

Community/Board Operation

Use of School Facilities

It shall be the policy of the Board to encourage the community use of school facilities when such use does not conflict with school activities.

A. Use of School Facilities

School Facilities shall be available for use by the following organizations:

1. South Windsor Public Schools, including extra-curricular activities approved by the Superintendent and conducted under the direction of one or more adults who are employees of the school system.
2. Official Town boards, agencies, committees, departments, etc., when carrying out official business of the Town government. All official Town agencies conducting official town business are entitled to the free usage of the school facilities, but not free labor when this labor is required outside of normal working hours.
3. Locally organized nonprofit, noncommercial, political, civic, educational, fraternal, charitable, social and religious groups, or similar non-local organizations having a substantial amount of members residing in South Windsor under the direction of one or more adults who shall be responsible. The Boy Scouts of America and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule.

B. Reservations for Facility Use

Reservations for governmental use as provided in Section A-2 shall be made through the Superintendent or his/her designee, and if the desired facilities are already reserved by another organization, the Superintendent shall not be required to cancel such prior reservations but shall suggest alternate dates or alternate facilities for use by the governmental group.

All applications for use of school facilities by all organizations described in Sections A-2 and A-3 shall be submitted in writing to the Superintendent or his/her designee on an application form to be supplied by the Community Use Office. Applications must be received at least ten (10) days in advance of the date, or the first of a series of dates, covered by the application, unless waived by the Superintendent or his/her designee.

C. Payment for Facility Use

Organizations described in Section A-3 shall, however, make payment according to use by check payable to the Board of Education, Town of South Windsor.

1. The Board of Education shall delegate to the Superintendent the authority to set the use rate for facilities. (Use rate fee)
2. In addition, labor for custodial or cafeteria services shall be at the hourly rate of such employees as prescribed in the bargaining unit contract. (Labor rate fee)
3. Community use fees may be waived by the Superintendent but only if the Superintendent is satisfied that the use of school facilities by such group will be under the direct supervision of responsible adult leadership, during hours when the building is normally covered by a custodian, and on days when school is in session.
4. Community use fees may be waived by the Superintendent for PTO-sponsored functions.

D. Other Provisions Regarding Use

1. Whenever the superintendent or his/her designee believes that it would be advisable to have police supervision, it shall be furnished at the expense of the user of the school facilities.
2. Use of school facilities will not be permitted when such use is likely to damage grounds or facilities.
3. School principals shall promulgate and, when necessary, post at each school a notice as to the areas, if any, where refreshments may be served, and any other special rules or regulations designed to safeguard the use of school property.
4. The Superintendent or his/her designee shall have the right to refuse to approve any application and to revoke any application.
5. Mechanical or non-mechanical devices potentially hazardous in nature shall not be allowed on any school property at any time.

E. Use of the Wapping School Building

Use of any portions of Wapping School by the Town for public, educational or other purposes shall not be subject to the requirements of this policy, but shall be managed through a Memorandum of Understanding between the Board and the Town.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

10-222a Board to have use of funds from payment for custodial services for use of school facilities.

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in “No Child Left Behind Act” of 2001)

Policy Adopted: January 22, 2019