

BLOOMFIELD PUBLIC SCHOOLS
Bloomfield, Connecticut

ADMINISTRATIVE REGULATIONS

No. 1330(a)

RE: Use of School Facilities
 Community/Board Operations

Approved: December 9, 2009

Revised: March 8, 2016

Use of School Facilities

Because school buildings and grounds are public property, the Board of Education may make them available for purposes other than education when they are not in use for school purposes.

The Board of Education may grant the use of school facilities for activities of an educational, cultural, civic, social, recreational, governmental or general political nature which are sponsored by responsible local persons, organizations, agencies, or institutions, as permitted under law.

The Superintendent of Schools is authorized to approve groups or organizations for the use of schools.* The Superintendent as the agent of the Board of Education reserves the right to deny or revoke permission for use of school buildings or portions thereof for reasons which are deemed significant, including non-payment of fees and costs. Once the Superintendent has added an organization to the approved list, specific facilities uses must be approved pursuant to Board policy.

*If a group wishes to be added to the approved list, it must submit a letter of request to the Superintendent of Schools.

A. Considerations Regarding the Use of Schools By Outside Organizations

1. The use of school facilities by the Bloomfield School system and/or Bloomfield agencies or organizations shall take precedence over the use of these facilities by agencies/organizations located outside of Bloomfield.
2. Agencies, organizations, individuals or other entities assigned a user fee as specified in these regulations shall at a minimum be required to compensate the Board of Education for all utility, maintenance and related costs accrued as a result of this usage. All outside agencies/organizations must provide proof of liability insurance.
3. The Bloomfield Town Council and Bloomfield Board of Education agree that revenue generated by this policy accrue to the Bloomfield Public Schools to offset costs.

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B. Available Facilities

Athletic Fields
Auditorium
Cafeteria
Cafeteria/Kitchen
Conference
Rooms
Gymnasiums
Library
Multi-Purpose Room

C. Facilities Not Available

Classrooms
Business or administration offices
Special equipment, i.e., computers, moveable physical equipment and audio/visual equipment

D. Rental Administration

The Director of Facilities shall establish and administer procedures for the allocation of facilities, issuing of permits, receipt of rental fees, and other administrative functions to implement the Board of Education's Use of School Facilities policy.

E. Custodian Charges

All rentals and other building uses require the presence of a custodian(s) except for school-sponsored activities and activities of school-related organizations. All custodial services shall be charged for all hours worked including up to one hour prior to the requested opening to prepare the building (e.g., lights, heat) and the time required after to secure and clean the building for the next day's activities. Custodians' fees will be charged at the average custodian pay rate, including FICA. The hourly rate is also subject to any hourly minimums required by the union contract and overtime requirements. The current custodial fee schedule is shown in Section I of these regulations.

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No custodial costs will be charged if a custodian would otherwise be on duty for a school-sponsored activity. This exclusion applies only for the specific time period when the custodian is on duty for the school-sponsored activity. Costs will be charged if a rental group's activity commences before or extends beyond that of the school-sponsored activity.

F. Police/Fire Supervision

Police and/or Fire Supervision may be required at the discretion of the Director of Facilities. Cost of Police or Fire Supervision shall be billed to the rentee.

G. Auditorium

The person responsible for the renting of a facility must contact the Director of Performing Arts and make arrangements for the use of the stage and any other special equipment such as scenery, screens, pianos, projectors and microphones. Arrangements for moving school pianos from or onto the stage shall be made in advance with the Director of Facilities, who will order the work done and render a bill for those costs to the rentee. Arrangements for use of pianos, or other equipment, must be approved in advance by the Director of Performing Arts, who will order the work done and notify Director of Facilities to render a bill for those costs. Facilities staff shall be notified through the Director of Facilities of all rentals involving the use of, any changes in, or additions to, the school's electrical equipment. Arrangements for the use of an electrician shall be made only by the Director of Facilities. When an electrician's services are required by the Director of Facilities or requested by the rentee, a fee will be charged equal to the district's actual costs of providing the service.

H. Gyms

The gymnasiums shall be reserved on school days for the use of school and youth activities of pupils enrolled in the elementary schools until 6:00 P.M. and in Carmen Arace and Bloomfield High School until 6:00 P.M. Exceptions to the time limitations may be granted by the Director of Facilities. Priority will be given to the schools for their own intramural teams and other school functions after 6:00 P.M. on school days and weekends.

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I. ATHLETIC FIELDS/TRACK

The athletic fields/track at Bloomfield High School shall be available for use after 4:00 p.m. weekdays and on weekends when they are not in use for school events. The use of the field and/or track must have the approval of both the athletic director and the director of facilities. The requestor must sign a statement that they have read and accepted the rules and responsibilities for use.

J. Use of School Facilities – Fee Schedule

<u>High School</u>	<u>Seating</u>	<u>Hourly Rate (3 Hour Minimum)</u>
Gym A	2400	\$200
Gym B	600	\$100
Auditorium	702 (+15 wheelchair spots)	\$150
Cafeteria	272	\$ 50
Kitchen/Café		\$100
Library	50	\$ 30
Athletic Fields:		
FIELD		\$100
TRACK		\$ 75
LIGHTS		\$ 50
PA SYSTEM OPERATOR		\$ 50
SCOREBOARD OPERATOR		\$ 50

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<u>Carmen Arace</u>	<u>Seating</u>	<u>Hourly Rate (3 Hour Minimum)</u>
East Gym	100	\$ 75
West Gym	100	\$ 75
Auditorium	535	\$120
Cafeteria	232	\$ 50
Café/Kitchen		\$100
Library	250	\$30
 <u>Laurel Elementary</u>		
All purpose (gym)	270	\$ 50
Cafeteria	164	\$ 50
 <u>Metacomet Elementary</u>		
All purpose (gym)	270	\$ 50
Cafeteria	126	\$ 50
 <u>Global Experience Magnet</u>		
Cafeteria	154	\$ 50
 <u>Wintonbury Early Childhood Magnet</u>		
Multi-Purpose Room	260	\$ 50
Cafeteria	105	\$ 50

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<u>Custodial Rate</u>	<u>Hourly Rate</u> <u>(3 Hour Minimum)</u>
Mon.—Sat.	\$ 45
Sun. & Holidays	\$ 55

Food Service Rate

Food service employees and others are charged at the employee's applicable pay rate as determined by the director of food services and based on the hours worked.

K. Approved Organizations

Group A: Building Rental without Fees or Costs

1. School and School-Connected Groups

Alumni Associations
BEA Bloomfield Education Committee
Library Council
PTO Groups
School Building Committee
United Public Service Employees Union (UPSEU)

Group B: Building Rental with Costs (No Fees)

1. Town and Government Groups

Court Sessions
Town Meetings and Hearings
Voter Sessions and Elections

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2. Organized Educational, Recreation and Sports Groups

AAU Basketball Program
Bloomfield Junior Soccer Association*
Bloomfield Raiders Cheerleading
Bloomfield Youth Basketball*
Brownies, Girl Scouts
Class Reunions
Committee for Better Schools Concerned Parents
CT Association for the Gifted
Cubs, Boy Scouts, Explorers
4-H Club
GHPA Youth Basketball
Program
Great by 8
Little League*
Leisure Services Department
Valeo Futbol Club

*Costs waived for first 12 hours each fiscal year during times when a custodian would not otherwise be present.

Group C: Building Rental with Fees and Costs

1. Civic, Fraternal, Social, Religious Groups

Alcoholics Anonymous
Ambulance
Art League
BATV
Beaman Brook Condo Association
Beth Hillel
Bethel African Methodist Episcopal Church
Black Democratic Committee
BLM Polio Clinic
Bloomfield Academy
Bloomfield Assembly of God
Bloomfield Police Guardians
Bloomfield Unique Netball
Bloomfield United Methodist Church

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Blue Ridge Center
Caleb Hitchcock Health Center at Duncaster
Capitol Region Federal Credit Union
Central CT Youth Football League Cheerleading
Civitan
Composite Lodge #22 (Masons)
Connecticut Youth Football League (CTYFL)
Congregation Teferes Israel
Covenant to Care for Children (CCC)
Episcopal Zion Church
Fire Departments
First Church of Christ, Scientist
Friends of Prosser Library
Grace Church
Grange
Hartford Alumnae Chapter of Delta Sigma Theta Sorority, Inc.
Hartford Church of Christ
Hope Baptist Church
Hoysala Kannada Koota, Inc. of CT
Hyacinth Williams Foundation for Children (HWFC)
Imagineers, Inc.
India Association of Greater Hartford
Jehovah's Witness
Junior Chamber of Commerce
Knights of Columbus
Lions Club
Long Estate Condo Association
McFarland Ministries
Messiah Baptist Church
New Birth Tabernacle Ministries
OCB (Organization of Competitive Bodybuilders)
Old St. Andrews Church
ORT
Relay for Life
Republican or Democratic Parties
Rotary Club
Sacred Heart Church
Seven Day Adventist Faith Church
Special Olympics
Sweet Adelines
The Church of God and Saints of Christ Tabernacle #3

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The First Cathedral
The Hartford Basketball League
The West Indian Foundation, Inc.
USA Wildcats Parent Booster Club
West Indian Independence Celebrations Committee
Wintonbury Baptist Church
Wintonbury Historic Society
Wintonbury Place Condominium Homeowners Association
Young GOP or Democrats

2. Day Care Groups

YWCA
YMCA

3. Local Business and Industrial Groups

ABB Engineering
Academy of the Ballet
Aetna Life and Casualty Volleyball League
Allen Manufacturing Company
Bache (Bache Halsy Stuart Shield, Inc.)
Badminton Club
CIGNA
CIGNA Basketball League
Clarissa M. Ford School of Art and Dance
Concha Unlimited
Connecticut General
CT Concert Ballet
CT Opera
CT Printers
Federal Credit Union
Fly Y Fitness
Infosys Limited
Kaman Aircraft Christmas Parties
Lisa Susan Dance Studio
Mosey's Corn Beef
National Council of Jewish Women
Northwestern Mutual Life
Security Softwares
Triple Threat Unlimited
Vector Marketing

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4. State Organizations

Connecticut Schools Building & Grounds Assoc (CSGBA)
NCEES (Nat'l Council Examiners of Engineering & Surveying)
State Cosmetology Testing
State Electrical, Plumbing & HVAC Testing

Group D: Athletic Fields/Track Rental with fees and, if applicable, costs.

Bloomfield Raiders Cheerleading
Bloomfield Junior Soccer Association
Central CT Youth Football League Cheerleading
CT Youth Football League (CTYFL)
Valeo Futbol Club