

COMMUNITY RELATIONS 1400

1400 THE USE OF SCHOOL FACILITIES

Notes: in this policy "School Facilities" are defined as all BOE/school buildings, grounds, equipment and parking lots; Dunning Field use is covered in Policies 1420-A and 1440.

A. CLASSIFICATION OF GROUPS

The groups identified below are examples; groups not listed will be classified by Superintendent or designee.

CATEGORY I: NCPS Users, NCPS Related Users, and New Canaan Town Users

- a) NCPS Users: NCPS student activities, organizations, student clubs, interscholastic programs (must be 501 © (3) and recognized by FCIAC and/or CIAC), and the New Canaan Enrichment and Extension Programs (including the Summer School and Extended School Year programs)
- b) NCPS Related Users: PTC/PFAs, official parent support groups affiliated with students, school teams and clubs, and recognized New Canaan-based parent advocate groups, such as New Canaan Cares.
- c) New Canaan Town Users: Town boards, commissions, committees, Lapham Community Center, Town Departments (e.g. Health, Planning & Zoning, etc.) and the New Canaan Library.
- d) Others: for state/national professional or educational organizations; or for other groups serving the New Canaan public interest (e.g. Girl Scouts and Boy Scouts); or for elected officials holding public meetings, the Superintendent or designee may place said groups into Category I-b or c, and waive or reduce fees.

CATEGORY II: New Canaan-based Non-Profit Community 501 © (3) Groups.

- a) New Canaan non-profit service organizations that primarily serve New Canaan, including, for example, the New Canaan Community Foundation, Rotary, Kiwanis, Masons, New Canaan Woman's Club, New Canaan Young Women's League, Veterans' groups, Nursing and Home Care.
- b) New Canaan political, religious and ecumenical groups. Said groups, depending on the nature of the activity, e.g. summer camps or on-going programs for which fees are charged, may be classified as Category III for fee purposes.
- c) New Canaan non-profit youth serving groups (in this policy youth refers to individuals less than 21 years of age), such as the New Canaan youth sports programs: Baseball, Basketball, Soccer, Lacrosse, Football, and Field Hockey.

CATEGORY III: Private Non-Profit Educational, Recreational, Cultural, Social or Athletic Groups as defined by the IRS as a 501 © (3) organization; and for-profit groups benefiting

New Canaan youth, as defined in For-Profits Groups below, may be placed in Category III at the discretion of the Superintendent or designee.

- a) **Private Non-Profit Groups:** Includes users such as private schools, private nursery schools, dance academies, drama groups, music groups, and children's activity programs. For New Canaan based organizations at least 60% of the members or participants must be New Canaan residents. For non-New Canaan based organizations, at least 75% of the members or participants must be New Canaan residents. NOTE - this classification is not limited to youths.
- b) **For-Profit Groups:** For said group's events and activities where said events and activities have a primarily educational, recreational, cultural, or social nature to them and at least 70% of the participants are New Canaan youths. Fund raising activities for said events and activities are not included in this exemption.

CATEGORY IV: Other users, including for-profit users. When requested by potential users, the Superintendent or designee may permit use of school facilities. In said cases the Superintendent or designee shall judge said requests individually for their appropriateness and reasonableness for use of school facilities.

B. USAGE CHARGES:

Standard Use - is defined as routine meetings, programs, classes, and similar limited uses. Standard Rates (SR) for Standard Use will be provided in the NCPS Facilities Usage Rate Addendum (FURA). All users, except Category I users, pay the SR. The Board of Education, in conjunction with the Administration, will establish the FURA and the FURA will be included in the Administrative Regulations for this policy. Prior to implementation, the initial FURA, and subsequent revisions, will be brought before the Board of Education for the Board's consideration.

Major Use - is defined as an event having any of the characteristics bulleted below. For Major Use there is a Major Use Surcharge (MUS) as provided in the FURA. All non-Category I-a users pay MUS when applicable. For Category I and II users, the Superintendent or designee may reduce the surcharge by 50% if the event is a fund raiser benefiting the New Canaan Public Schools or the New Canaan community.

- Creates significant wear and tear on the facility.
- Event raises funds through admission charges (including "voluntary" contributions), sale of merchandise, raffles, door prizes, etc. When said admission charges are for performance, sports, art, or other "spectator" events and are to cover no more than the cost of running the event (auctions/sales etc. not allowed), then this is not considered Major Use. Examples: musical productions, art shows (art not for sale), New Canaan Basketball Association games, etc.
- Event involves a combination of more than 500 participants and attendees.

Ancillary Charges - All non-Category I-a users must pay:

1. any necessary staff charges (e.g. custodial, security, sound, technical, theater, kitchen workers', and other staff);

2. any other expenses incurred, including, but not limited to, expenses for booth set-up and break-down, covering floors, auxiliary electrical/lighting/sound, etc. required for the use of school facilities;
3. repair of any damages incurred associated with use;
4. restoration of school facilities to the condition they were in prior to use.

C. REQUIREMENTS AND APPLICATION PROCEDURE FOR USE OF SCHOOL FACILITIES

1. Written permission from the NCPS is required for all non-Category I-a user's use of School Facilities for any purpose, including use of parking lots on a weekend or after school hours by New Canaan residents for guest parking. Non-compliance with this stipulation will constitute trespassing.
2. Applicants shall file a complete application on line utilizing the Building Use Application located on the NCPS web site. The application will be reviewed with the respective school(s) administration and Facilities Manager (FM). This application must be submitted at least 21 days prior to the event or the use of NCPS facilities.
3. All users not covered by the New Canaan Town/Board of Education insurance policy must provide a liability insurance certificate of no less than two million dollars, naming the New Canaan Board of Education/Town of New Canaan as additional named insured. Insurance limits will be reviewed and updated periodically by the Director of Finance and Operations (DFO).
4. Security, police and/or fire department protection may be required at the users' expense. This condition is to be determined by the FM in consultation with the relevant school administration. All applicants submitting a request for use of School Facilities must complete the section detailing the required safety and security plan. In some instances, as a condition of use, the NCPS will provide the security staff and invoice the renter accordingly.
5. All large School Facility events (200 attendees or more) must be coordinated between the NCPS and the Town of New Canaan Special Events Committee.

D. ORDER OF PRIORITY OF USE

1. Category I-a users have first priority for the use of School Facilities.
2. Category I-b and II-c users have second priority.
3. The New Canaan Department of Parks and Recreation (DPR) has third priority.
4. Category I-c, I-d, II-a, and II-b users have fourth priority
5. Category III have fifth priority.
6. Category IV users have sixth priority.
7. Use by the media, individual photographers, filmmakers, or other similar users wishing to photograph, televise or film School Facilities or activities is determined by the Superintendent or designee and have seventh priority.

E. RESTRICTIONS ON USE OF SCHOOL FACILITIES

1. Illegal activities will not be tolerated
2. New Canaan Board of Education employees may not receive reimbursement from non NCPS sources for activities they perform on School Facilities before 5pm on days when school is in

- session. For this purpose, gifts as covered by NCPS BOE Policy #1305 are not considered reimbursement.
3. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
 4. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, firearms, or alcoholic beverages shall not be permitted.
 5. Obscene or demeaning advertising, decorations or materials shall not be permitted on school property.
 6. All spaces used must be returned to the school in the same condition as when they originally rented. A review of conditions with the designated building representative is expected prior to use. Building renter will be charged for any loss, damage or other destruction of school property.
 7. Users must provide a designated damage deposit fee in advance for auditorium or other significant space rental.
 8. Rental fees payments - 50% of the anticipated SR, MUS and Ancillary Charges for each rental shall be paid to NCPS in advance of the rental usage.
 9. Users must comply with all administrative regulations governing use of School Facilities. Non-compliance may result in revocation of privileges.
 10. Regardless of a user's category, the Superintendent or designee may impose special conditions or may deny permission when it is judged that the requested use may produce undue wear and tear on facilities, would cause disruption to the regular school program, be detrimental to the public image of the school system, impact negatively on the scheduled maintenance or cleaning of the schools or otherwise not be in the interest of the school system or the Town.

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