



## Fairfield Public Schools

### ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES (3551 AR)

The use of all school facilities and grounds must be confirmed in writing by the Reservation Office, located at Central Office, at least seven (7) days in advance of the event. The Superintendent or designee retains the right to refuse the use of facilities when it is deemed not in the best interest of the school district.

#### SECTION I

##### Application to Reserve Use of School Facilities

- When to Apply: Minimum of seven (7) days in advance
- How to Begin: Call 255-8374 to ascertain availability of the facility
- Where to Apply: *Request For Use Of School Facilities Forms* are available at Central Office, 501 Kings Highway East, and at all school offices
- At Signing: Certificate of insurance must be provided for events that require insurance
- Deposit: 50% of estimated fee must accompany the completed application

##### Scheduled Use of School Facilities

When space is available, and school operations are not affected, the scheduled use of Fairfield Public Schools facilities may be made available to the organizations listed below in priority order (groups with 100% Fairfield residents are given priority over other groups of the same type).

1. Programs sponsored by the Fairfield Public Schools including Board of Education meetings, adult education, summer programs, and PTA events
2. Programs sanctioned by the school district to provide before and after school day care for Fairfield students
3. Town bodies such as RTM, Board of Finance, and Board of Selectmen
4. Recreation Department programs, including Fairfield Boy Scouts and Girl Scouts; Police Athletic League
5. Recreation Department summer programs
6. Fairfield YMCA summer programs

## **Scheduled Use of School Facilities (continued)**

7. Programs sponsored by Fairfield residents
8. Programs of Fairfield based not-for-profit organizations
9. Summer programs (for-profit) managed by Fairfield Public School teachers with 100% Fairfield residents as participants, but not sponsored by Fairfield Public Schools with prior written approval by the Central Office Administration
10. Programs of non-Fairfield based not-for-profit organizations with prior written approval by the Central Office Administration, as space is available, may reserve space no more than sixty (60) days in advance

## **Payments**

Checks are to be made payable to the Fairfield Public Schools and mailed to P.O. Box 320189, Fairfield, CT 06825. Bills will be rendered within thirty (30) days of the activity and payment is due immediately upon receipt of the bill. Organizations owing money to the Fairfield Public Schools for previous school building use are not eligible for future school building use until all their outstanding invoices are resolved.

## **Cancellations**

The public school program has first priority in the use of facilities. In the event that a conflict should develop, the Fairfield Public Schools reserves the right and will make every effort to cancel the reservations at least seven (7) days in advance of the scheduled date. Renting organizations may cancel confirmed reservations without penalty no less than seven (7) business days prior to the event. All costs incurred through tardy cancellation notification must be paid by the renting organization.

## **Auditoriums**

Auditorium approval is site specific. Due to the frequent use of school auditoriums by the Fairfield Public Schools, the Reservations Office must obtain clearance from multiple departments such as music and drama and/or the school administration before approval.

## **Stage Scenery / Equipment**

Stage scenery may be left overnight by making arrangements with the custodian. The Renter shall assume full responsibility. All of the scenery must be stored at rear of backdrop or wings. When available, microphone, slide projector, and/or overhead projector will be provided if requested in advance. Stage and spot lighting require the services of stage personnel as determined by the principal or designee.

## **On-Site Personnel**

It is required that a person designated by the Fairfield Public Schools as responsible for the building be on site at all times during building use. This individual is responsible for the opening and security of the building, turning the lights, electricity, heat, and air conditioning on and off, providing access to items such as microphones, washroom facilities, etc., and shall remain available to respond to emergencies in which the building is involved.

## **Restrictions and Prohibitions**

- Illegal substances are prohibited.
- Smoking is prohibited.
- Alcoholic beverages are prohibited.
- Private parties are prohibited.
- Private professional services are prohibited.
- Events that present a major risk will not be permitted e.g., martial arts, live animals, contact sports, (wrestling, boxing, etc.) except when a bona fide part of the school curriculum.
- Individuals, organizations, or events whose activities are of a subversive nature, engender racial or religious prejudices, or are inimical to democracy will not be permitted.
- Non-Fairfield for profit businesses and organizations will not be permitted.

## **Supervision**

Usage must be strictly limited to the activity and space listed in the application. Adult supervision is required throughout all youth programs by the Renter or their designee. If the Renter is not in attendance at each function, a designee must be assigned to supervise. (Minimum standard is one adult per thirty (30) children.) The Renter must be at least twenty-one (21) years of age and a bona-fide resident of the Town of Fairfield.

## **Liability Insurance Requirements**

Organizations or persons renting facilities from the Board of Education will be required to provide the following minimum insurance containing the language described below in items #1 and #2.

1. Commercial General Liability: One million dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury, and property damage. Coverage shall include, Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability, and Broad Form Property Damage Coverage.

The following provisions must apply:

- the Town of Fairfield, Fairfield Board of Education, its officers, officials, employees, agents, Boards, and Commissions shall be named as **Additional Insured**. The coverage shall contain no special limitations on the scope of protection afforded to the Town of Fairfield;

- the outside group shall assume any and all deductibles in the described insurance policies; and
  - the outside group's insurer shall have no right of recovery or subrogation against the Town and the described insurance shall be primary coverage.
2. A Separate Policy for and in the Name of the Town of Fairfield and Fairfield Board of Education: The Town of Fairfield requires that a separate policy be purchased for and in the name of the Town to cover the specific event. The limit of this policy shall be one million dollars (\$1,000,000) and include general liability and product / completed operations liability.

In addition to the provisions set forth in items #1 and #2, the following may also be required:

- an umbrella policy providing additional limits depending on the nature of the event; and/or
- if the organization will be using any outside vendors at the event, certificates of insurance conforming to the above will be required from the vendor as well as the Renter.

### **Non-Interference**

The Renter's operation shall not interfere in any manner with the school's use or maintenance of the facility or infringe upon the normal method of operation. The Renter agrees that a determination by the Superintendent of the Fairfield Public Schools (or appropriate designee) will be accepted as final in evaluating activities which infringe on the rights of others and that the Renter will fully comply with any decisions in this matter. In addition, the Renter shall make every effort to ensure that all school equipment and facilities are maintained in the condition in which they were issued.

### **Damages**

Renters of school facilities must assume full responsibility for any damage to the property or loss of equipment.

### **Properties**

Schools shall not be responsible for damage or theft of Renter's properties left unsupervised on the premises.

### **Waiver**

If it's determined that any of the previous regulations are not applicable to a particular function, it will be at the discretion of the Superintendent of the Fairfield Public Schools or the Superintendent's designee to waive said regulations.

## **SECTION II**

### **Custodial Services**

The regular custodian on duty will open doors and turn on lights. Additional custodial service for any special arrangements such as additional chairs, desks, and equipment or any function / event serving food is required. An additional custodian is required on site at the elementary and middle schools if one hundred fifty (150) attendees are anticipated and/or three (3) separate rental activities take place at one time (the cost of the additional services will be proportionately divided among the renting groups). At the high schools, an additional custodian is required on site if three hundred (300) attendees are anticipated and/or three (3) separate rental activities take place at the same time (the cost of the additional services will be proportionately divided among the renting groups).

At all levels, an additional custodian is required for every one hundred fifty (150) anticipated attendees in addition to the above. The principal or designee will determine the personnel needs.

### **Kitchen Use**

Arrangements for cafeteria workers and use of kitchen facilities and/or equipment must be made through the district's Food Services Office and are available only during the school calendar year. Reservations can be made by calling 255-8370. **A CAFETERIA WORKER IS REQUIRED WHEN SCHOOL KITCHENS AND/OR EQUIPMENT ARE USED.**

### **Fire Protection**

On-site uniformed Fire Department personnel are required for events and will be determined by the Fire Department. Basic guidelines:

- over five hundred (500) persons attending = one (1) Firefighter;
- over one thousand (1,000) persons attending = two (2) Firefighters;
- for every two hundred fifty (250) persons over one thousand (1,000) attending = one (1) additional Firefighter; and
- final determination is made by the Fire Marshall's Office based on the nature of the event.

The Renter will contact the Fire Department. In the event of a cancellation, the Renter must cancel by calling the Fire Marshall's Office at 254-4720 or be responsible for payment to the Fire Department.

The use of any open flame, smoke producing, or pyrotechnic device or effect is NOT allowed except by special permit. Inquiry must be made to the Fire Marshall's Office well in advance of the event date.

Any arrangement of seating or performing areas other than the usual fixed facilities must be reviewed by the Fire Marshall's Office for conformance to safety regulations.

## Police Presence

The Reservations Office will advise prospective renters regarding the possible necessity of police presence. The Renter must make arrangements with the Police Department by calling 254-4830 when the anticipated crowd necessitates police security. The Police Department will determine the number of officers needed.

## SECTION III

**Rental Classification and Rates are per day or per hour as noted.** Fairfield Not-for-Profit organizations using the same facility for the same use multiple times within a fiscal year will be capped at \$5000 per fiscal year.

SCHOOL	AREA	I Fairfield Not-for-Profit	II Fairfield Profit; Out-of-Town Not-for-Profit
		Hourly	Daily
<b>Central Office</b>	Board Room	\$ 50/hr.	\$1,000
<b>Elementary</b>	Cafeteria / APR	\$ 25/hr.	\$ 500
	Gymnasium	\$ 25/hr.	\$ 500
	Single Classroom*	\$ 20/hr.	\$ 400
	Grounds	\$ 25/hr.	\$ 500
<b>Middle</b>	Auditorium**	\$100/hr.	\$2,500
	Cafeteria	\$ 35/hr.	\$1,000
	Gymnasium	\$ 35/hr.	\$1,000
	Single Classroom*	\$ 20/hr.	\$ 400
	Grounds	\$ 25/hr.	\$ 500
<b>High</b>	Auditorium**	\$100/hr.	\$2,500
	Cafeteria	\$ 35/hr.	\$1,500
	Gymnasium	\$ 35/hr.	\$1,000
	Faculty Dining Room	\$ 15/hr.	\$ 300
	Single Classroom*	\$ 20/hr.	\$ 400
	Grounds	\$ 50/hr.	\$1,000
	Turf Field	\$ 75/hr.	\$ 150/hr.
	*set-up fees \$100 per day per room		
** Auditorium approval is site specific			

### Notes:

1. Faculty members renting the facilities for profit making programs that enhance the education of Fairfield students will be charged \$50 per hour of use.
2. School sponsored activities, scouting groups, before and after school site specific day care centers, elected or appointed Town Boards, Committees and Commissions will not be assessed rental fees or overtime custodial fees. Overtime custodial costs will be paid by the Board of Education.
3. Bona fide Community Groups (as registered in the Selectman's Office) and Fairfield Not for Profit (501(c) (3)) using the facility during regular custodial hours will not be charged a rental fee. Custodial fees will apply if the event goes past 11:00 p.m. on a weeknight; the event occurs on a weekend; the event serves food; the event requires special arrangements (i.e. additional chairs, desks, equipment or reconfiguration of the room).
4. Fairfield-based non-profit (501(c) (3) organizations) will be charged a fee as per Column I. A copy of the 501(c) (3) letter must be attached to the application. Personnel fees may apply (see Personnel Rates).
5. Beginning July 1, 2007, school donations or student scholarships will no longer be considered as criteria for fee waivers.

### **Section III (continued)**

#### **Column II Charges**

Profit-making Fairfield organizations and non-profit non-Fairfield organizations will be charged a fee as per Column II. Personnel fees may apply (see Personnel Rates).

#### **Personnel Rates**

##### **Custodial Services / Grounds Crew**

Outside of normal working hours, the approximate rate is \$40.00 per hour except for Sundays and holidays when the approximate rate is \$50.00 per hour. There is a three (3) hour minimum charge.

##### **Cafeteria Workers**

Outside of normal working hours, the approximate rate is \$39.00 per hour except for Sundays and holidays when the approximate rate is \$52.00 per hour. There is a three (3) hour minimum charge. Prices do not include the cost of food.

##### **Fire Protection**

Approximate rates are \$57.00 per hour. There is a three (3) hour minimum on Mondays - Thursdays and a four (4) hour minimum on Saturdays, Sundays, and holidays.

##### **Police Presence**

Approximate rates are \$57.00 per hour. There is a four (4) hour minimum required.

##### **Technical Assistant**

Computer technicians and others may be available upon request. Fees to be determined.

Revised 7/1/10