

BETHEL TOWN SCHOOL DISTRICT POLICIES

Title: USE OF SCHOOL FACILITIES

The Bethel School District Board of Directors believe that the schools are an integral part of the community and, therefore, encourage the use of school facilities by members of the community according to the general conditions and limitations as outlined herein.

Authorization for the use of school facilities shall not be considered an endorsement of or approval of the activity, group or organization nor the purpose they represent.

Approval for the use of school facilities will be granted only when such approval will not infringe upon the regular curricular and co-curricular programs of the schools or endanger students and/or staff.

Approval for use of school facilities may be granted by the Principal(s) after review of the request with the Plant Manager and/or Athletic Director as appropriate. In some cases, the Principal(s) may defer the approval to the Superintendent and/or the School Board.

Users of school facilities must comply with the Criteria for Use of Facilities as listed on the reverse of the Facilities Use Application. Failure to comply with the established criteria will preclude further use of facilities by the individual or group found to be in noncompliance.

This policy applies to all buildings and grounds under the jurisdiction of the Bethel School District Board of Directors.

CRITERIA FOR USE OF SCHOOL FACILITIES

A. GENERAL CONDITIONS

1. Per Board policy and State law, the use of tobacco products and illicit drugs is prohibited.
2. The consumption of alcohol at non-school related functions may be permitted by the Board upon written request by the individual/organization applying for use of school facilities and formal Board approval of such request. Permission will require specific action by the Board prior to the use of facilities and shall be subject to any terms and conditions established by the Board. Such terms and conditions shall be in addition to the criteria outlined herein.
3. Cancellations of requested use of facilities shall be made as soon as possible.
4. Activity shall be restricted to that area for which permission to use the facilities is granted.
5. The activity shall not extend beyond the hours approved in the request.
6. The individuals/organizations using the facilities shall be responsible for moving its equipment in and out of the facilities for which use has been requested.
7. No school property or equipment is to be altered or removed from the premises.
8. In the absence of the building principal, the plant manager is charged with the responsibility of facilities supervision.
9. The facility used by the applicant will be carefully examined after use. The applicant will arrange for prompt payment for any loss or damage occurring as a result of use of school facilities.

B. APPLICATIONS

1. All applications for use of facilities must be submitted to the Principal or Plant Manager no less than fifteen (15) working days prior to requested use. Applications requesting facilities use for events at which alcohol will be consumed must be submitted for Board consideration no later than the second Tuesday of the month prior to the date of the event.
2. The individual named as Contact Person on the Use of Facilities Application must be 21 years of age or older and must be present during the entire function for which the use of facilities is requested.
3. Reservation of the facilities requested will be made only after the Facilities Use Application is returned and approved by the Principal(s). Requests which are disapproved are subject to an appeal to the Superintendent of Schools and, if not resolved, to the Bethel School Board.
4. Permission to use facilities is revocable at any time by school authorities.

C. SUPERVISION

1. At the discretion of the Board, law officers may be required to be on duty when the use of school facilities is requested for any non-school related functions. The officers must be hired and paid for by the applicant. The law officers must confirm their availability and evidence thereof shall be provided to the Board by the applicant prior to the scheduled use of the facilities.
2. When custodial presence is required, an hourly charge will be made for custodial services provided outside of the regular custodial schedule.
3. Whenever use of kitchen equipment is requested, a person who is knowledgeable with the kitchen and cafeteria must be present. If such a person is not available, the Kitchen Manager must be on duty. This will require an hourly charge for the Kitchen Manager's services.
4. The Principal(s)/Plant Manager will determine the additional supervision required for the specific use of facilities requested.
5. Individuals requesting use of facilities shall provide reasonable assurance that any children in attendance during such use will be closely supervised at all times.

D. INSURANCE

1. Applicants are required to obtain and provide a Certificate of Insurance with a minimum of \$300,000 coverage and naming the Bethel Town School District as an additional insured. Evidence of such coverage shall be submitted at least three (3) days in advance of the use of facilities being requested. The absence of a certificate of insurance coverage will preclude use of the facility.

E. RENTAL FEES

1. Facility rental fees will be charged as outlined on the Facilities Use Application to individuals and organizations. Individuals and organizations may request a waiver of rental fees. Such requests are to be made in writing to the Board or their designee and are subject to approval by the Board or their designee. Use of facilities for school sponsored activities will not require rental fees.
2. All fees for use of facilities are due in advance of intended use and payable to Bethel Town School District. In the event a refund becomes due to the user, please allow a minimum of ten (10) working days for processing of such refund.

BETHEL TOWN SCHOOL DISTRICT POLICIES

FACILITIES USE APPLICATION

(Please type or print)

Sponsoring Organization _____

Contact Person _____

Address _____

Phone _____

Dates Requested _____

Start Time _____

Completion Time _____

Estimated number of participants _____

Describe Activity _____

Describe type & quantity of any school equipment required _____

Facilities / Services Required (Please Check)

- | | | | |
|--------------------------|--|---------------|----------|
| <input type="checkbox"/> | Classroom(s) | \$15 per hour | \$ _____ |
| <input type="checkbox"/> | Cafeteria | \$16 per hour | \$ _____ |
| <input type="checkbox"/> | Kitchen | \$20 per hour | \$ _____ |
| <input type="checkbox"/> | Gymnasium | \$20 per hour | \$ _____ |
| <input type="checkbox"/> | Gymnasium floor requires
Floor covering. Labor to
Pick up covering (3) men
For 1 hour @ | \$35 per hour | \$ _____ |
| <input type="checkbox"/> | Athletic Field(s) | \$25 per hour | \$ _____ |
| <input type="checkbox"/> | Other School Grounds | \$10 per hour | \$ _____ |
| <input type="checkbox"/> | Kitchen Manager | \$25 per hour | \$ _____ |
| <input type="checkbox"/> | Custodian | \$25 per hour | \$ _____ |

I agree, on behalf of the above indicated organization, that all participants will observe the CRITERIA FOR USE OF SCHOOL FACILITIES (see reverse) and that we, individually and as an organization, will assume full financial responsibility for any and all damages done to Bethel Town School District property during the above indicated period of use. We further agree that our organization will at all times hereafter indemnify the Bethel Town School District against any loss, damage or expense of any kind which the Bethel Town School District may sustain or incur because of use of the above described facilities by our organization and we will further hold the Bethel Town School District harmless for loss of any kind in connection therewith.

Signed: _____
(Contact Person/Organization Official)

Date: _____

RETURN COMPLETED APPLICATION, APPLICABLE FEE, AND CERTIFICATE OF INSURANCE TO
BUILDING MANAGER OR PRINCIPAL

APPROVED _____

DISAPPROVED _____

(Principal's Signature)

Date