

Regulation 1150(a)

Community Relations

Use of School Facilities

The Board of Education has designated the Town of Waterford Recreation and Parks Commission as the town agency responsible for scheduling community activities (all non-school-sponsored programs and activities) in the Board of Education buildings and on their grounds. The Property Request Form for Waterford School facilities shall be submitted to the Recreation and Parks office for approval. In the event the Superintendent or his/her designee disagrees with the decision of the Recreation and Parks Commission with regard to the scheduling of a particular event or activity on Board of Education buildings or grounds, he or she may overrule the decision of the Waterford Recreation and Parks Commission.

The Waterford Recreation and Parks Commission will also be responsible for providing a monthly report on the use of school facilities to the Board of Education.

The form provided by the Recreation and Parks Commission will require the entity requesting the use of school facilities to be specific in requesting exactly what facilities are desired. Approval will be for those specific facilities and rooms only.

No more than three (3) classrooms will be allocated at one time for community use in any elementary school. In the event a town agency needs more than three classrooms and it is in the best interest of the town and the towns-people, the Recreation and Parks Commission will grant permission for such use.

All school equipment in the premises shall be in the charge and control of the Principal or his/her designee, and arrangements for the approval of on-site equipment use shall be made directly with the Building Principal or his/her designee by organizations using school facilities.

The Building Principal will submit a written preliminary schedule of school -sponsored activities to the Recreation and Parks Commission's program coordinator three weeks after the beginning of each school year, and shall amend such schedule during the school year as needed to reflect approved school programs and activities.

Prior community use will be allowed as long as such use is not in conflict with school activities, this policy and regulation, and is not otherwise contrary to the mission of the Waterford Public Schools.

The Waterford Recreation and Parks Commission and the Board of Education reserve the right to review all school use for compliance with all Town and Board use policies.

1. The User must accept full responsibility for the premises and shall sign a permit describing the extent of their responsibilities and of the conditions of use.
2. All non-school-sponsored users shall provide all necessary insurance coverage including liability and damage insurance in an amount equal to that carried by the Town of Waterford. At the time of application, the user must supply a certificate of proof of liability insurance for the dates and times the facility is to be used.

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Use of School Facilities (continued)

3. The user shall pay promptly any loss or damage occurring during the use period. Unresolved damage claims will result in denial of future use requests and/or immediate termination of current usage.
4. Storage of property on the school site, belonging to non-school organizations, is the responsibility of the User. Any storage on the school site must be by special written permission from the Building Principal. All storage is to be done with the direction of the Building Principal or his/her designee in accordance with the direction of the Fire Marshal.
5. The Building Principal or his/her designee will direct all moving of furniture if any moving of furniture is required.
6. Property belonging to the school and its organizations may not be moved without permission from the Building Principal or his/her designee.
7. Neither the Town of Waterford nor the Waterford Board of Education shall assume any responsibility for properties left on the premises by the User.
8. School equipment shall not be used or loaned except when approved by the Building Principal or his/her designee.
9. Special equipment such as sound systems, stage lighting, etc., shall necessitate the use of a technician approved by the Building Principal or his/her designee. The technician(s) will be paid by the User.
10. Use of kitchen facilities must be arranged by separate agreement and a member of the regular cafeteria staff shall be in attendance when kitchen equipment is used. Cafeteria staff overtime pay shall be the responsibility of any user group.
11. There will be a custodial charge to the User if additional or special cleanup is necessary. Also, custodial services may be charged to the user group if they do not put furniture or other properties back in their proper places.
12. The User will demonstrate the capability to preserve order. The cost of police and fire personnel will be borne by the User. The responsibility for making all necessary arrangements with the appropriate town departments for school-sponsored activities and programming will be with the Building Principal or his/her designee, and for non-school-sponsored activities and programming will be with the Recreation and Parks Commission. All arrangements may be in accordance with all State and Town regulations and ordinances.

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Use of School Facilities (continued)

13. In the event of a cancellation or a conflict of dates the Eligible Organization and Priority of Use List shall be used to re-schedule all school facility reservations. In the event Waterford Public Schools and/or Recreation and Parks programs are cancelled due to inclement weather, all regularly scheduled Community Use Groups will also be cancelled. Notification of cancellations is a mutual responsibility and will be done as soon as possible.
14. The Waterford Recreation and Parks Department shall set all fees in accordance with Board of Education established fee regulations
15. There will be additional charges for rehearsals, for set up, and for cleanup if extra days are needed at any Board of Education facility.
16. In the event a request for use of facility is for a public performance, that particular group and/or person will be required to show documentation of references for a minimum of the past three performances to the Program Coordinator. The Program Coordinator will evaluate these references.

Priority of Use

1. School-sponsored programs and activities.
2. Activities and school-related organizations (e.g. Parent groups, booster clubs, and charitable organizations organized for the benefit of the Waterford Public Schools.
3. Town of Waterford - department or agency activities (Recreation and Parks top priority).
4. Activities, sponsored by and for organizations promoting the physical or political or cultural well-being of the citizens of the town.
5. Private organizations, private businesses, or enterprises located in or taxpayers to the Town of Waterford
6. Out-of-town organizations.

Restrictions on Use of School Facilities

1. Illegal activities will not be tolerated and any violations may justify permanent restriction of the organization involved.

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2. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Vendors shall be prohibited from any form of selling in school buildings or on school grounds. However, school-sponsored organizations and parent groups, booster clubs, and charitable organizations organized for the benefit of the Waterford Public Schools may be permitted to participate in fundraising activities upon receiving approval by the Superintendent or his/her designee.
4. 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.
5. Obscene advertising, decorations or materials shall not be permitted on school Property. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.

The Policy For Community Use of School Facilities

The Recreation and Parks Commission shall be responsible for setting all fees associated with community use of schools.

It shall be the policy of Recreation and Parks to grant use of facilities to all Waterford Community based groups on a free-of-charge basis. This does not, however, relieve the user from any associated costs, incumbent upon proper use of those facilities, i.e. police for security, kitchen staff for cooking, lifeguards for swimming, custodians, etc. Such costs shall be the responsibility of the user and shall be the current contractual or prevailing rate, whichever is applicable.

It shall further be the policy of Recreation and Parks to allow the use of school facilities to out-of-town, non-profit, or charitable organizations and to consider requests for use by any other business enterprise or individual. Facility fees shall be charged as set by the Board of Education (see accompanying schedule). All other charges shall be determined by the day and date of use; the amount of time the facility is used; the number of personnel required; and the amount of space the equipment, and the utilities used.

In cases of activities sponsored by town based groups that are fund raising in nature, the User Group shall incur associated costs if the activity runs beyond eight (8) hours duration, provided all proceeds of such activity are directed only and totally to based activities or services.

Such fund raising groups shall incur associated costs if the activity runs beyond four (4) hours duration, if the proceeds of such activity are directed in total or partially to other than town based

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groups, i.e. American Heart Association, American Cancer Society, American Red Cross, etc. Any charges or fees may be waived by Recreation and Parks or its designee if the user is deemed to be in the best interests of the Waterford School System and/or the Town of Waterford.

Fee Application

1. School-sponsored programs and activities: no rental fee or associated costs.
2. Activities of school-related organizations (e.g. Parent groups, booster clubs, and charitable organizations organized for the benefit of the Waterford Public Schools): no rental fee or associated costs.
3. Town of Waterford department or agency activities: no rental fee or associated cost.
4. Activities sponsored by and for organizations promoting the physical or political or cultural well-being of the citizens of the Town: may incur rental fee and/or associated cost.
5. Private Organizations, private businesses, or enterprises located in or taxpayers to the Town of Waterford: may incur rental fee or associated costs.
6. Out-of-Town Organization Activities: shall incur rental fees.

Universal Precautions

When school facilities are in use by community and other groups, the Board of Education regulation entitled Occupational Exposure to Bloodborne Pathogens 4147.1 is to be followed.

Regulation issued: April 24, 2003
Regulation revised: September 22, 2011
Regulation revised: December 14, 2017
Regulation revised: September 19, 2019

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut

**WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut REQUEST
FOR USE OF SCHOOL
EQUIPMENT OR PROPERTY**

To: _____

From: _____

Requesting Building/Program: _____

Reason/Purpose of Request: _____

Date of Request: _____

Date of Use: From: _____ To: _____

Description of Item	Serial Number
_____	_____
_____	_____
_____	_____

This equipment will be housed at: _____

(Signature)

I will notify my insurance company so that the items listed above are covered during the designated period of time. I accept responsibility for repairing or replacing any equipment damaged or lost while on loan to me from the Waterford Public Schools.

Received by: _____ Date: _____

Loaned by: _____
(WPS Representative) (School/Department)

Returned by: _____ Date: _____

Received by: _____
(WPS Representative) (School/Department)

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut
Recreation and Parks Commission
Property Use Request for Waterford School Facilities

Date: _____ Group Requesting Use of Facility _____

Name of School _____ Which Room(s) _____

Day of Week _____ Time of Day: From _____ To _____

How many weeks (Dates): From _____ To _____

Purpose of Use _____

Participant Attendance Expected Per Session _____

Spectator Attendance (If Applicable) _____

Do You Have Non-Profit Status? Yes No

Will a Fee Be Charged For Participation? Yes No How much _____

What Fee Will You Charge Spectators? _____

Will You Realize a Profit From This Event(s)? _____

Special Equipment or Considerations Requested _____

** Please Specify Handicapped Needs*

Insurance Coverage: When facilities are used for non-school-sponsored functions, the user shall present a certificate of proof of liability insurance coverage for the dates and times to be used in the amount of \$5,000,000.00 naming the Town of Waterford and the Waterford Board of Education as additional insured parties. In addition, the user may be required to present a security deposit in the amount of \$1,000.00 or a determined portion there-of. In lieu of a security deposit the user may present a certificate of property insurance naming the Town of Waterford and the Waterford Board of Education as additional insured parties. In the event the user's property insurance has a deductible, the user shall provide a security deposit to cover the difference between the deductible and \$1,000.00 or a determined portion there-of. Upon completion of use, security deposits shall be returned in full, if there are no damages. If there are damages, the security deposit shall be used to offset the actual cost of repairs. All security deposits, when required, shall be in cash or by bank or certified check. Checks shall be made payable to the Town of Waterford.

Agreement: It is understood and agreed that by signing this agreement, the undersigned and/or represented group, will adhere to the policy and regulations of the Board of Education and the Town of Waterford. The undersigned further understands the Town of Waterford and Board of Education are not responsible for any claims now or in the future for any personal injuries or property damage resulting from this activity and further the undersigned does have sufficient insurance in their name so as to guarantee this. The undersigned agrees that the Town of Waterford and its agencies, including the Waterford Board of Education, are held harmless from any such claims or damages and agrees to indemnify the Town in the event of any such claims or damages.

I, the undersigned, understand that false or misleading information does not absolve my responsibilities as listed above.

Name of Adult Responsible for Activity _____

Address _____

Phone: Home _____ Business _____

Other Adult Supervisors _____

Name of Sponsor (If Applicable) _____

Address _____ Phone _____

Signature

Signature of Sponsor