

Business/Non-Instructional Operations

Community Use of School Facilities

The Board of Education recognizes that the school, building and grounds, is a community center and a valuable public resource. The Board is committed to making these facilities available to the community as much as possible under proper and appropriate conditions when such use does not conflict with school activities and functions. The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities.

Any use of the school building and grounds by recognized community groups or organizations must be approved by the Superintendent of Schools.

The Superintendent of Schools is authorized to use his/her discretion in approving or disapproving applications under this policy. The decision of the Superintendent may be appealed to the Board of Education.

School facilities will be allocated according to the following priorities with all possible efforts to adjust schedules for mutual convenience and maximum usage.

1. School functions under the direction of the Principal and/or teachers. **(Group 1)**
2. Meetings and programs sponsored by the Board of Education, Board of Selectman, Recreation Commission, PTO or other town governmental or non-profit agencies. (Non-profit agencies, recognized youth groups, scouts, athletic organizations, 4H groups, etc.) **(Group 2 and 3)**
3. Other non-profit community groups composed of local residents. **(Group 3)**
4. Out-of-town groups that benefit North Haven residents. **(Group 4)**

User Groups, Priority of Use Order, Rental Fee Status

Priority use of school facilities will be given to those groups /organizations that primarily benefit North Haven youth. The classification of user groups and priority use order shall be as follows:

Group 1: School functions under the direction of the Principal and/or teachers: (Priority Users 1)

This group of users includes North Haven Public Schools' student groups, North Haven Public Schools' staff, school-related groups and school-related fundraising activities of students and staff and other school-related student associations. Rental fees for this group are waived for activities scheduled.

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User Groups, Priority of Use Order, Rental Fee Status (continued)

Group 2: Town of North Haven Departments, Town Government and Parent Organizations or other town governmental or not-for-profit agencies: (Priority Users 2)

This group of users includes the sports activities and camps sponsored by the North Haven Recreation Department, and such Town of North Haven activities intended for participants under the age of 18 (or where the participants are eligible for exception to age 21). Additionally, this user group includes Parent Teacher Organizations (PTO's), Town government activities, e.g., Board of Selectmen meetings, Board of Finance meetings, etc. This group of users also includes recognized youth support teams such as little league and local youth groups such as Boy Scouts and Girl Scouts whose activities are intended for participants under the age of 18 (or where the participants are eligible for exception to age 21). Rental fees for this group are waived for activities scheduled during a time when the school facility is normally open and staffed for normal custodial services and discounted when activities are scheduled during a time when the school facility is not open and staffed such as on a weekend or non-school day. Rental fees for this group are also waived for furniture and equipment rental.

Group 3: Non-profit Community Organizations and Use for Charitable Purposes: (Priority Users 3)

Also included in this group are North Haven community service clubs/organizations, senior citizens groups, and North Haven church organizations. Rental fees for this group are waived for activities scheduled during a time when the school facility is normally open and staffed for normal custodial services. They are charged when activities are scheduled during a time when the school facility is not open and staffed, such as on a week-end or non-school day.

Group 4: Commercial and For-Profit Organizations: (Priority Users 4)

This group of users includes commercial groups organized for the purpose of providing an event or activity to make a profit however they benefit North Haven residents. These users do not have charitable organization status and may charge an admission fee to an event. Rental fees for this group are always charged regardless of the time of day or year the event is scheduled.

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Community Use of School Facilities (continued)

Applications for the use of school facilities and grounds must be made in writing and submitted to central office at least three (3) weeks before the date of intended use. Agencies using the school on a long term basis must submit applications annually.

A custodian must be present when the school building is being used to insure building security, proper maintenance, and to see that it is used appropriately and left in proper order. Any group or organization may be required to pay any or all maintenance costs, including the hourly rate for custodial services when and if a custodian time extends beyond regular employment hours.

Any group or organization using the school building, grounds, or equipment, is responsible for providing certificate of insurance and must assume the cost of all damages to any school property.

School grounds shall not be available for use after sundown except by permission of central office.

The possession or consumption of alcoholic beverages and/or illicit drugs on school grounds or property is prohibited.

Parking is restricted to designated parking areas. Parking is prohibited on all grass areas, playgrounds, and those areas designated for emergency vehicles.

A fee schedule shall be updated and voted on by the Board annually, prior to the beginning of the school year.

Legal Reference: Connecticut General Statutes
 10-239 Use of school facilities for other purposes
 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: June 9, 2015

NORTH HAVEN PUBLIC SCHOOLS
 North Haven, Connecticut

2015-2016 Building Rental Fees Schedule

User Groups 1-3

Areas Requested	Elementary Schools	Middle School	High School
Auditorium		\$100.00	
Library/Media	\$19.00	\$19.00	\$19.00
Large Group Room	\$26.00	\$26.00	\$26.00
Use of Showers		\$26.00	\$26.00
One Classroom	\$19.00	\$19.00	\$19.00
Each additional classroom	\$ 8.00	\$ 8.00	\$ 8.00
Gym	\$32.00	\$51.00	\$51.00
Cafeteria	\$29.00	\$32.00	\$51.00
Cafeteria with Kitchen	\$53.00	\$58.00	\$69.00
Cafeteria with Gym no kitchen	\$51.00	\$64.00	\$82.00
Cafeteria with Gym and kitchen	\$96.00	\$128.00	\$162.00

User Group 4

Areas Requested	Elementary Schools	Middle School	High School
Auditorium		\$250.00	\$500.00
Library/Media	\$100.00	\$100.00	\$100.00
Large Group Room	\$100.00	\$100.00	\$100.00
One Classroom	\$50.00	\$50.00	\$50.00
Each additional classroom	\$25.00	\$25.00	\$25.00
Gym	\$150.00	\$200.00	\$200.00
Cafeteria	\$150.00	\$150.00	\$200.00
Cafeteria with Kitchen	\$200.00	\$200.00	\$250.00
Cafeteria with Gym no kitchen	\$200.00	\$200.00	\$250.00
Cafeteria with Gym and kitchen	\$250.00	\$250.00	\$300.00

Athletic Fields

Location	
Elementary school field	\$100.00
Middle School Fields	\$150.00
High School – Athletic Complex Fields	\$300.00

Location	
Elementary school field	\$200.00
Middle School Fields	\$300.00
High School – Athletic Complex Fields	\$500.00

Maintenance and Other Fees:

In addition to the above rental fees, there is an additional fee only for events scheduled outside the normal working hours, Saturday, Sunday, holidays and summer evenings for custodian time. In addition if the use of the kitchen equipment is required an additional fee for a cafeteria representative is required. (Fees subject to change based on actual rates of custodians pay upon completion of the contract.)

School Building	Regular Time/hr.	Saturday O.T. (1.5)/hr.	Sunday O.T. (2.0)/hr.
Elementary and Secondary Schools	\$26.50	\$39.50	\$53.00
Trades	\$31.50	\$47.00	\$63.00
Grounds	\$24.36	\$36.54	\$48.72
Cafeteria	--	\$24.00	\$48.00
Audiovisual Technician	\$30.00	\$30.00	\$30.00