

Fairfield Public Schools
Fairfield, CT 06825

TO: All Organizations and Groups

FROM: Thomas P. Cullen, Director of Operations

DATE: June 6, 2013

RE: **New Administrative Regulations on Community Use of School Facilities (3551 AR)**

As you are aware, the BOE approved our 2013-2014 proposed budget on May 21, 2013 and this included the list of cuts and adjustments that are now posted on our website. Due to budget constraints, new fees will be reflected in the Administrative Regulations as it relates to the “Community Use of School Facilities” and will be effective July 1, 2013.

All reservations that were submitted to the Business Office prior to May 21, 2013 for the 2013-2014 school fiscal year will be honored at the 2012-2013 rates. All subsequent reservations will reflect the new rates.

The changes in the Administrative Regulations are as follows:

- Fairfield Not-for-Profit Organizations using the same facility for the same use multiple times within a fiscal year will increase to a \$10,000 per fiscal year cap.
- Faculty members renting the facilities for profit making programs will be \$100 per hour of use (for indoor use) and \$150 per hour (for turf field use).
- Custodial fees may apply. These fees will be a flat rate of \$40 per hour Monday through Friday during normal working hours which are 6:00 a.m. to 11:00 p.m. and a flat rate of \$65 per hour on weekends and Holidays.
- All organizations will be subject to custodial fees after 11:00PM weekdays, on weekends and Holidays except Board of Education Organizations, Continuing Education and Town Boards Commissions and organizations.
- If a reservation cancellation is necessary, a minimum of four hours notice is required or custodial fees will be charged.
- Reservations will **NOT** be confirmed unless 50% of the rental fee is received within 72 hours of the request.
- Reservations will **NOT** be confirmed unless the certificate of insurance is on file with the reservation coordinator within 72 hours of your request.
- Stage, sound controls, spot lighting or other electrical equipment will require the services of a Board of Education technician or approved vendor. Fees will apply.

The revised Administrative Regulations on Community Use of School Facilities will be available for your information on the Fairfield Public School website at www.fairfieldschools.org by Friday, June 7, 2013.

In addition, we are implementing a new software program called “School Dude” This web-based program will be in use for 2013-2014 and is our new reservation booking system. This software will help us to streamline our processes and help us to deliver services to the schools and the community quicker and more efficiently. Details on how to access this system are in the Administrative Regulations.

Thank you for your patience and understanding as we work to improve how we deliver services. If you have any questions, please feel free to call me at 203-255-8373 or e-mail me at tcullen@fairfieldschools.org.

C: Central Office Administration
Maintenance Department
Miriam O'Donnell
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