

**Series 1000  
Community/Board Operation**

**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. \*\*\*SIGNATURE REQUIRED ON REVERSE\*\*\**

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.*

**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\_\_.

\_\_\_\_\_  
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