

## **Community Relations**

### **Community Use of School Facilities**

Community organizations shall be permitted and encouraged to use school facilities for worthwhile purposes (when such uses will not interfere with the school program) in the following order of priority:

1. Public Emergency
2. Town or Regional Meetings
3. School Functions
4. Local Community Organizations – Free Use
5. Local Community Organizations – Rental Use
6. Private or Outside Organizations

Application for a single use of school facilities shall be made in writing to the Principal at least seven days in advance of the desired date. For regular use of facilities throughout the upcoming year or a major portion of the year, applications should be made in writing to the Principal after June 30 and no later than August 15. Applications for recurring facilities use which are received after August 15 will be considered if facilities are available. Applicants for the use of school facilities must abide by all Board of Education regulations for the use of the school. The Principal shall maintain a calendar of activities. School functions will supersede all other groups except Town or regional meetings. Public emergencies will supersede all group meetings.

The Principal is authorized to approve and schedule the use of school facilities and terminate such approval, pending Board of Education review, if he/she considers this action necessary. He/she shall discuss with the Superintendent of Schools any questions he/she might have concerning particular applications for the use of the school.

The school facilities shall be closed to community groups, except for Town or regional meetings, during the following periods:

1. From August 1 until the day after Labor Day;
2. On days when school is closed early or for the day because of weather conditions or mechanical breakdown.

Community use of the school facilities during vacation periods will be restricted to avoid conflict with school maintenance and repair schedule.

## Community Relations

### Community Use of School Facilities (continued)

There will be no rental fees charged for the use of the building to non-profit, duly-recognized community groups. There will be no rental fees charged when community groups charge admission fees, if the proceeds are to be expended for an educational, civic, or charitable purpose.

There shall be rental fees charged for building uses not outlined above in accordance with the fee schedule established annually by the Board of Education.

Law enforcement coverage, if required, shall be paid by the organization using the building. The Board may charge for other necessary services if required. Town agencies financed through local taxation shall be exempt from such charges.

Decisions about whether or not custodial, cafeteria, or law enforcement coverage is required, the amount to be charged, and arrangements for such coverage shall be the responsibility of the building Principal.

Legal Reference:        Connecticut General Statutes  
                                  10-239 Use of school facilities for other purposes.  
                                  PA 97-290 An Act Enhancing Educational Choices and Opportunities  
                                  Equal Access Act, 20 U.S.C. ss 4071-4074  
                                  *Good News Club v. Milford Central School* , Sup.Ct., 6-11-01  
                                  20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No  
                                  Child Left Behind Act of 2001)

Policy adopted:        January 14, 2009

ANDOVER PUBLIC SCHOOLS  
 Andover, Connecticut

## Community Relations

### Andover Recreation Commission Use of School Facilities

1. The key provided to the Recreation Commission will open only the gymnasium wing outside door and the door to the gymnasium itself. Recreation Commission users of the gymnasium will restrict their presence in the building only to the gymnasium and adjacent rest room facilities.
2. Recreation Commission use of the gymnasium will, in all cases, be scheduled in advance through the Andover School main office. A copy of the school form, "Request for Use of School Building," will be completed and signed by a Recreation Commission representative for each use of the gymnasium.
3. All community recreation use of the facility will be scheduled by the Recreation Commission. If other community groups request, through the school, use of the gymnasium for recreation purposes, the school will refer such groups to the Recreation Commission.
4. For Recreation Commission use of the gymnasium during times when janitor service is not scheduled in the building, the Recreation Commission assumes responsibility for maintaining the cleanliness and security of the building.
5. It must be recognized that during periods of school closure, school scheduling of cleaning and maintenance in the gymnasium must take precedence over outside use of the gymnasium. Any anticipated use of the facility during such periods should be checked out well in advance with the school Principal.
6. Any damage to school equipment or property while being used by the Recreation Commission will be reported immediately to the building Principal.
7. Any injuries will be reported in writing, and in detail to the building Principal, no later than noon on the day following the accident or injury.

Legal Reference:      Connecticut General Statutes  
                              10-239 Use of school facilities for other purposes  
                              PA 97-290 An Act Enhancing Educational Choices and Opportunities  
                              Equal Access Act, 20 U.S.C. ss 4071-4074  
                              Good News Club v. Milford Central School, Sup.Ct., 6-11-01  
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Regulation issued:      January 14, 2009

ANDOVER PUBLIC SCHOOLS  
 Andover, Connecticut

## **Community Relations**

### **Use of School Facilities**

#### **Use of School Fields by Outside Organizations**

The Board of Education favors the use of athletic fields under its jurisdiction by local citizens subject to the following conditions:

1. The needs of the schools shall have precedence. Only when the schools are not using their playing fields shall they be made available for use by the public.
2. Only fields in adequate playable condition will be available for public use. The Board of Education, through the Superintendent or his/her designee, will be the sole judge of the suitability of their condition for use. The Superintendent or his/her designee reserves the right to cancel previously approved field requests based upon current field conditions, weather forecasts, etc.
3. No unusual maintenance, upkeep, or alteration of school fields will be done by outside organizations without specific approval of the Board of Education, through the Superintendent or his/her designee.
4. The agent of the Board of Education for the implementation of this policy will be the Superintendent of Schools, or his/her designee.

(cf. 1330 – Use of School Facilities)