

Series 1000
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** _____

US Mailing Address: _____

Email 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.*

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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__.

Signature

Printed Name

**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