

Community Relations

Use of School Facilities

It is the policy of the Monroe Board of Education to make school buildings and grounds available for use by the residents of the Town of Monroe to the fullest practicable extent. All school buildings will be available for community use according to the "Day and Time Schedule" listed below in #4. The operation of the Masuk swimming pool by the Monroe Recreation Department is not subject to this policy.

1. Approval

The Superintendent is authorized to approve, schedule and arrange for both school and non-school organizations to use school facilities when they apply in accordance with the guidelines prescribed.

The Superintendent may require that a reasonable amount of time be required between application date and date of use to allow the thorough investigation of any application for permission to use a public school facility.

2. Eligible Organizations

It is the policy of the Monroe Board of Education that permission to use a school facility shall be granted to a church, school, club or civic group whose intention is primarily to carry out a worthy religious, social, educational and/or approved recreational or civic program.

3. Prohibitions

School facilities belonging to the Town of Monroe shall not be used for the following:

- a. Promulgating any theory or doctrine subversive to the laws of the United States or by any group or organization advocating governmental changes by violence or other extra-legal activity.
- b. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds, equipment or reputation of the Monroe Public Schools.
- c. Any purpose which conflicts with school activities.
- d. Any purpose which is in conflict with existing school philosophy, procedures and/or practices.
- e. Fund-raising campaigns except for those that provide service to the school or to the students unless specifically approved by the Board.
- f. Commercial advertising.
- g. Functions on school grounds or in school buildings at which alcoholic beverages are consumed.

4. Day and Time School Buildings are Available

Groups must indicate hours of expected building use when making formal application for permission and will be expected to enter and vacate the building within the limitation of these hours. The hours of use guideline times below must be adhered to unless preapproved in writing by the Superintendent of schools.

ALL SCHOOLS

Monday through Friday..... 6:00 P.M.-10:00 P.M.

Saturday..... 8:00 A.M.- 6:00 P.M.

Requests for use of school facilities on Sunday must be submitted to the Superintendent for approval in advance of the event. No request for use prior to 12:00 noon or after 6:00 p.m. will be approved.

All buildings will be closed for evening and weekend community use from December 24 to January 1.

5. Supervision

Groups using school grounds must provide adequate supervision. The application for building use shall designate the number of chaperones and their duties, type of police protection needed and methods of traffic control to be employed. The head building administrator will review and approve all arrangements for supervision. Inadequate supervision will constitute good and sufficient reason for denial of permission.

6. Damage

Damage to school property must be paid for by the organization causing the damage.

7. Utility Fees and Rentals

No rental fees will be charged for the use of school facilities by local (Monroe) non-profit groups, providing that no admission is charged or monetary profit is contemplated. If extraordinary custodial or supervisory service is required because of the groups' use of the facility, then the using group will be charged for this service in accordance with the fee schedule.

Local churches, groups and/or school-affiliated organizations may, however, qualify for one free use of the school buildings or their grounds each year, even when admission is charged or monetary profit is contemplated. The criterion for eligibility for one free use shall be whether or not the using group makes or plans to make a positive contribution to Monroe and its people.

Qualification for free usage shall be at the discretion of the Superintendent of Schools.

Free use of school buildings or grounds by other groups (charging admission or contemplating monetary profit) or by groups denied usage by the Superintendent of Schools may be granted by vote of the Board of Education.

Each approval application form shall contain a service/processing charge of \$5.00 in addition to any utility and/or rental charge.

Each community organization shall be charged for the use of utilities according to the rate charge established. All fees are subject to revision as the result of rate changes incurred by the Board of Education.

NOTE: Two (2) hour minimum utilities charge will be applied, the amount of which will depend upon the building or room.

8. Schedule of Fees

Refer to the Board of Education accepted fee structure which is set annually in June.

Organization is responsible for cleanup of area and equipment under supervision of school personnel.

9. Rental of Masuk Swimming Pool

The Masuk swimming pool facility is available for rental on a daily fee basis which includes custodial/security services and all utility charges. Refer to the Board of Education accepted fee structure which is set annually in June.

Anticipated attendance of 100 or more people will require the services of one policeman. This cost is in addition to the daily rental fee and must be paid by the organization renting the pool facility.

The above fees shall be reviewed each year and any request for change shall be submitted by the Superintendent of the Board of Education for its review and approval.

10. Custodial/Security Charge

Each community organization shall be charged for the services of custodial and/or security personnel deemed necessary by the building administrator. The fee charged shall be equal to the Board's cost as determined by the contractual rate of pay of the individual assigned to the event.

11. Payment

Bills will be sent out by the Board of Education for use of school buildings or property. These bills will include appropriate instructions for payment.

12. Insurance

Organizations or groups using Monroe Public School buildings and grounds must indicate on a formal application (provided by the school) that they are aware that they are not covered by Board of Education liability insurance and that they must provide their own liability insurance (subject to verification by the Board of Education's insurance agent).

13. Use of School Equipment

It is the policy of the Monroe Board of Education that moveable equipment should not normally be made available for use by the public. When a using group is being instructed or supervised by a full and appropriately certified employee of the Monroe Public Schools, exceptions must be authorized by the Superintendent of Schools or delegate.

This policy covers all moveable equipment whose purpose is primarily instructional. It shall include, but not be limited to: Motion picture projectors, computers, printers, overhead projectors, film strip projectors, radios, televisions, tape recorders, record players, typewriters, business machines, physical education equipment, science laboratory equipment, metal and work shop equipment, etc.

14. P.T.O. Use of Buildings

Each P.T.O. shall have use of its appropriate school building up to five times each school year.

- a. No restriction as to the day the building is used shall apply.
- b. Building use must be terminated by 10:00 p.m. on weekdays and by 6:00 PM on Saturday.

EXCEPTION: The building may be used once each year on a Friday or Saturday evening for a social function; the hours of said function shall be determined and approved by the schools' administrator.

- c. All buildings will be closed for evening and weekend community use from December 24 to January 1.
- d. A custodial/security charge shall apply as stated in #9 above.

e. The P.T.O. will be charged for the use of kitchen equipment as indicated in the Schedule of Rental Fees (#8 above).

f. No service/processing charge shall be applied to P.T.O. application forms.

15. Adult Education

Adult Education is not charged for utilities.

16. Monroe Recreation Department

No utility charges are charged for Recreational Department use of educational buildings.

17. YMCA Before/After School Program

No charges whatsoever to the YMCA for the Before/After School Program.

Legal Reference: Connecticut General Statutes

10-235 Indemnification of teachers, board members, and employees in damage suits; expenses of litigation.

10-236. Liability insurance

10-239. Use of school facilities for other purposes.

Policy adopted: June 7, 2004

Policy readopted: July 7, 2008

Policy readopted: August 6, 2012

Facilities Use Fees

*Auditoriums	\$750 minimum, \$197 an hour after 4 hours
Gymnasiums	\$465 minimum, \$122 an hour after 4 hours
Athletic Fields	\$350 minimum, \$92 an hour after 4 hours
Turf Field	\$350 minimum, \$125 an hour after 4 hours
Cafeterias	\$350 minimum, \$92 an hour after 4 hours
Other Spaces	\$115 minimum, \$92 an hour after 4 hours
Custodial Charges	Cost of personnel per custodial contract (minimum 2 hours)
All Other Personnel	Cost of personnel according to the appropriate contract (minimum 2 hours)
Security	Cost of personnel according to the appropriate contract (minimum 2 hours)
*Auditorium Stage Lights	\$575
Kitchen Supervision	Cost of cafeteria personnel (minimum 2 hours)
*Kitchen Equipment	\$230 minimum, \$60 an hour after 4 hours
*Field House	\$350 minimum, \$92 an hour after 4 hours

*Organization is responsible for cleanup of area and equipment under supervision of school personnel.

Rental of Masuk Swimming Pool

The Masuk swimming pool facility is available for rental on a daily fee basis which includes custodial / security services and all utility charges:

Day	Fee
Monday - Saturday	\$725
Sunday	\$925

Anticipated attendance of 100 or more people will require the services of one policeman. This cost is in addition to the daily rental fee and must be paid by the organization renting the pool facility.

Proposed at June 5, 2017, BOE Meeting

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MONROE PUBLIC SCHOOLS
— MONROE, CONNECTICUT —

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JOHN J. BATTISTA
Superintendent of Schools

TO: All Staff
All Facility Renters

FROM: John J. Battista
Superintendent of Schools

DATE: October 4, 2017

RE: Facilities Rental - School and Non School Events

Please adhere to the following when planning for both outside groups (not affiliated with the Monroe Schools) and for school activities of more than 100 people:

- Contact Fire Marshall Davin, at 203-452-2807, in the early planning stages of such an event. His expertise, with regards to fire safety management and fire codes, will assist you in your planning.
- Contact the Monroe Police Department to schedule a police officer to assist with crowd control and parking.
- Please adhere to the Fire Marshall's posted Occupancy Rating.
- All exits are to be clearly marked.
- Visitors and students are reminded via an announcement, at the start of any event, where exits are in the event of an emergency.
- Aisles, doorways, and exits are always clear and never blocked or locked.
- Electrical cords are not to be used to provide extended electrical service.
- Electrical heaters are never to be used to provide supplemental heat.
- Water and electricity do not mix, and should never be in proximity to each other.
- If at any time should you witness smoke or flames, immediately pull the closest fire alarm, and evacuate the building.
- Emergency access to your school should always be a priority. This means fire lanes and access to fire hydrants must be a priority.
- AED (electronic defibrillators) are available in all of our schools. Know where the AED is located, and attend a training session.

cc: First Selectman, Steve Vavrek
Police Chief, John Salvatore
Fire Marshall, Bill Davin
Attachment to all Rental Agreements

MONROE PUBLIC SCHOOLS FACILITIES USE APPLICATION

NAME OF SCHOOL REQUESTED _____ **DATE OF APPLICATION** _____

(APPLICATIONS SHALL BE FILED AT LEAST THREE WEEKS BEFORE THE DAY FOR WHICH APPLICATION IS MADE.)

_____ an association formed for _____
 (Name of Organization) (State object for which it is formed)

***PURPOSE FOR WHICH FACILITY IS TO BE USED :** _____

Date(s) requested:	Hours: <u>From - To</u> (Time you will arrive & leave bldg)	Starting Time of Event	

Please be advised that the following facility use form that you have submitted has been approved. However, unforeseen circumstances out of our control (for example, weather related issues, voting, etc.) may force us to make these facilities unavailable to you on these dates and/or times. In the unlikely occurrence that this happens, we will have to ask you to reschedule your event. We will work with you to reschedule your event for a mutually convenient time. We apologize in advance for any inconvenience this may cause you.

PLEASE CHECK FACILITIES NEEDED:

- Gymnasium
- Auxiliary Gym
- Auditorium
- Cafeteria
- Kitchen (Cafeteria Supervisor Required)
- Library
- Lecture Hall

- Classroom _____
- Classroom _____
- Classroom _____
- Classroom _____
- Other (BE SPECIFIC):

- _____
- _____

FIELD USE:

- Upper East Field
- Upper Central Field
- Upper West Field
- Upper Softball
- Middle Baseball
- Middle Outer Field
- Stadium Field
- Track
- South Field

There will be a charge of \$ _____ for admission.
 If charge for admission is made, the proceeds will be devoted to: _____

Estimated number of people to attend: Adults: _____ Students: _____	Estimated: Set-Up time: _____ hrs. Clean-Up time _____ hrs.
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Will food be served? Yes No What kind of food? _____
 Where will it be sold? _____

PLEASE INDICATE **ANY EQUIPMENT** YOU WILL BE BRINGING ONTO THE PREMISES OF REQUESTED SCHOOL. _____

USE OF SCHOOL EQUIPMENT (SUBJECT TO APPROVAL AND AVAILABILITY):

(ONLY REQUESTS (FOR USE OF SCHOOL EQUIPMENT) MADE AT LEAST 7 DAYS PRIOR TO EVENT WILL BE CONSIDERED.)

Equipment	Quantity/Location
<input type="checkbox"/> Chairs	
<input type="checkbox"/> Tables	
<input type="checkbox"/> Microphone	
<input type="checkbox"/> Other (Be Specific)	

If said permission is granted, we hereby agree to strictly comply with the rules and regulations of the Board of Education governing the use of public school buildings, to take the utmost care in the use of the school property, to make good any damage to or loss of school property arising from our occupancy of any portion of the building and to provide necessary police attendance.

SCHOOL RELATED ACTIVITY APPLICATIONS **MUST** BE SIGNED BY CHIEF SCHOOL ADMINISTRATOR, OR HIS DESIGNATE, AND TEACHER(S) INVOLVED.

<u>NAME OF APPLICANTS</u>	<u>Full Address No., Street, Town</u>	<u>Zip Code</u>	<u>Telephone #'s (Day/Evening)</u>

ADULT REPRESENTATIVE HAVING SUPERVISION OF ACTIVITY:

Name _____ Telephone # (H) _____
 Telephone # (W) _____

Address _____

Signature _____

My organization is aware that its proposed use of the Monroe Board of Education's facilities is not covered by the Board's liability insurance and hereby certify that my organization has its own related liability insurance which names the Town of Monroe/Board of Education as coinsured. I have read and understand the Monroe Public Schools Facility Use Administrative Guidelines.

Certificate on file Certificate attached Not applicable

MONROE PUBLIC SCHOOLS ARE TOBACCO-FREE FACILITIES. SMOKING AND THE USE OR POSSESSION OF TOBACCO PRODUCTS IS PROHIBITED ON SCHOOL GROUNDS. ANY VIOLATION OF THIS POLICY COULD RESULT IN THE DENIAL OF ANY FUTURE APPLICATIONS. YOUR FULL COOPERATION IS APPRECIATED.

TO BE COMPLETED BY THE BUILDING PRINCIPAL ONLY:				<u>DATES NEEDED</u>	<u># NEEDED</u>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Rental Fee	\$			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Utilities	\$			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Custodian to be assigned	\$			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Security required	\$			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Technician	\$			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Stage Lights Crew	\$			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Rigging Crew	\$			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Auditorium Supervision	\$			
	TOTAL	\$			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Cafeteria supervision				
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are police needed in building and/or for parking cars?				
Charges for property use will be invoiced after use of the building according to the principal's report and rental schedule (see attached Building Policy Statement.)			Date of Agreement: _____		
			School Administrator: _____		

cc: Building Principal..... Head Custodian..... Business Officer..... Applicant..... Security
 Café..... Fire Marshal