

BOARD POLICY

No. 1410

1000 COMMUNITY

1410 Community Use of School Facilities

In accordance with Conn. Gen. Stat. § 10-239, the Regional School District 8 Board of Education (the “Board”) may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures and shall be subject to restrictions determined by the Superintendent or his/her designee.

Consistent with this policy, the Superintendent shall develop a facilities use application process and fee structure regarding the use of school facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

A. Application Procedures

Applications for use of facilities shall be made through the Director of Facilities. Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the school/district and shall not be used without permission from an administrator or site supervisor.

Approval of school facilities use may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use

The District will use the following guidelines regarding priority of usage of such facilities when approving the use of facilities:

Order of priority:

1. School-sponsored programs and activities.

2. Activities of school-related organizations (*e.g.*, PTO, Booster Clubs, After Graduation Committees and similar organizations).
3. Region 8 towns' departments or agency activities.
4. Activities of non-profit organizations operating within the Region 8 towns, other than school-related organizations covered by category #2 above.
5. Activities of for-profit organizations operating within the Region 8 towns.
6. Organizations outside of the Region 8 towns

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, vapor products, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval. Notwithstanding, only those beverages permitted by state law may be sold during the school day. Upon approval, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.
4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent and made available on the District's website.

Beyond the identified Facility Fee by Space/Area, additional associated costs may be assessed. These associated costs include, but are not limited to, site supervisor(s), lighting and

sound support, security personnel, or other personnel deemed necessary by the District. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the District and/or sending towns.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

F. Health and Safety Protocols

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.

Legal References:

Conn. Gen. Stat. § 10-239
Conn. Gen. Stat. § 10-215f
Conn. Gen. Stat. § 10-221q
Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.

APPROVED:	October, 1998
REVISED:	May, 2008
REVISED:	October 2010
REVISED:	October, 2012
REVISED:	April, 2015
REVISED:	April, 2025

APPLICATION, FEE STRUCTURE, AND INDEMNIFICATION REGARDING USE OF SCHOOL FACILITIES

Applications for Facilities Use

The Facilities Use Application can be found on the District's website or at this link:

<https://reg8.ss19.sharpschool.com/community>

Facility Fee by Space/Area

For profit organizations, groups, or individuals, and non-profit organizations outside of Region 8 towns must pay the following amounts for the use of District facilities:

Areas Available for Use	Occupancy (Maximum)	Cost Per Hour (4 Hour Minimum)
High School Auditorium	800	\$200.00
High School Gymnasium	600	\$150.00
Middle School Gymnasium	300	\$125.00
High School Cafeteria	375	\$110.00
Middle School Cafeteria	200	\$90.00
High School Lecture Hall	66	\$70.00
Middle School Lecture Hall	135	\$100.00
Regular Classroom	20	\$40.00

Hebron, Andover, and Marlborough youth sports teams, parks and recreation programs, and non-profit organizations are responsible only for any additional costs associated with use of facilities (see below).

Additional Costs

Facilities Fee

A fee of \$175.00 per hour is assessed if an event is scheduled outside of normal building operating hours.

School Year	7:00 AM - 10:00 PM, Monday through Friday
Summer	7:00 AM - 4:00 PM, Monday through Friday

Site Supervisor

Beyond identified space/area costs, a Site Supervisor(s) may be required at an additional cost of \$60.00 per hour (4-hour minimum). The need for a Site Supervisor(s) will be determined by the District and depend on the event being held. The role of the Site Supervisor is to assist renters with needs that may arise and ensure the use of Region 8 facilities is appropriate and in accordance with Board of Education policies.

Lighting and Sound

Renters are responsible for extra costs associated with a Lighting and Sound Director who oversees, assists with, and operates the in-house stage lighting, sound, and video equipment for the auditorium.

Security Deposit & Payment

A non-refundable security deposit of \$160.00 is required to be sent immediately upon approval of the event. Events that require lighting and sound support must pay an additional deposit of 50% of the total estimated cost provided by the lighting and sound vendor upon approval of the event.

All checks must be made payable to Regional School District 8, and mailed to the attention of Accounting Services, Regional School District, 85 Wall Street, Hebron, CT 06248. Security deposits will be cashed upon receipt and the amount will be deducted off the final invoice.

Invoices must be paid upon receipt. Additional invoices will be provided for unanticipated expenses incurred during the time the facility is used. Any returned checks shall be assessed an additional fee of \$55.00.

Liability Requirements

Groups are required to furnish evidence of insurance coverage meeting the District's requirement for Personal Injury and Property Damage Single Limit Liability (\$1,000,000). Please have the listed certificate holder as: Regional School District, 85 Wall Street, Hebron, CT 06248.

Cancellations

Cancellations by renters must be made in writing five business days in advance of the scheduled event. The District reserves the right to cancel a scheduled event for unforeseen circumstances or events.

INDEMNIFICATION AND RELEASE

This form is valid for a period of one calendar year from the date signed for each application of usage which is made.

In consideration of the permission granted to it by the Regional School District 8 Board of Education (the "Board") to use the school building, grounds, facilities, and/or equipment, the undersigned does hereby **indemnify and hold harmless** the Board, the towns of Andover, Hebron, or Marlborough, their employees, agents, contractors and assigns against any and all loss or expense, including attorneys' fees, court costs, damages, liability and any other amounts for any and all bodily injuries, including death, and/or for any and all property damage sustained accidentally or otherwise sustained by any person arising out of or connected with the undersigned's use of the school building, grounds, facilities, and/or equipment.

The undersigned further waives the right to initiate and/or pursue in any manner any and all lawsuits and any other claims in any forum against the Board, the towns of Andover, Hebron, or Marlborough, their Board members, officers, employees, agents, contractors and assigns for any injury or harm connected to the **undersigned's use of the Board's facilities**, including but not limited to claims for negligent acts or omissions and/or claims for death and/or serious bodily injury and/or claims for property damage.

The undersigned assumes responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the buildings, grounds, facilities, and/or equipment.

The undersigned has read and agrees to abide by the terms of the Board policies pertaining to use of Board buildings, grounds, facilities, and/or equipment.

Name: _____

Signature: _____

Date: _____