

1                   **ENFIELD TOWN COUNCIL & ENFIELD BOARD OF EDUCATION**  
2   **ENFIELD, CONNECTICUT**

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4  
5   **USE OF SCHOOL & TOWN FACILITIES**

1330

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7   **A.     Policy Statement**

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9   Subject to section 54-1 et seq. of the Town Code, the Town Council and the Board of  
10 Education may permit the use of any Facility for non-profit, educational or community  
11 purposes.

12  
13   **B.     Definitions**

- 14  
15           1.   **Administrator** for the school means a Principal or his or her designee;  
16               for the Town this means the Director of the Facility, or his or her  
17               designee.  
18  
19           2.   **Associated Costs** means, but is not limited to, fees for the services of  
20               any custodial personnel, field monitoring or setup personnel, utilities,  
21               supplies, security personnel or other personnel deemed by the  
22               responsible Administrator to be necessary in connection with the use of  
23               Facilities. Such costs shall be at the rates set forth in the fee schedule.  
24  
25           3.   **Business Day** means normal hours of operation of the Facility.  
26  
27           4.   **Community purpose** means that which may serve or benefit the Town's  
28               residents in some manner.  
29  
30           5.   **Facility** means, but is not limited to, any building, meeting room,  
31               conference room, athletic field, cafeteria, gymnasium, pool, park,  
32               playground, recreational area, owned or maintained by the Town of  
33               Enfield or the Enfield Board of Education.  
34  
35           6.   **Non-profit** means an organization recognized as such by the State of  
36               Connecticut or U.S. Internal Revenue Code.  
37  
38           7.   **Resident** means an individual whose domicile is the Town of Enfield and  
39               shall include other legal entities located within the Town.  
40  
41           8.   **School Year** means that period of time beginning on the first day that  
42               school is in session and ending on the last day that school is in session  
43               and includes school year vacations.

44  
45   **C.     Establishment of Rules and Procedures**

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47   The use of any Facility for nonprofit, educational or community purposes shall  
48   be governed by the following rules and procedures, and shall be subject to such  
49   restrictions as the Town Manager or Superintendent of Schools or their  
50   designee(s) consider(s) expedient. This policy is read in conjunction with  
51   section 54-1 et seq. of the Town Code. If there is any conflict between this

52 policy and the Town Code, the Code provisions will prevail. This policy shall  
53 not apply to the use of school buildings and/or portions therein, during the  
54 business day of the school.  
55

56 Consistent with this policy, the Town Manager and Superintendent of Schools  
57 shall promulgate Administrative Regulations and associated forms for the use of  
58 buildings and Facilities. Since the primary purpose of public school Facilities is  
59 for public educational activities, including athletic events, such activities will  
60 have priority over all other requested uses of school Facilities.  
61

62 **D. Application Procedures**  
63

64 An application for use of a school Facility shall be submitted to the school  
65 Administrator during the school year. In the absence of the school  
66 Administrator, and during summer vacation, the application shall be submitted  
67 to the Facilities Director.  
68

69 An application for use of a Town Facility shall be submitted to the Town  
70 Administrator for the Town Facility. The Town Manager shall determine the  
71 appropriate Administrator for Town Facilities.  
72

73 The application shall specify the Facility requested. All school or Town  
74 equipment shall not be used without the express written permission of the  
75 Administrator.  
76

77 The school Administrator shall forward to the Facilities Director each  
78 application for the use of school buildings and/or portions therein, with a  
79 recommendation, as to approval or denial, and the amount of fees to be  
80 collected. Approval of the use of the school Facility may be revoked at any time  
81 by the Superintendent of Schools or his or her designee.  
82

83 The school Administrator shall forward to the Facilities Director each  
84 application for the use of school grounds, including athletic fields, with a  
85 recommendation, as to approval or denial, and the amount of fees to be  
86 collected. The Facilities Director shall review the application and forward  
87 approved requests to the Director of Public Works for final approval and  
88 scheduling. Approval of the use of the school grounds may be revoked at any  
89 time by the Town Manager or his or her designee.  
90

91 The Town Administrator shall forward to the Director of Public Works each  
92 application with a recommendation as to approval or denial. The Director of  
93 Public Works shall make a final determination whether to approve the  
94 application. For those applications approved, the Director of Public Works shall  
95 determine scheduling and the amount of fees to be collected. Approval of the  
96 use of a Town Facility may be revoked at any time by the Town Manager or his  
97 or her designee.  
98

99 **E. Eligible Organizations and Priority of Use**  
100

101 Administrators responsible for reviewing and recommending requests for use of  
102 Facilities will use the following guidelines regarding priority use.  
103

104 Order of Priority:

105  
106 1. School Facilities

- 107  
108 a. School events, including educational and athletic  
109  
110 b. School-sponsored events  
111  
112 c. Items listed under sections 2. a., d., e. and f. below  
113

114 2. Town Facilities

- 115  
116 a. Town Council, boards, commissions, agencies or departmental  
117 activities  
118  
119 b. School events, including educational and athletic  
120  
121 c. School-sponsored events  
122  
123 d. Activities of non-profit organizations operating within the Town, other  
124 than school related organizations covered by category #2 b. and c.  
125 above.  
126  
127 e. For-profit groups or organizations operating within Town.  
128  
129 f. All other groups.

130  
131 In the event of the cancellation of any Town or school sponsored event or  
132 activity as set forth above, due to weather or any other unforeseen  
133 circumstance, the event or activity may be rescheduled to a convenient date  
134 that may require the “bumping” of an outside organization’s reservation.  
135 The outside organization shall be provided with an alternate date.  
136

137 **F. Restrictions on Use of Facilities**

138  
139 In addition to the restrictions set forth in section 54-1 et seq. of the Town Code, the  
140 restrictions below shall apply to the use of Facilities. Any violation of this Policy or any  
141 applicable Administrative Regulations may result in permanent revocation of the  
142 privilege to use Town or school Facilities by the organization and/or individuals  
143 involved.  
144

- 145 1. Facilities will be rented to organizations only when a majority of its members  
146 are Town of Enfield residents. The organization shall be responsible for any  
147 damage to equipment or buildings that occur during its use of the Facility.  
148  
149 2. Users of Facilities must designate a responsible adult supervisor to: be on  
150 site before the first participant has arrived; remain throughout the event;  
151 and not leave until after the last participant has left the Facility. Supervisors  
152 must have cell phones with them during the event.  
153  
154 3. No illegal activities are permitted.  
155

- 156 4. Use or possession of tobacco, alcoholic beverages or unauthorized controlled  
 157 substances is not permitted in or on school facilities.  
 158
- 159 5. Use of tobacco is not permitted within Town buildings. Unauthorized  
 160 controlled substances are not permitted on Town property. Alcoholic  
 161 beverages shall not be consumed on Town property or brought into a Town  
 162 building, without proper permits in place.  
 163
- 164 6. Refreshments may not be prepared, served or consumed without the proper  
 165 approvals. If such approval is granted, refreshments may be prepared,  
 166 served and consumed only in areas designated.  
 167
- 168 7. Advertising, decorations or materials must be approved by the  
 169 Administrator.  
 170
- 171 8. Advertising, decorations or other materials that promote the use of illegal  
 172 drugs, tobacco products, or alcoholic beverages are not permitted.  
 173
- 174 9. Activities that are disruptive of the regular ongoing school or Town business  
 175 are not permitted.  
 176
- 177 10. Nothing shall be sold, given, exhibited, or displayed without approval by the  
 178 Administrator.  
 179
- 180 11. Any area deemed "off limits" shall not be used.  
 181
- 182 12. Responsible Administrators must make arrangements to hire uniformed  
 183 police at all school dances and for any event or combination of events for  
 184 which traffic and parking problems may be expected. Such determination  
 185 is the prerogative of the responsible Administrator upon review of the rental  
 186 application. Multiple events requiring uniformed officers shall pro-rate the  
 187 cost for the uniformed officer(s) to the applicant involved on a basis to be  
 188 determined by the Public Works Director for Town sites and the Facility  
 189 Director for school sites.  
 190

191 **G. Fees and Other Costs**  
 192

193 Users of Facilities shall be responsible for the fees and costs set out in a fee  
 194 schedule as established jointly by the Town Manager and Superintendent of  
 195 Schools. Rental fees and/or associated costs otherwise applicable may be  
 196 waived by the Town Manager or Superintendent of Schools if such waiver is  
 197 deemed by the Town Manager or Superintendent of Schools to be in the best  
 198 interest of the Town or the school, respectively. The following guidelines shall  
 199 be incorporated into such fee schedule:  
 200

<u>Category</u>	<u>Fee</u>
201	
202	
203 1. School-sponsored programs and	None.
204 activities.	
205	
206 2. Activities that further the educational	Associated costs.
207 objectives of the public schools	

- 208 (e.g. PTO, Booster Clubs, Safe  
 209 Graduation Committees and similar  
 210 organizations).  
 211  
 212 3. Town department or agency activities. None  
 213  
 214 4a. Activities of non-profit organizations Associated costs.  
 215 operating within the Town, other than  
 216 School-related organizations covered  
 217 by section E. 1. and 2. above.  
 218  
 219 4b. Activities of non-profit organizations Rental fee and associated  
 220 covered under section E. engaged costs.  
 221 in fund raising activities.  
 222  
 223 5. Activities of for-profit organizations Rental fee and associated  
 224 operating within the Town. costs.  
 225

226 **H. Insurance and Liability**

227  
 228 The Facility user assumes all responsibility and liability for any injury to  
 229 persons, and for damage to and loss of school or Town property in connection  
 230 with the use of the Facility. The user holds the Town and school employees and  
 231 the Town Council and Board of Education harmless for any such losses or  
 232 damages. Responsibility and indemnification are detailed in the rental  
 233 agreement.  
 234

235 Users must provide a certificate of insurance with their application. The  
 236 minimum limits of liability are as follows:  
 237

238 General Liability - \$1,000,000 Each Occurrence  
 239 \$2,000,000 Aggregate  
 240

241 Automobile Liability - \$1,000,000 Combined Single Limit  
 242

243 Users having either volunteer workers or paid employees must provide Workers  
 244 Compensation coverage, including Employers Liability Coverage in the amount  
 245 of \$100,000/500,000/100,000.  
 246

247 Individual users are required to provide a copy of their homeowner's or  
 248 apartment dweller's insurance policy declarations page. Minimum personal  
 249 liability coverage of \$300,000 is required.  
 250  
 251  
 252  
 253  
 254

255 **Adopted by Town Council: July 7, 2008**  
 256 **Adopted by Board of Education: July 8, 2008**