

Use of School Facilities**A. Application Procedures**

In accordance with Connecticut General Statutes, Sec. 10-239, the North Canaan School District No. 1 Board of Education may permit the use of the North Canaan Elementary School for non-profit educational or community purposes whether or not school is in session. The Board of Education may also grant the temporary use of the North Canaan Elementary School for public, educational or other purposes, including the holding of political discussion, at such time as the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes, whether or not school is in session. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent, or his/her designee, considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing the use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

Application for use of facilities shall be submitted to the Principal.

Groups requesting the use of the school building must identify the specific facilities desired. Approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building Principal and shall not be used without the express written permission of the administrator.

B. Eligible Organizations and Priority of Use

The Principal will approve/disapprove requests for use of the school using the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. school-sponsored programs and activities;
2. activities of school-related organizations (e.g. PTO);
3. town department or agency activities;
4. activities of non-profit organizations operating within the town, other than school-related organizations covered by Item #2 above;
5. activities for non-profit organizations operating within the town;
6. out-of-town organizations.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The Principal may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend, as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.
4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.

Any violation of this policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Principal with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

<u>Category</u>	<u>Fee</u>
1. School-sponsored programs and activities	No rental fee or associated costs
2. Activities of school-related organizations No rental fee or associated costs (e.g. PTO)	No rental fee or associated costs
3. Town department or agency activities	Associated costs
4. Activities of non-profit organizations operating within the town, other than school-related organizations covered Under Item #2 above	Associated costs
5. Activities of for-profit organizations operating within the town	Rental fee and associated costs
6. Out-of-town organizations	Rental fee and associated costs

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel, or other personnel deemed by the Principal to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Principal, if such waiver is deemed to be in the best interest of the school system and/or the town.

E. Responsibility of Damage to Property or Loss of Property

In order to use North Canaan Elementary School facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to, and/or theft or loss of any school district property arising out of the use of the facilities.

Legal References:	C.G.S. Section 10-239	Use of School Facilities for Other Purposes
	C.G.S. Section 10-215f	Certification that food meets nutrition standards
	C.G.S. Section 10-221q	Sale of beverages
	C.G.S. Title 9	Elections

Policy adopted: May 19, 1997

Revised: December 12, 2019

NORTH CANAAN BOARD OF EDUCATION
North Canaan, Connecticut

North Canaan Elementary School
Application for Use of School Building by North Canaan Resident

Fuction/Purpose _____

Sponsoring Group (name & address) _____

Facilities to be used:

_____ Gym _____ Cafeteria _____ Kitchen _____ Classroom # _____

**If using the kitchen or a classroom please seek approval from the kitchen manager or classroom teacher. Please check any of the following that apply. (Principal approval is contingent upon approval of the kitchen manager/classroom teacher.)

Kitchen approval (Yes) _____ **Classroom Teacher Approval (Yes)** _____

Date to be used: _____ **Hours:** _____

North Canaan Resident Making Request: _____

Address/Phone Number: _____

Individual in Charge of Supervision: _____

Address/Phone Number: _____

Additional Supervision: _____

School Personnel needed:

_____ Custodian _____ Kitchen Attendant _____ Other School Personnel

*If not during school hours (3:30-11:30PM M-F school year), the sponsoring group hires school personnel at the group's expense.

Please read and check the following:

1. Does your group have an evacuation plan in place in the event of an emergency? _____
2. Are you aware of the nearest exit for the room you are using? _____
3. Are you aware that the school is a smoke free building? _____
4. Please be advised that the school office is locked after 4PM. In the event of an emergency there is a telephone in the hallway across from the cafeteria. You will need to dial a "9" prior to getting a local phone line.

North Canaan School will provide your organization the space needed for your function. Your organization should provide the materials. Groups may not use classroom supplies. Thank you.

_____ Approved Date _____ Principal's Signature: _____

_____ Not Approved Date _____ Principal's Signature: _____



North Canaan Elementary School

Dr. Alicia M. Roy, Principal

90 Pease Street, North Canaan, CT 06018 www.nceschool.org 860-824-5149

Use of North Canaan Elementary School

To use the facilities at North Canaan Elementary School, the following checklist must be completed and submitted to the main office before leaving the building. (You may slide it under the main office door.) Failure to complete this checklist will result in your inability to use the building.

DATE OF USE: _____

NAME of GROUP USING THE BUILDING: _____

_____ Only the designated area(s) on the completed and approved building use form were used.

_____ The bathrooms in the hall between the gym and cafeteria may be used.

_____ Heavy shoes, boots, and any shoes that may damage the gym floor were not worn.

If the building is used when no custodian is on duty, also check the following:

_____ Monitors were placed in the hall to let people in the building.

_____ Wedges were not used during the heating season so that we can conserve energy.

_____ The staff member/fob holder properly secured the building.

Before leaving the building the following were completed:

_____ The areas used, including the hallways and bathrooms, were picked up. Any trash and/or recyclables were placed in the appropriate dumpster outside.

_____ The toilets have been flushed and all water is shut off.

_____ The doors in the gymnasium that leads to the outside have been pulled to verify that they are shut and locked.

_____ The rooms and the building are left as you found them.

_____ Contact Les Robson at (860) 671-9015 if any problems arise that must be addressed immediately.

My signature below assures that I have checked every box above:

Printed Name: _____