

CODE: COMMUNITY USE OF SCHOOL FACILITIES  
Category: COMMUNITY RELATIONS  
File No.: KF

Adopted: 12/6/05  
Revised: 12/16/08

**SOUTHWICK-TOLLAND-GRANVILLE  
REGIONAL SCHOOL DISTRICT**

**APPLICATIONS AND REGULATIONS**

**FOR COMMUNITY USE OF SCHOOL FACILITIES**

**METHOD OF APPLICATION**

1. Apply at the Office of the Superintendent of Schools.
2. Review the Application and Regulations for the Community Use of School Facilities.
3. Complete the application, sign, and file.
4. Reservations will only be made after the application is approved.

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## 1. GENERAL

The policy of the Southwick-Tolland Regional School committee is to encourage the use of our school buildings and grounds as a community center within the limits of good management and practical considerations. Conversely, the community must understand that the School Committee acts, by law, in a trusteeship role to protect the assets of the school district for the purpose of the effective, efficient education of the children of this district and that other use of school facilities is appropriate but secondary to this primary responsibility.

## 2. ELIGIBILITY

- A. Buildings and grounds of the Southwick-Tolland Regional School District may be used by organizations of citizens and commercial organizations of the Towns of Southwick and Tolland.
- B. Organizations whose membership is composed of residents of other communities, as well as residents of Southwick or Tolland (as indicated on an active membership roster submitted to the School District), may be allowed use of the facilities only when proof that other communities in which members reside assume a share of such meetings.
- C. Commercial organizations may use the school facilities for any periodic need but not on a routine basis as to avoid a business overhead expense or for the direct sale of any product or service.

## 3. RENTAL ORGANIZATION CATEGORIES

- A. All activities under the direct sponsorship of the school district and organizations whose sole purpose is to raise funds for the benefit of school related programs.  
Organizations that are providing non-profit services for the youth of our school district where no admission is charged.
- B. Southwick or Tolland Municipal Departments or related governmental activities.
- C. Adult non-profit programs, businesses or commercial organizations.

## 4. REQUIREMENTS

- A. The School Committee has adopted a fee schedule, depending on the types of organization and specific needs of each event, which is attached hereto, and may be revised from time to time by the School Committee. Payment is to be made to the Southwick-Tolland Regional School District, c/o Superintendent of Schools Office, within three weeks following the activity. Funds received from the use of the facilities will be deposited in a Buildings and Grounds Revolving Account and will be used for payment of staff for services rendered in regard to such use and for general repairs and maintenance of facilities.
- B. The School District will charge the member municipal governments for their use of the school buildings and grounds according to the fee schedule outlined in this policy but based on an estimated annual use that is mutually acceptable to the municipality and the School District. This annual charge will be calculated into the Regional School District assessment.

## SOUTHWICK-TOLLAND REGIONAL SCHOOL DISTRICT

- C. The renting organization shall sign a Release of Liability Agreement with the Southwick-Tolland Regional School District (see enclosed form.)
- D. Provide a Certificate of Insurance, if requested to do so, for the renting organization to the Superintendent of Schools Office prior to the Event. The insurance shall be General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability per occurrence/\$3,000,000 aggregate and name the Southwick-Tolland Regional School District as an "Additional Insured."

### 5. RULES AND REGULATIONS

- A. Pursuant to Massachusetts General Laws and local Board of Health Ordinances, the use of alcohol, tobacco or any illegal drugs is not permitted in any school building or on any school property, nor shall a person under the influence of intoxicants be admitted on school property.
- B. No use of school facilities shall at any time be allowed to interfere with or limit the regular work or extra-curricular activities of the school program or of classes or activities under the direction of the *Southwick-Tolland Regional School Committee*.
- C. No use of building space will be permitted without the presence of a district employee. That is, groups will not be allowed in the building when it is closed and otherwise unoccupied.
- D. The Superintendent of Schools and/or his/her representative must have free access to all rooms at all times.
- E. Permission, when granted, does not allow the use of any school supplies, apparatus or equipment unless permission has been specifically granted.
- F. The renting organization must assume full responsibility for the maintenance of order in the building or on the grounds, and of all spectators, children and adults present as a result of their event.
- G. Organizations will also provide for police coverage when appropriate as well as an appropriate level of chaperones. The Superintendent of Schools will make the final determination whether police coverage is required or not.
- H. Use of any kitchen facilities for the purpose of preparing and serving a meal shall require a member of the cafeteria staff and custodial staff to be present. Serving of light refreshments does not require attendance of a cafeteria staff member.
- I. Payments of "tips" directly to custodians or cafeteria personnel are not permitted. The School District will pay all school employees unless express permission is granted to the contrary.
- J. The School facilities must be left clean, orderly and secured. The renting organization is responsible for any damage to the school buildings and grounds and any personal injuries by its use of school property.
- K. Failure to observe these rules will result in the suspension of the use privilege for a certain period of time.

# SOUTHWICK-TOLLAND REGIONAL SCHOOL DISTRICT

## RENTAL CHARGES AND INSURANCE REQUIREMENTS

### RENTAL ORGANIZATION CATEGORIES:

- A. All activities under the direct sponsorship of the school district and organizations whose sole purpose is to raise funds for the benefit of school related programs and organizations that are providing non-profit services for the youth of our school district where no admission is charged.
- B. Southwick or Tolland Municipal Departments or related governmental activities.
- C. Adult non-profit programs, businesses or commercial organizations.

<u>RENTAL ORGANIZATION CATEGORIES</u>			
	<u>A</u>	<u>B</u>	<u>C</u>
1. <u>Hourly Overhead Expenses (Heat /Electricity)</u>			
A. Auditorium/Gymnasium/Library/ Community Room/Classroom	N/C	\$25 per 4 hr. session	\$25 per 4 hr. session
B. Cafeteria w/o Kitchen		\$25 per 4 hr. session	\$25 per 4 hr. session
C. *Kitchen	N/C	\$25 per 4 hr. session	\$25 per 4 hr. session
D. Media Charge	N/C	\$20	\$20
2. <u>Custodial, Cafeteria &amp; Police</u>			
A. Custodians	N/C	All other organizations billed actual custodian hourly rate. When custodial is on a normal school shift, a charge for only the extra time needed to accommodate the event. When building is closed, a charge for actual custodial hourly rate with a minimum of two hours pay.	
B. *Kitchen Staff		All organizations must pay the actual hourly rate of at least one cafeteria person.	
C. Police		When needed, all organizations make arrangements with the Southwick Police Department.	
3. <u>Use of Athletic Fields or Grounds</u>			
A. Athletic Fields	.....		N/C
B. School Grounds or Parking Lot	.....		N/C
4. <u>Insurance Requirements</u>			
A. Release of Liability Forms	YES	YES	YES
B. Certificate of Insurance	YES	YES	YES