

Business/Non-Instructional Operations

Facilities Use

1. It shall be the policy of the Orange Board of Education to encourage the community use of school buildings when such use is in the public interest, does not unreasonably conflict with school activities, does not incur additional unreasonable net expense and/or liability to the taxpayer, and is not detrimental to the purposes of the schools. The monetary investment in the school facilities justifies their fullest use.
2. The Orange Board of Education believes that access to school facilities should be based upon a system of prioritization wherein school related programs and activities receive top priority, with the exception of official town business, i.e. elections and town meetings.
3. The use of school buildings, grounds, equipment and facilities will be authorized by the Business Administrator or his/her designee in conformity with the regulations to be developed by the Superintendent.
 - a. School facilities, when not in regular use, will be available for community use at such rates and under such conditions as may be established by the Orange Board of Education.
 - b. All school sponsored activities including but not limited to adult education, summer school, athletic events and practices, dramatic events, musical events, class events, graduation ceremony and other school sponsored activities shall have preference over activities sponsored by non-school organizations.

Policy adopted: May 9, 2011

Business/Non-Instructional Operations

Facilities Use

1. The use of school buildings, grounds, equipment and facilities shall be governed by the following specific regulations.
 - a. To ensure the fairest distribution of school facilities among organizations, request for use of facilities should be made as far in advance, with a ***three (3) week minimum notice required when possible***. All requests for the use of any facility shall be presented to the Business Administrator or his/her designee on a Request for Use of School Facilities form available at the District Offices or on our website (www.oess.org).
 - b. Persons attending any functions must confine themselves to the areas assigned for their use.
 - c. Smoking is prohibited in any area within the school building or outside of the school building on school property.
 - d. No guns or weapons of any kind may be brought onto school grounds. Illegal activities will not be tolerated and any violation may justify permanent restriction of the organization involved.
 - e. No motorized vehicles, or vehicles with wheels including but not limited to bicycles, roller skates, roller blades or skate boards or footwear that might cause damage are permitted in school buildings, or on lawns.
 - f. No dogs or other pets are permitted in school buildings or on school grounds. Exceptions: Those needed for educational purposes and those needed by handicapped individuals.
 - g. Barbecue grills, lighted candles or any other flammables are not permitted in school buildings or on school grounds. Barbecue grills may be used on school grounds with special permission and under controlled conditions. No glass bottles containing beverages may be sold or used.
 - h. The sponsoring adult shall not leave the property until all persons under his/her supervision have departed.
 - i. School furniture and equipment:
 - (1) No school owned electronic equipment (TVs, VCRs, digital cameras, tape recorders, computers, laptops, Smartboards, etc.) may be used by outside users of school facilities without special permission.

(2) Furniture and equipment may not be used or lent to anyone who has not contracted to use school facilities, except to Town agencies or committees without the approval of the Business Administrator or his/her designee.

Kitchen equipment may not be moved.

(4) All furniture and equipment must be returned to its accustomed place immediately after the activity, in the condition in which it was found. Users will be required to pay for repair or replacement due to damage.

(5) Approved users wishing to borrow furniture or equipment from one school, to be used in another, must obtain the permission of the Principal of the school making the loan; all items must be returned to their original place in the school before 8:00 a.m. the next school day. Users must make arrangements to have items carried in and placed where they belong.

j. Sale, use or possession of alcoholic beverages, unauthorized controlled substances, or tobacco or tobacco products is prohibited inside the school building or on school property.

k. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages shall not be permitted.

l. Advertising, decorations or other materials that promote the event or activity must be non-combustible, treated in accordance with the fire code, and approved in advance by the Principal.

m. The utilizing organization must agree to assume financial responsibility for accidents or injuries to members or guests, whether or not they are invited. The liability insurance carried by the Orange Board of Education protects the interests of the Board and its employees but not those who utilize the school facilities. The utilizing organization is required to pay for and furnish a Certificate of Liability Insurance specifying a *minimum* coverage of \$1,000,000 bodily injury and property damage and naming the Orange Board of Education as the insured. The Certificate of Liability Insurance should be attached to the Request for Use of School Facilities form. This requirement may be waived by the Superintendent of Schools for school groups and town agencies and committees. The Certificate of Liability Insurance must have a cancellation clause in which the insurer will endeavor to mail thirty (30) days written notice to the certificate holder, who shall be Orange Board of Education. The address shall be Orange Board of Education, 637 Orange Center Road, Orange, CT 06477. ***The utilizing organization may not use the facilities until the Certificate of Liability Insurance has been received by the Business Administrator.***

n. The utilizing organization must also agree to assume financial responsibility for all damage, destruction or loss of school property occurring while the building is being used by them. A deposit may be required prior to the event.

- o. The utilizing organization is responsible for a cleanup after the event or activity or a fee will be assessed for a custodian(s) to cleanup. The custodian(s) assigned to the event will check out the facilities before and after the event to insure that school buildings and grounds are left in the same condition as found.
 - p. The utilizing organization is responsible for the cost for a security monitor to oversee the entering and exiting of all attendees and the behavior of all persons in attendance at the activity. The custodian(s) on duty will not serve as a security monitor. If, in the judgment of the Business Administrator or Director of Facilities, police supervision is warranted, the cost of the police supervision shall be paid by the utilizing organization.
 - q. The utilizing organization shall be responsible for paying for a fire watch if it is deemed necessary by the Business Administrator in consultation with the Fire Marshall.
 - r. Refreshments may be served only by prior arrangement and consumed in areas designated by the Principal.
 - s. No parking is permitted in the fire lanes adjacent to the sidewalks and driveway entrances to the school.
 - t. Users must comply with all administrative regulations governing the use of school facilities. Non-compliance may result in revocation of privileges.
 - u. Requests for use of Orange Public Schools facilities, including buildings, grounds and equipment, may be denied if and when there are any outstanding balances for a prior activity or event or failure to pay all fees and charges to the school district in a timely manner.
 - v. Custodial services shall include normal cleaning of floors and property used, setting up and breaking down chairs and tables, and handling heating, lighting and ventilation.
2. The use of the gymnasium for athletics shall be governed by the following additional rules:
- a. Rubber soled shoes, of a type that does not mark the floor, will be used by everyone participating in athletics. Shoes worn outside (street shoes) may not be used on the gymnasium floor.
 - b. Heat, ventilation, lights and adjustment of moveable equipment are to be regulated only by the custodian or school maintenance personnel.
 - c. Athletic equipment belonging to the school or to school organizations may not be removed from the gymnasium without permission of the Principal.
 - d. No food or beverage is permitted in the gymnasium.

3. The use of the stage shall be governed by the following additional rules:
 - a. Stage properties belonging to the school or to school organizations may not be used or moved without special permission.
 - b. Storage of stage properties belonging to others is the responsibility of the renting organization and is to be done only under the direction of the custodian. All such stage properties and other material used, not belonging to the school, must be removed before 8:00 a.m. on the next school day. If the properties are not removed in a timely manner, the school authority may direct the disposal of the stage properties without the consent of the utilizing organization. The utilizing organization must agree that it shall have no legal recourse against Orange Board of Education or its employees for the disposal of the stage properties, if the stage properties are not removed by the utilizing organization before 8:00 a.m. on the next school day after their last scheduled use. Any related removal fees incurred by the school district will be the responsibility of the utilizing organization.
 - c. Pianos, audio-visual, public address and other special equipment may be used only by special arrangement with the Principal.
 - d. No food or beverage is permitted.
4. The use of classrooms, library/media center, or cafeteria shall be governed by the following additional rules:
 - a. Furniture may be moved only by the custodian or under his/her direction.
 - b. The furniture must be put back in place under the direction of the custodian.
 - c. Kitchen facilities, may be used only by special arrangement with the Principal. The utilizing organization must pay for the cafeteria manager or worker to be present during the entire time in which the kitchen facilities are being used and cleaned for the next school day.
 - d. Use of equipment is subject to special arrangement and any fees established by the Orange Board of Education.
 - e. No food or beverage is permitted in the library/media center.
5. The use of fields shall be governed by the following additional rules:
 - a. Refreshments may be served only by prior arrangement with, and agreement of, the Principal.
6. The following classification of organization and activities will determine facilities preference:

SCHOOL GROUPS shall have preference in the use of the facilities.

- (1) Parent, teacher organizations from Orange receive two free events of their choice per year and then are responsible for 50% of every other event charge.
- (2) Other approved groups sponsoring events to raise funds for school activities when such funds are deposited directly to the account of the school activity and administrated by proper school authorities.

ORANGE PARK AND RECREATION DEPARTMENTS: The Orange Board of Education and the Orange Park and Recreation Department have had a collaborative arrangement whereby the use of the town and school fields are shared, as reasonably available, without any charges or fees, except for the necessary custodial overtime costs related to the activity or event. This arrangement shall continue with the mutual agreement of the parties. Custodial charges are set forth and specified in the collective bargaining agreement.

TOWN AGENCIES AND COMMITTEES shall have preference in the use of the facilities when it is not being used by a school group. There will be no charge to the town agency or committee provided the activity is held during regularly scheduled custodial hours and no set-up or take down is required. A \$40 charge will be incurred for set-up and take down during regularly scheduled custodial hours. (i.e. Monday through Friday, except holidays). Events held outside the regularly scheduled custodial hours will be paid as set forth and specified in the custodian collective bargaining agreement. Custodial charges may be waived if and when custodians have already been assigned for other purposes during the event or activity and no additional work (e.g., set-up; take-down; clean-up; etc.) is required as a result of the activity.

COMMUNITY AND CIVIC NON-PROFIT ORGANIZATIONS shall have preference in the use of the facilities when it is not being used by a school group; Orange Park and Recreation department; or town agencies or committees. Other non-profit organizations which can demonstrate that the use of facilities is a primary benefit to the town may also use the facilities, if available.

Community and civic non-profit organizations shall include Rotary, Lions Club, Historical Society, Garden Club, religious groups, and similar types of organizations. Possible determining factors could be a group's non-tax status; use of any funds raised by the group primarily for the benefit of residents in ""Orange".

When no admission or fee is charged, community and civic non-profit organizations will be charged a custodial fee of \$40 for set-up and take down provided the activity is held during regularly scheduled custodial hours (i.e., Monday through Friday, except holidays). Fees for custodians for events held outside the regularly scheduled custodial hours will be paid as set forth in the custodian's collective bargaining agreement.

Should individuals request to use the facilities to, for example, play “pick-up” basketball games, the person requesting the use must provide a Certificate of Insurance valued at \$1,000,000 listing each participant and naming the Board of Education as the Certificate Holder. Persons not listed on the Certificate may not participate. A refundable deposit of \$100 will be charged for all for-profit and out-of-town organizations unless they are approved prior to the adoption of this policy by the Board of Education.

Extra charges will apply to for-profit organizations and organizations that are based outside of the town of Orange. The use of classrooms will be at the discretion of the Business Administrator or his/her designee.

Extra Charges

Athletic Fields	\$400
Gymnasium	\$200
Library / Media Center	\$100
Cafeteria	\$150
Kitchen	\$150
Classroom: First	\$ 35
Classroom: Each Additional	\$ 20

Surcharge of \$125 is required if event:

- Creates significant wear and tear
- Raises funds via admission charges or contributions, sale of merchandise, raffles, door prizes, etc.
- Uses vendors' or exhibitors' booths
- Uses two *major* facilities (gymnasium, cafeteria, auditorium, 6+ classrooms)
- Involves more than 300 participants or attendees

Other Fees:

- Fees, as reflected in the current contract for services, will also be charged for excess garbage collection. Custodians and kitchen workers will be paid according to current fee schedule, as set forth in their respective collective bargaining agreement.

- If an organization requests to use the facilities on a regular basis, e.g. weekly, the Board of Education will establish the facilities usage fee.

e. The estimated rental fee for a one-time event or activity is required to be paid a ***minimum of five (5) business days before the event or activity.***

f. The estimated rental fee for a multiple event or activity (e.g., outside organization that has never used the facilities before) shall be billed in the following manner:

(1) The full amount of the estimated rental fee for all the events or activities scheduled for the first month must be paid a ***minimum of five (5) business days before the first event or activity;***

(2) The full amount of the estimated rental fee for all the events or activities scheduled for the succeeding month(s) must be paid a ***minimum of five (5) business days before the start of the month in which the events or activities will take place.***

(3) The Business Administrator will determine what additional charges, if any, are owed.

g. The Business Administrator or his/her designee shall determine the classification of each group and related fees. The utilizing organization agrees to the classification and related fees by signing the Request for Use of School Facilities form.

7. The fee schedule will be reviewed on an annual basis by the Business Administrator who will provide a list of recommended changes to the Superintendent of Schools. Upon the approval of the Superintendent of Schools, the recommended changes will be brought to the Orange Board of Education for consideration. No fees may be increased without the approval of the Orange Board of Education.

8. The process of formally requesting the use of school facilities is, as follows:

a. A person seeking the use of school facilities may obtain a Request for Use of Facilities form on our website (www.oess.org) or at the district offices.

b. The completed *original* Request for Use of Facilities form should be submitted to the Business Administrator or his/her designee. It must be accompanied by a Certificate of Liability Insurance for a *minimum* of \$1,000,000, naming Orange Board of Education as the Certificate Holder.

c. The Business Administrator or his/her designee shall determine if the school facility is available on the requested date(s) for the particular event or activity.

If not, the Business Administrator or his/her designee shall notify the group or organization's contact person that the school facility is not available.

d. The Director of Facilities shall have the authority to determine that an athletic field is not in a suitable condition or the event or activity would likely cause damage beyond normal wear and tear. If the Director of Facilities makes this determination, the Request for Use of Facilities should be denied.

e. The Director of Facilities is responsible for the overall use of the facilities while the school is not in session, and in this regard, in consultation with the Business Administrator, should determine whether or not the event or activity will interfere with other activities already scheduled (e.g., parking requirements; available custodial staff for set-up, take-down and clean-up activities) or be detrimental to the buildings, grounds, equipment and facilities. In that case, the Business Administrator may reject the request.

f. If the Director of Facilities is satisfied that the event or activity on the particular date(s) is an acceptable use of the facilities under the conditions set forth in the Board's Policy and meets all applicable administrative regulations, the Business Administrator or his/her designee may sign the form. If not, the Business Administrator or his/her designee shall notify the group or organization's contact person that the school facilities, as requested, are not available. If the form is signed by the Business Administrator or his/her designee, the completed *original* Request for Use of Facilities form should be attached to the Certificate of Liability Insurance.

g. The Director of Facilities should notify the police and fire departments of events with 100 or more attendees. The Director of Facilities should then notify the Business Administrator if and when there will be charges for police and/or fire watch. These charges will be paid by the group or organization directly to the Police and Fire Department,.

h. The Director of Facilities or his/her designee will assign a custodian(s), as set forth in the collective bargaining agreement.

i. The Business Administrator or his/her designee will:

- Verify the necessary Certificate of Liability Insurance
- Calculate the estimated rental fee/prepare invoice for contact person

ü Verify the required payment is made at least five (5) business days prior to the event or activity. If not, notify the school that the event or activity is *not* to take place.

- Notify the Principal and Director of Facilities the event or activity is approved by sending a copy of the completed Request for Use of Facilities form.

- Notify the group or organization by sending the contact person a completed Request for Use of Facilities form. A copy of the Board policy is located on the district webpage (www.oess.org).

j. Calculate the total rental fee, deduct any deposit payment, and send an invoice for the remaining amount, if any, to the contact person. The Business Administrator will reimburse the group or organization by check for any overpayment.

k. The Business Administrator will deposit the payment of the rental fee. If the remaining amount is not received within ten (10) business days from the date of the invoice, a reminder notice will be sent to the contact person. If payment is not received within thirty days (30) business days for the date of the reminder notice, the Business Administrator will send a letter to the group putting them on notice that they will not be able to use the school facilities for any purpose until full payment is made of all past due claims. An additional administrative charge of \$25 shall be added to the remaining amount for each month in which the payment is overdue.

l. The custodian on-duty during the event or activity should notify the Principal or Director of Facilities if and when there are any problems relating to the event or activity (e.g., damaged or stolen school property; failure to comply with Board policy and/or administrative rules). The Director of Facilities will then notify the Business Administrator.

9. Religious Education

The Orange Board of Education believes that the public school buildings may be used temporarily for purposes of religious education, providing that the following is adhered to:

1. The schools' regular education program is not impaired.
2. The use is only in evenings, or on Saturdays or Sundays.
3. No religious organization receives a preference or advantage in this use over any other religion or non-religious organization.
4. The Board will be compensated for such use at rates to be determined by the Orange Board of Education.
5. It must be an Orange resident who signs as the sponsor of the activity.
6. A Certificate of Insurance is furnished with Orange Board of Education as co-insured.

Legal Reference: Connecticut General Statutes

[10-239 Use of School Facilities for Other Purposes](#)

Equal Access Act, 20 U.S.C. ss 4071-4074

Regulation approved: May 9, 2011

ORANGE PUBLIC SCHOOLS

REQUEST FOR USE OF SCHOOL FACILITIES

The (name of organization) _____ requests permission to use Orange Public School facilities, as noted below, under the Orange Board of Education's policies and administrative procedures. A copy of the Board's Policy and Regulations has been provided. The organization's status is:

___ For-Profit ___ Non-Profit ___ Not-for-Profit

Contact Person: _____ Title: _____

Address: _____

Business Phone: _____ Home Phone: _____ Cell Phone: _____

School Location: _____ for the purpose of _____

on (date or dates) _____
_____ from _____ a.m./p.m. to _____ a.m./p.m.

Admission Charge \$ _____ Refreshments: YES ___ NO ___

If refreshments served, provide brief description: _____

Will fees, contributions, donations or other money be collected? YES ___ NO ___

It is anticipated that approximately _____ adults and _____ children will attend.

Will set-up be required? YES ___ NO ___ Requirements: _____

Please check off below the requirements for the event or activity:

___ Fields

___ Art Room

___ Gymnasium

___ Library / Media Center

___ Music Room

___ Cafeteria

___ Kitchen

___ Classroom(s)

___ How many classrooms?

_____ Police (when attendance is 100 or more)

_____ Set-up Requirements (please specify)_____

_____ Other Requirements (please specify)_____

In making this application, we hereby agree to comply strictly with the policies, rules and regulations of the Orange Board of Education and to be responsible for any damage to or loss of school property arising from our occupancy of any portion of the buildings or grounds. We understand that the event or activity can only approved by the Business Administrator and/or his/her designee. Also, all charges and fees must be paid as described in the Board's Policy and Regulations, and a Certificate of Liability Insurance must be submitted with this form.

Date _____ Signature _____ Title _____

Authorized Agent of Organization

Date _____ Signature _____ Title _____

Principal

Date _____ Signature _____ Title _____

Business Administrator

Date _____ Signature _____ Title _____

Director of Facilities

ORANGE BOARD OF EDUCATION

USE OF SCHOOL FACILITES

[Contact Person]

Date

Issued: _____

[Name of Organization]

[Address of Contact Person]

Re: Use of School Facilities

Dear [Contact Person]:

Enclosed please find a copy of your Request for Use of School Facilities, which has been signed off by the Principal or designee, Business Administrator or designee (if applicable), and Director of Facilities or designee.

As prescribed in the Board Policy, a Certificate of Insurance was submitted along with your Request for Use of school Facilities.

We are not in receipt of your Certificate of Insurance and your event can not take place until it is received. **Please forward Certificate of Insurance immediately upon receipt of this letter.**

Please send a check payable to “Orange Board of Education” for the amount of the Total Payment Due upon receipt of invoice to Business Administrator, Orange Board of Education, 637 Orange Center Road, Orange, CT 06477-2432.

If you have any questions, please contact Cindy Maltais, Building Use Coordinator, at cmaltais@orange-ed.org.

Sincerely,

Kevin McNabola

Business Administrator

Orange Board of Education

637 Orange Center Road

Orange, CT 06477

Phone: (203) 891-8020 Ext. 206

Email: kmcnabola@orange-ed.org

Enclosure

cc: Principal

Director of Facilities

File

ORANGE BOARD OF EDUCATION

USE OF SCHOOL FACILITES

RELEASE FORM

[Contact Person]

Date Issued: _____

[Name of Organization]

[Address of Contact Person]

The abovementioned group or organization held an event or activity at:

School Location: _____ for the purpose of

On (date) _____ from _____ a.m./p.m. to _____ a.m./p.m.

Completed by Custodian on-duty:

_____ Set-up required _____ Number of custodians _____ Estimated Time

_____ Take-down required _____ Number of custodians _____ Estimated Time

Start of event: _____ a.m./p.m. End of event: _____ a.m./p.m.

Approximate number of attendees: Adults: _____ Children: _____

Additional duties performed: _____

_____ Estimated Time: _____

Indicate any known damage or loss of school property. If none, write "NONE". ***The abovementioned group or organization remains responsible for any damage or loss of school property related to the event or activity.***

Date _____ Signature _____ Title _____

Custodian on-duty

By signing below, I fully agree with the information above:

Date _____ Signature _____ Title _____

Authorized Agent of Organization

RELEASE form should be sent to the attention of the Business Administrator.