, June 8, 9, 15, 16, July 4, 5, 6, July 21. 22, August 2, 3, for Baseball Tournaments, has been approved. Your organization will be charged:

- **Usage Fees - \$1,000**
- **Score Controller Deposit \$500. (refundable).**
- **Site Supervisor Fee of \$40 per hour for the time you are here prior to the game and for clean up and securing of all property after the completions.**

Approval of the Old Saybrook High School/ Old Saybrook Middle School & Kathleen E. Goodwin Sport Complex Facilities use is conditional upon your organization signing the enclosed “License for Use of Old Saybrook High School/Middle School Complex Sport Facilities” and returning it to the Director of Operations, Facilities & Finance.

You may also send it by email to: jpendleton@oldsaybrookschoools.org or via fax to (860) 395-3162 to the attention of Julie Pendleton.

Upon the approval for use, the copy of the license will be returned to you. This license must be with you on the day of your requested facility usage.

Sincerely,

Old Saybrook, CT 06475

Encl: (1) License