

Community Relations

Use of School Facilities

Since school buildings and grounds are public property, the Board of Education may make them available for purposes other than education when they are not in use for school purposes.

In accordance with annual agreements between the Waterford Board of Education and the Waterford Recreation and Parks Commission, the Board has delegated responsibility for scheduling non-school related community activities in Board of Education buildings and on its grounds. The "Property Request" Form for Waterford school facilities shall be submitted to the Recreation and Parks office for approval.

If a community group is denied use of Board of Education facilities by the Recreation and Parks staff, the group may appeal that decision to the Recreation and Parks Commission.

If the Building-Principal disagrees with a decision about community groups meeting at his/her school, where they are meeting, and/or when they are meeting, he or she may appeal that decision to the Superintendent and further to the Board of Education.

The user must be specific in requesting exactly what facilities are desired. Approval will be for those specific facilities and rooms only.

Generally, not 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 townspeople, the Recreation and Parks Commission will grant permission for school use.

All school equipment in the premises shall be in the charge and control of the Building Principal or his/her designee, and arrangements for 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.

Prior community use will be allowed as long as such use does not interfere with school activities.

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

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Use of School Facilities (continued)

Eligible Organizations and Priority of Use

1. Educational programs.
2. Student activities.
3. Administrative, faculty, or staff activities (includes PTO/PTA).
4. Town of Waterford-department or agency activities (Recreation and Parks top priority).
5. Activities sponsored by and for organizations promoting the physical or political or cultural well-being of the citizens of the town.
6. Private organizations, private businesses or enterprises located in or taxpayers to the Town of Waterford.
7. 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.
2. Use or possession of alcoholic beverages or unauthorized controlled substances shall not be permitted on school property. Tobacco products shall not be used on school property.
3. Vendors shall be prohibited from any form of selling in school buildings or on school grounds.
4. Refreshments can be served or consumed only in areas designated by the Building Principal.
5. Advertising and/or decorations held not to be in good taste by the Board of Education, the Superintendent, the Building Principal, and/or the Recreation and Parks Commission shall not be allowed in school facilities or on school grounds.

Use of School Equipment or Property

School equipment or property may be loaned to community groups for an educational, civic, or charitable purpose when:

1. The group borrowing the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession.

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Use of School Facilities (continued)

Use of School Equipment or Property (continued)

2. The equipment is not unusually expensive or subject to easy damage.
3. The equipment is in good condition.
4. The group will provide a competent operator for equipment loaned.

Fee Policy For Community Use of School Facilities

It shall be the general policy of the Board of Education to grant use of facilities to all Waterford community-based groups without charge. 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 the Board of Education to allow the use of school facilities to out-of-town nonprofit or charitable organizations and to consider requests for use by any other business by the Board (see accompanying schedule). All other charges shall be determined by the day and date of use; 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, providing all proceeds of such activity are directed only and totally to Town-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 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 use is deemed to be in the best interests of the Waterford School System and/or the Town of Waterford.

However, in accordance with the annual agreement between the Waterford Board of Education and the Waterford Recreation and Parks Commission, the Board of Education shall be reimbursed by the Recreation and Parks Commission for Board of Education costs associated with community use of schools (custodial salaries, overtime, and benefits; heating, lighting, and other utilities; maintenance and repairs; instructional, maintenance, and custodial supplies; and equipment).

Community Relations

Use of School Facilities (continued)

Fee Applications

1. Educational program: no rental fee or associated costs.
2. Student activities: no rental fee or associated costs.
3. Administrative, faculty or staff activities: no rental fee or associated costs.
4. Activities sponsored by and for organizations promoting programs that benefit the Waterford Public Schools, excluding fundraising events, may incur a rental fee or associated costs. However, fundraising events will incur associated costs for additional services.
5. Town of Waterford department or agency activities: no rental fee or associated costs.
6. 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 costs.
7. Private organizations, private businesses or enterprises located in or taxpayers to the Town of Waterford: may incur rental fee and/or associated costs.
8. Out-of-town organization activities: shall incur rental fees.

Outside Agencies Use of School Facilities and Acquired Immune Deficiency Syndrome (AIDS)

The Waterford Board of Education will not unlawfully discriminate against any individual because he/she may have AIDS or an AIDS related condition or may have tested positive for the AIDS or Human Immunodeficiency Virus (HIV) and therefore recognizes that individuals medically diagnosed as being infected with HIV or AIDS have the right to utilize the Waterford Public School facilities. Based upon these recognitions the Superintendent shall put into effect administrative regulations designed to ensure the monitoring of its responsibilities on a continuous basis.

(cf. 4112.5– Acquired Immune Deficiency Syndrome – Personnel)

(cf. 5141.9 – Communicable Diseases)

(cf. 5141.12 – Emergency Care in Schools for Students)

(cf. 5141.13 – Acquired Immune Deficiency Syndrome – Students)

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

Policy adopted: April 24, 2003

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut