

USE OF SCHOOL FACILITIES POLICY

Use of Buildings by Students and Staff

The staff is not permitted to use school buildings when no custodian is present, except with permission of the building principal. No students may use a building except under the supervision of a member of the staff.

Community Use

The primary function of Watertown's school buildings and grounds is to provide appropriate space for the Town's education program. The Watertown Board of Education encourages use of school facilities by community groups for approved purposes when such use does not conflict with school activities and/or maintenance.

School facilities will not be available for professional sporting events or for games of chance. The use of school facilities for personal gain or for commercial purposes will only be permitted when said activities or the results of those activities provide a cultural/educational service to the Town or are in the interest of the public welfare.

If any applicant or organization is found to have abused or damaged a school facility or violated any of the rules and regulations governing the use of school buildings and grounds, the Board of Education reserves the right to deny that applicant future use of any school property. Further, in the event of damages to school property, the applicant or organization will be expected to bear the cost of repair or replacement.

All applicants and/or organizations that use school buildings and/or grounds will be required to indemnify and hold the Watertown Board of Education and its employees harmless against liability for injury to persons and property arising from the use of school buildings or grounds as a condition of use approval.

Use at No Charge

The Watertown Board of Education has established the following list for use of school buildings and grounds at no charge.

1. Watertown Public Schools instructional and extra-curricular activities.
2. Official town business (public hearings, town meetings, meetings of official town bodies, agencies, and commissions).
3. Activities conducted by groups related to Watertown school programs (such as PTO's, Booster Club, etc.).
4. Activities conducted by nonprofit/non-religious groups or town commissions for the direct benefit of Watertown youth.
5. Other activities sponsored by town commissions or agencies.
6. Activities sponsored by local, nonprofit civic or community organizations of which the majority of members reside in Watertown.

It should be noted that:

- a.) Fund raising events must be of a type that contribute the majority of the funds raised to the community, and
- b.) If it is necessary to employ school personnel, as determined by the Business Manager/Superintendent, the financial responsibility shall be that of the leasing organization.
- c.) The Watertown Board of Education reserves the right to charge for extended or unusual use and to restrict the use of buildings or grounds if such restrictions appear to be in the best interest of the school system.

Use with Charge

The Watertown Board of Education has established a fee structure for the use of school buildings by groups or individuals other than those listed above subject to the approval of the Superintendent or his/her designee.

The fee schedule and the rules and regulations regarding this policy shall be maintained and available in the Superintendent's office. The fee schedule will be updated annually to ensure that costs for staff, utilities, custodial and other services incurred by the Watertown Board of Education are recovered in full.

Facility use fees will be paid in two increments: 50% due to confirm the booking and 50% due 72 hours prior to the event date.

Sales, Service and Merchandise

1. Agents and salespeople of school services and materials may not call upon teachers and other staff personnel in school buildings without approval of the Principal.
2. Agents and salespeople of non-school services and materials may not call upon teachers and other staff personnel in school buildings without approval of the Superintendent.
3. Unless authorized in each case by the Superintendent, the schools shall not be open for the commercial sale of services or merchandise or sale of tickets for non-school events, nor shall endorsement of books, sets of books, or any other articles take place.
4. Schools may maintain a store for sale of school supplies for the convenience of students as approved by the Principal.
5. No partisan or sectarian literature, pledge cards or materials of an advertising nature shall be distributed through the schools, except as part of a balanced presentation of an issue.
6. Announcement of concerts, lectures, educational films, public meetings etc., of general interest to the schools and community may be made if approved by the 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

BOE APPROVED: June 8, 2009
EFFECTIVE DATE: June 9, 2009

USE OF SCHOOL FACILITIES REGULATIONS

The use of school facilities shall be governed by the following regulation.

1. Arrangements and application for the use of school buildings or outdoor facilities and fields shall be made by application through the School Business Manager/Superintendent. Space may be reserved no more than one year in advance. Activities scheduled by the schools or for official town business may cause previously scheduled activities to be cancelled, postponed, or relocated.
2. Applicants shall provide a supervisor(s), approved by the Business Manager/Superintendent, who shall be responsible for adequate supervision of their activities. Applicants shall be responsible for any damage caused to person or property resulting from this use. Any incident resulting in injury to person or property shall be promptly reported by the organization to the Business Manager/Superintendent.
3. The use of school buildings is limited to the room assigned and the adjacent bathroom facilities. School phones are not to be used except in an emergency.
4. If a custodian is normally on duty during an activity, the organization will not be charged for custodial services unless the regular cleaning of the schools is interrupted or extensive set-up is required. If a custodian is not on duty, any organization using school buildings will be billed for these services (minimum of four hours). Groups which fail to provide adequate setup/clean-up will incur a custodial fee. The fee charged for the event will include a reasonable estimate of the additional custodial staffing required based on the type of event.
5. The need for police and/or fire supervision will be determined by the Business Manager/Superintendent. The applicant will make the necessary arrangements for supervision and payment for services with the Watertown Police and Fire Departments.
6. Use of computer equipment shall be allowed only if a member of the computer technology staff is employed or has trained the person responsible for the equipment. Applicant will be billed for the services.
7. Use of library/media center equipment and materials shall be allowed only if a member of the library/media center staff is employed or has trained the person responsible for the equipment. Applicant will be billed for these services.
8. Use of cafeteria kitchen shall be allowed only if a member(s) of the regular cafeteria staff is employed, as determined and designated the Food Service Director. Applicant will be billed separately for these services by the Director.
9. If audio visual personnel are needed, as determined by the Business Manager/Superintendent, the applicant will be billed for these services.
10. Changes in or additions to lighting or other electrical equipment shall be made only under the direction and approval of the Business Manager/Superintendent.
11. Alcohol beverages are prohibited in any school facility or on any school property.
12. Unauthorized use of horses or power driven vehicles on school property is prohibited.
13. Golfing is prohibited on school property.
14. Unauthorized scoreboard use, bleacher adjustment and/or gym partition adjustment are not permitted.

Regulation approved: 06/08/2009

Use of Mills Complex Artificial Turf Field & Swift Artificial Turf Field

The Watertown Board of Education considers Mills Complex Artificial Turf Field and Swift Artificial Turf Field especially valuable educational and recreational assets. The all-weather artificial turf requires special care to preserve the quality of play and realize its expected life. Accordingly, by adopting this policy, the Board of Education has the authority to maintain and supervise the use of the Mills Complex Artificial Turf Field and the Swift Artificial Turf Field and to protect and preserve this valuable asset for its residents.

1. These fields will be made available to organizations/individuals according to the regulations approved by the Watertown Board of Education.
2. These fields will be made available to organizations/individuals whose aims are educational, recreational, cultural and civic betterment by a permit system. Priority will be granted as follows:
 - (a) Watertown Board of Education
 - (b) Watertown Park and Recreation
 - (c) Watertown Sport Leagues
 - (d) Other organizations and/or individuals when approved by the Watertown Board of Education
3. The use of the Mills Complex Artificial Turf Field and the Swift Artificial Turf Field by the above-mentioned groups shall be for games, practices and sports clinics as allowed by the Athletic Director in order to preserve these fields.
4. The Board of Education reserves the right to deny permission to any organization/individual requesting to use the fields if the purpose of such use is not in the best interest of the neighborhood or community or is not appropriate for a synthetic surface.
5. Activities sponsored by the Board of Education, including instructional and extra-curricular programs, will have scheduling priority over other events. The Athletic Director shall schedule practices and games for school athletic teams and other Board of Education uses. Permits issued for the use of the Mills Complex Artificial Turf Field and the Swift Artificial Turf Field will be cancelled when school programs must take priority. Every attempt will be made to give reasonable notice when permits must be cancelled.
6. Activities on the Mills Complex Artificial Turf Field and the Swift Artificial Turf Field are by reservation only.
7. The Watertown Board of Education shall require organizations to have on file Insurance Certificates and Liability and Indemnification Agreements as may be deemed necessary before permitting use of the fields. These forms must be submitted at the time of field use application.

8. Permit holders using the Mills Complex Artificial Turf Field and the Swift Artificial Turf Field must respect abutters' private property. Trespassing, littering, urination and harassing will not only cause the permit to be revoked, but will also subject the offending user to further administrative action, as deemed appropriate by the Board of Education, the Athletic Director, or by the Watertown Police Department.
9. Fees will be assessed for the use of the Mills Complex Artificial Turf Field and the Swift Artificial Turf Field (see attached Fee Schedule). Fees may include direct or indirect costs such as, but not limited to, rental of facility, restroom use, concession use, police and fire protection, ambulance, maintenance personnel, utilities and supplies. All fees identified on the permit must be received prior to the scheduled use of the field. All checks are payable to the Treasurer, Town of Watertown and shall be maintained in the Community Services Account to be used for related costs.
10. Field users shall be financially responsible for damage to fields, facilities and equipment in excess of normal wear and tear. The Athletic Director shall determine when such damage has occurred. The Athletic Director's decision may be appealed to the Board of Education. Any such payments for damage shall be maintained in the Community Services Account.
11. The area is to be left the way it is found. This means removal or replacing of equipment that was brought or moved onto the turf. All trash, litter, etc. must be placed in trash receptacles at this facility. If the field is littered after use, the Athletic Director may assess the permittee a clean-up fee and an additional penalty of \$50. Any such clean-up fee shall be maintained in the Community Services Account. Offenders may be denied future use of the field.
12. Failure to discharge financial obligations in a timely manner is sufficient reason to deny future use and possible legal action.
13. If it is deemed necessary to cancel a permit due to a violation of town policies or town ordinances, all fees paid will be automatically forfeited.
14. The Watertown Board of Education reserves the right to require any lessee or user to provide police protection when deemed necessary. Any actual costs incurred on the day of the event will be billed to the lessee or user. These costs are payable three (3) days in advance of the event.
15. Persons using the field without a valid permit shall be considered trespassers. Police may be notified.
16. The Watertown Board of Education shall exercise their authority to permit or deny field use, to temporarily close the field to play, or otherwise restrict field use when, due to weather conditions or any other circumstance, in their sole discretion, such closing is advisable.

17. The field cannot be used if there is a threat of lightening. The presence of even distant thunder requires leaving the field, and the field should be clear for thirty (30) minutes after a storm.
18. The Town of Watertown Code of Ordinances is in effect at this facility, as are the rules and regulations governing operating policies on school property.
19. A copy of the current Mills Complex Artificial Turf Field and the Swift Artificial Turf Field Use Regulations will be provided to user groups. If someone notices any problems or abnormalities to the field, he/she will be requested to notify the Athletic Director.
20. Users are responsible for notifying their guests of this policy.
21. Damaged, lost or stolen items will be the user's responsibility.
22. Permission must be received for the sale of food and beverages or goods.
23. If users find a problem, defect or unclean conditions on the turf, they must call (860) 945-4804 (the Business Office) to leave a message explaining the problem.
24. Field privileges may be suspended or revoked if the above policies are not followed.

TO REPORT PROHIBITED ACTIVITY OBSERVED ON THIS FIELD, PLEASE CALL:

Watertown Police Department	(860) 945-5200
Watertown Athletic Department	(860) 945-4818

Schedule of Rental Charges for Use of Public School Facilities

	<u>Use at No Charge</u>	<u>Use with Charge</u>
Gymnasium	-No fee-	\$300 per diem
Auditorium	-No fee-	\$300 per diem
Cafeteria (w/Kitchen*)	-No fee-	\$200 per diem
Classroom	-No fee-	\$100 per diem
WHS & Swift Artificial Turf Fields	-No fee-	\$300 per diem

Rental fees (with the exception of the Mills Complex turf field) include costs associated with electricity, heat, and maintenance supplies. Electricity costs associated with the use of the Mills Complex turf field will be charged to the organization at \$10 per hour.

If a custodian is on a regular shift duty during any activity, there will be no charge for services unless extensive set up is required or regular cleaning is interrupted. If a custodian is not on a regular shift duty, one will be required and the organization will be billed for these services (at a minimum of four hours). Custodial fees will be based on time and a half rates (double time on Sundays).

*Activities requiring the use of a kitchen must have the supervision of an authorized cafeteria employee which will be billed by and paid to the cafeteria.

Police and Fire will be paid directly to the Town.

Use at No Charge (Groups):

- Watertown Public Schools instructional and extra-curricular activities
- Official town business (public hearings, town meetings, meetings of official town bodies, agencies, and commissions)
- Activities conducted by groups related to Watertown school programs (PTO's, Booster Clubs, etc.)
- Activities conducted by non-profit/non-religious groups or town commissions for the direct benefit of Watertown youth
- Other activities sponsored by town commissions or agencies
- Activities sponsored by local, non-profit civic or community organizations of which the majority of members reside in Watertown

Use with Charge (Groups):

- All other organizations

6/29/2010

Watertown Board of Education
10 DeForest Street
Watertown, CT 06795
Telephone (860) 945-4804

Notice to Users of School Facilities

The charge to your group for custodial services for the 2010-2011 school year will be the actual contractual overtime wages that are paid to the custodian(s) who work(s) the event. However, the maximum charges will be as follows:

Monday-Saturday	\$41.00 per hour (maximum)
Sunday	\$55.00 per hour (maximum)
Holiday	\$82.00 per hour (maximum)

The charge to your group for audio-visual services for the 2010-2011 school year will be \$24.00 per hour.

NOTE: Because the custodial/maintenance union is in negotiations at this time we are unable to set up charges for custodial services for 2009-2010. Therefore, charges for custodial services will remain at the 2009-2010 rates as shown above until their contract is settled.

Watertown Board of Education
10 DeForest Street
Watertown, CT 06795
Telephone: (860) 945-4804

MEMORANDUM

Date: September 30, 2009
To: All Groups Using School Facilities
From: Business Manager
Re: Insurance Coverage

All groups using Watertown Public School Facilities are required to submit a Certificate of Insurance with the TOWN OF WATERTOWN and WATERTOWN BOARD OF EDUCATION named as ADDITIONAL INSURED. Limits shall be no less than one million dollars (\$1,000,000) each occurrence.

Please have your insurance company provide us with a copy of this policy immediately in order that we may process your application for use of school facilities in a more timely fashion.

Thank you for your cooperation in this matter.