

ADOPTED: 11/22/04**REVISED: 5/26/09, 5/29/12, 10/28/13, 10/11/16 & 4/25/22**

USE OF SCHOOL FACILITIES

In accordance with Conn. Gen. Stat. § 10-239, the Berlin Board of Education (the “Board”) may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

B. Eligible Organizations and Priority of Use

The Superintendent of Schools or designee shall assign each facility user to one of the priority groups listed below. The Superintendent or designee shall approve all use of school facilities. The Superintendent or designee reserves the right to deny use of school facilities if he/she deems it to be in the best interest of the school system and/or town to do so.

Order of priority:

1. Established regular school use
2. Student activities
3. Adult Education
4. Administrative/Staff/PTO, Booster, etc. activities
5. Town Department or Agency activities

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- 6. Park & Recreation Department activities
- 7. Activities of community organizations, including youth groups, civic, charitable, and fraternal organizations
- 8. Private organizations, businesses or enterprises located in or taxpayers to the town
- 9. Out-of-town organizations [no confirmation of date shall be made prior to three (3) months of the requested date]

The term “organization” as used above means an organization holding regular meetings of its members and having a charter, and/or by-laws providing for the election of officers.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

- 1. Illegal activities will not be tolerated.
- 2. Use or possession of tobacco, vapor products, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
- 3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.
- 4. Obscene advertising, decorations or materials shall not be permitted on school property.
- 5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.
- 6. Activities that are disruptive of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

The Superintendent of Schools or designee shall develop a fee structure for the use of facilities. The fee structure shall include staff, utility and rental cost and shall be adjusted periodically to reflect changes in costs. Fees shall be assessed in accordance with Fee Specifics outlined below. Charges or fees may be

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waived by the Superintendent or his/her designee if the use is deemed to be in the best interests of the school system and/or town. Waivers and denials shall be reported to the Board of Education on a monthly basis.

Fee Specifics

Fees for the use of school facilities shall be assessed as follows: (see listing on prior page)

- 1-5 – No charges
- 6-7 – Staff and utility charges
- 8 – Staff, utility and rental charges
- 9 – Staff, utility and two (2) times the rental charge assessed on local organizations

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

F. Health and Safety Protocols

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage and health screenings of individuals requesting access to the facilities.

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.