

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

**USE OF SCHOOL & TOWN FACILITIES**

**1330**

A. Policy Statement

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

B. Definitions

1. Administrator for the school means a Principal or his or her designee; for the Town this means the Director of the Facility, or his or her designee.
2. Associated Costs means, but is not limited to, fees for the services of any custodial personnel, field monitoring or setup personnel, audio visual technician, utilities, supplies, security personnel or other personnel deemed by the responsible Administrator to be necessary in connection with the use of Facilities. Such costs shall be at the rates set forth in the fee schedule.
3. Business Day means normal hours of operation of the Facility.
4. Community purpose means that which may serve or benefit the Town's residents in some manner.
5. Facility means, but is not limited to, any building, meeting room, conference room, athletic field, cafeteria, gymnasium, pool, park, playground, recreational area, owned or maintained by the Town of Enfield or the Enfield Board of Education.
6. Non-profit means (1) an organization recognized as such by the State of Connecticut or (2) the Town committee of a major or minor political party as defined by Connecticut General Statute §9-372.
7. Political campaign activity means an event, gathering, rally or similar assembly either in support of or in opposition to a candidate or group of candidates in an upcoming election.
8. Resident means an individual whose domicile is the Town of Enfield and shall include other legal entities located within the Town.
9. School Year means that period of time beginning on the first day that school is in session and ending on the last day that school is in session and includes school year vacations.

Definitions (continued)

- 10. Town means the Town of Enfield, a municipal corporation located in Hartford County, in the State of Connecticut, and includes the Town Council, Town Boards, Commissions, Agencies, Departments and Divisions.

C. Establishment of Rules and Procedures

The use of any Facility for educational or community purposes shall be governed by the following rules and procedures and shall be subject to such restrictions as the Town Manager or Superintendent of Schools or their designee(s) consider(s) expedient. This policy is read in conjunction with section 54-1 et seq. of the Town Code. If there is any conflict between this policy and the Town Code, the Code provisions will prevail. This policy shall not apply to the use of school buildings and/or portions therein, during the business day of the school.

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

D. Application Procedures

An application for use of a school Facility shall be submitted to the school Administrator during the school year. In the absence of the school Administrator, and during summer vacation, the application shall be submitted to the Town's Facilities Director.

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

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

The school Administrator shall forward to the Town's Facilities Director each application for the use of school buildings and/or portions therein, with a recommendation, as to approval or denial. The Town's Facilities Director shall review the applications, determine the amount of fees to be collected, and forward approved requests to the School Administrator for scheduling. Approval of the use of the school Facility may be revoked at any time by the Superintendent of Schools or his or her designee.

The school Administrator shall forward to the Town's Facilities Director each application for the use of school grounds, including athletic fields, with a recommendation, as to approval or denial. The Town's Facilities Director shall review the application, determine

## Application Procedures (continued)

the amount of fees to be collected, and forward approved requests to the Director of Public Works or their designee, for final approval and scheduling. Approval of the use of the school grounds may be revoked at any time by the Town Manager or his or her designee.

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

Facilities for athletic and/or sports events shall be assigned to outside organizations based on need and roster size with non-profit teams comprised of 90% Enfield residents taking priority, followed by other non-profit groups, for-profit groups, and all other groups. Assignment of facilities for athletic and/or sports events will be based on the number of Enfield residents on the team. No out-of-town residents will be counted for assignment purposes. All organizations shall electronically submit proof of insurance, rosters including names and residence of participants, schedule and location request to the Director of Public Works, or his designee. All materials shall be submitted by the following dates for each sports season:

- i. Spring: February 15
- ii. Summer: April 15
- iii. Fall: August 15
- iv. Winter: November 15

Facilities for non-athletic and/or non-sports events will be assigned in order of receipt of the application AND upon receipt of the required deposit as set forth below.

All approved applications must be secured by a deposit of 20% of the Rental Fees set forth in Schedule B within 15 days of such approval. The balance shall be paid no later than 30 days prior to the date of the activity or event. Failure to pay the deposit and balance when due shall result in the cancellation of the approval. The deposit and any additional payments toward the balance of the rental fees will be refundable only if the applicant provides written notice of cancellation to the Facilities Director, which notice must be received no less than 30 days prior to the date of activity or event.

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

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

Order of Priority:

1. School Facilities

- a. School events, including educational and athletic
- b. School-sponsored events or activities
- c. Town events or activities
- d. All other organizations

2. Town Facilities

- a. Town Council events or activities
- b. School events or activities, including educational and athletic
- c. School-sponsored events or activities
- d. All other organizations

In the event of the cancellation of any Town or school sponsored event or activity as set forth above, due to weather or any other unforeseen circumstance, the event or activity may be rescheduled to a convenient date that may require the “bumping” of an outside organization’s reservation. Bumping will occur in order of priority listed above. The outside organization shall be provided with an alternate date.

F. Restrictions on Use of Facilities

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

- 1. The organization shall be responsible for any damage to equipment or buildings that occur during its use of the Facility.
- 2. Users of Facilities must designate a responsible adult supervisor to: be on site before the first participant has arrived; remain throughout the event; and not leave until after the last participant has left the Facility. Supervisors must have cell phones with them during the event.
- 3. No illegal activities are permitted.
- 4. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances is not permitted in or on school facilities.
- 5. Use of tobacco is not permitted within Town buildings. Unauthorized controlled substances are not permitted on Town property. Alcoholic beverages shall not be

Restriction on Use of Facilities (continued)

- consumed on Town property or brought into a Town building, without proper permits in place.
6. Refreshments may not be prepared, served or consumed without the proper approvals. If such approval is granted, refreshments may be prepared, served and consumed only in areas designated.
  7. Advertising, decorations or materials must be approved by the Town/School Administrator.
  8. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages are not permitted.
  9. Activities that are disruptive of the regular ongoing school or Town business are not permitted.
  10. Nothing shall be sold, given, exhibited, or displayed without approval by the Administrator.
  11. Any area deemed “off limits” shall not be used.
  12. Town/School Administrators must make arrangements to hire uniformed police at all school events or combination of events for which traffic and parking problems may be expected. Such determination is the prerogative of the Town/School Administrator upon review of the rental application. Multiple events requiring uniformed officers shall pro-rate the cost for the uniformed officer(s) to the applicant involved on a basis to be determined by the Public Works Director for Town sites and the Facility Director for school sites.
  13. Political campaign activities are not permitted inside town-owned property. This does not include bi-partisan or non-partisan public information sessions, constituent services, or photographing of candidates in the Joseph E. O’Conner Gazebo.

G. Fees and Other Costs

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



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

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

Individual users are required to provide a copy of their homeowner's or apartment dweller's insurance policy declarations page. Minimum personal liability coverage of \$300,000 is required.

I. Appeal of Denial of Facility Use

1. Any applicant denied use of a Town facility including an athletic field or fields, or whose use has been revoked, shall have the right to appeal such denial or revocation to the Public Works Subcommittee. All appeals shall be submitted in writing to the Town Manager's Office.
2. Any applicant denied use of a school facility, excluding an athletic field or fields and gymnasiums, or whose use has been revoked shall have the right to appeal such denial or revocation in writing to the Superintendent's Office.

J. Upon review of an application for use of a Facility, including its proposed duration, location and type of use, the application may be referred to and reviewed by the Town Attorney to determine if the proposed use of the facility should be subject to a lease or other agreement which may be subject to approval by the Town Council.

## SCHEDULE A

### Rental Fees for Outdoor Athletic Facilities

#### Includes Pickleball Complex, Baseball, Softball, Football, Field Hockey, Lacrosse, and Soccer Fields

##### Artificial Turf Fields (not subject to Tournament Fees):

- \$1000.00 for up to four (4) hours (mandatory minimum fee). Lights Included
- \$250.00 per hour for every hour, or part thereof, after the first four (4) hours. Lights Included

##### Grass Fields:

- \$75.00 per game (Tournament Fees listed below).
- \$400.00 per season for practices (maximum of two practices per week)

Spring Season is defined as May through July.

Fall Season is defined as August through October.

##### Lights at Grass Fields:

- \$25.00 per game (Tournament Fees listed below).

##### Tournaments:

Definition: A series of contests and/or games between 4 or more invited teams held over a one to three-day period.

Tournaments must be approved by the Facilities Manager and/or his/her agent. The Town may require that the sponsoring organization provide at its own expense services including but not necessarily limited to, police, security, trash removal and additional sanitary facilities as deemed necessary.

Non-Exempt Organizations: \$1,000.00 per day per field.

Exempt Athletic Organizations (listed below): \$500.00 per day per complex

For an exempt athletic organization's tournament, a complex is one or more outdoor athletic fields located on one property.

##### Lights for Tournaments: Included in Tournament Fee.

Field House at Shaker Fields: The field house, located at 249-237 CT-220, is available for use by groups renting Shaker Fields during the same hours. Groups using the field house for concessions must secure a permit from the North Central District Health Department and submit a copy to the Department of Public Works.



**SCHEDULE A** (continued)

An Enfield team can file a written application to the Department of Public Works for exemption status for a term of one year, if the team meets the following criteria:

1. 90% of the players on the roster have Enfield residency, and
2. The organization provides proof of not-for-profit status.

Thereafter, on an annual basis, the list of exempt teams will be reviewed by the Director of Public Works, or their designee. The list will be maintained by the Department of Public Works.

Teams that are approved for exemption status will be eligible for a refund of field rental fees or a reduction of tournament fees, provided that the above referenced application for exemption is filed with the Town Manager's Office no later than 30 (thirty) calendar days after the payment of such fees.

## **SCHEDULE B**

### **Rental Fees for Indoor Facilities**

#### **ENFIELD HIGH SCHOOL AND JOHN F. KENNEDY MIDDLE SCHOOL**

##### **AUDITORIUM**

\$500.00 For Up to Four Hours for Entities with principal officers in the Town of Enfield  
\$125.00 Per Hour for Each Additional Hour for Entities with principal offices in the Town of Enfield.

\$1,000.00 For Up to Four Hour for out-of-town organizations  
\$250.00 Per Hour for Each Additional Hour for out-of-town organizations.

##### Additional Costs:

\$200.00 for Board of Education or Town of Enfield Audio Visual (AV) Technician for up to Four Hours  
\$50.00 Per Hour for Each Additional Hour

##### **GYMNASIUM:**

\$500.00 For Up to Four Hours  
\$125.00 Per Hour for Each Additional Hour

##### **BAND ROOM OR CHORUS ROOM:**

\$275.00 For Up to Four Hours  
\$69.00 Per Hour for Each Additional Hour

##### **CLASSROOM:**

\$225.00 for Up to Four Hours  
\$57.00 Per Hour for Each Additional Hour

#### **ENFIELD ANNEX**

##### **AUDITORIUM**

\$500.00 For Up to Four Hours  
\$125.00 Per Hour for Each Additional Hour

##### **GYMNASIUM:**

\$450.00 For Up to Four Hours  
\$113.00 Per Hour Each Additional Hour

##### **BAND ROOM OR CHORUS ROOM:**

\$275.00 For Up to Four Hours  
\$69.00 Per Hour for Each Additional Hour

##### **CLASSROOM:**

\$225.00 For A Up to Four Hours  
\$57.00 Per Hour for Each Additional Hour

**SCHEDULE B** (continued)

**ELEMENTARY SCHOOLS**

**CAFETERIA OR GYMNASIUM:**

\$250.00 For Up to Four Hours

\$63.00 Per Hour for Each Additional Hour

**CLASSROOM:**

\$225.00 For Up to Four Hours

\$57.00 Per Hour for Each Additional Hour

**ASSOCIATED COSTS**

Audio Visual Technician	\$50.00 Per Hour
Buildings and Grounds Staff Member	51.01 Per Hour
Uniformed Police Officer	62.12 Per Hour
Custodian	42.08 Per Hour

Fees are computed on a daily rate basis. For example, the fee for a Friday and Saturday event running under four hours each day in the Enfield Annex is \$1,000.00 (\$500.00 per day). The fee for a Friday and Saturday event running six hours each day in the Enfield Annex is \$1,500.00 (\$750.00 per day for the six hours each day) plus any associated costs levied.

**ENFIELD PUBLIC LIBRARY (CENTRAL – 104 MIDDLE ROAD)**

**Large Community Room**

**SCHEDULE B** (continued)

\$275.00 For Up to Two Hours

\$69.00 Per Hour for Each Additional Hour

**SENIOR CENTER**

**Large Community Room**

\$275.00 For Up to Two Hours

\$69.00 Per Hour for Each Additional Hour

**TOWN HALL** – Rates and availability subject to review by the Director of Public Works.

<b>Adopted by Town Council:</b>	<b>July 7, 2008</b>
<b>Revised:</b>	<b>May 16, 2011</b>
<b>Revised:</b>	<b>March 18, 2019</b>
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<b>Revised:</b>	<b>April 28, 2022</b>
<b>Adopted by Town Council:</b>	<b>May 17, 2022</b>

**Adopted by Board of Education: July 8, 2008**  
**Revised: April 24, 2018**  
**Revised: August 27, 2019**  
**Revised: October 11, 2022**