

Subscribing Districts:**Introduction**

The Board of Education recognizes that the school, building and grounds, is a community center and a valuable public resource. The Board is committed to making these facilities available to the community as much as possible under proper and appropriate conditions when such use does not conflict with school activities and functions. The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, and other non-commercial uses consistent with the public interest when such does not interfere with the school program or school-sponsored activities.

Consistent with guidelines in this policy, the Superintendent of Schools shall develop and promulgate regulations and associated forms governing use of school buildings by community and other groups. The "Property Request" Form for school facilities shall be submitted by outside groups to the Principal for approval.

If a community group is denied use of Board of Education facilities by the Principal, the group may appeal that decision to the Superintendent of Schools and if necessary appeal the Superintendent's decision to the Board of Education.

Groups requesting use of facilities must identify specific facilities desired, and approval will be for those specific facilities or spaces only.

All school equipment in the premises shall be in the charge and control of the building Principal or their designee, and arrangements for on-site equipment use shall be made directly with the Principal or their designee by organizations using school facilities.

Principal will submit copies of each building use approval to the Superintendent of Schools and a written preliminary schedule of school-sponsored activities to the Superintendent by October 1st of each school year.

Eligible Organizations and Priority of Use

1. Educational programs.
2. Student activities.
3. Administrative, faculty, or staff activities (includes PTO/PTA).
4. Town department or agency activities (Recreation and Parks top priority).
5. Activities sponsored by and for organizations promoting the physical or political or cultural well-being of the citizens of the town.

6. Private organizations, private businesses or enterprises located in or taxpayers to the town.
7. Out-of-town organizations.
- 8.

Restrictions on Use of School Facilities

1. Illegal activities will not be tolerated and any violations may justify permanent restriction of the organization involved.
2. Use or possession of alcoholic beverages or unauthorized controlled substances shall not be permitted on school property. There shall be no smoking in school buildings.
3. Vendors shall be prohibited in school buildings or on school grounds.
4. Refreshments can be served or consumed only in areas designated by the Principal.
5. Inappropriate advertising and/or decorations shall not be allowed.
6. Activities which engender racial or religious prejudices or which are inimical to democracy are prohibited.

Fees

Use of facilities to all not-for-profit community-based groups may be without charge. This does not, however, automatically relieve the user from proper use of those facilities, i.e., police for security, kitchen staff for cooking, custodians, etc. Such costs shall be the responsibility of the user and shall be the current contractual or prevailing rate, whichever is applicable in accordance with Fee Specifics below.

School facilities may be used by businesses or private groups and organizations in accordance with a fee schedule established by the Superintendent of Schools and approved by the Board of Education.

Charges or fees may be waived by the Superintendent or their designee if the use is deemed to be in the best interests of the school system and/or the town.

Fee Specifics

1. Educational program: no rental fee or associated costs.
2. Student activities: no rental fee or associated costs.
3. Administrative, faculty or staff activities (includes PTO): no rental fee or associated costs.
4. Town department or agency activities: no rental fee or associated costs.
5. Activities sponsored by and for town organizations promoting the physical or political or cultural well-being of the citizens of the town: no rental fee/pay associated costs.
6. Private organizations, private businesses or organizations: rental fee and associated costs in accordance with schedule established by the Superintendent of Schools.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Club of America. Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule.

Legal Reference:	Connecticut General Statutes 10-239 Use of school facilities for other purposes. Equal Access Act, 20 U.S.C. ss 4071-4074 Good News Club v. Milford Central School, Sup. CT. 6-11-01 20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)
---------------------	---

Approved: May 12, 2026

NORTH CANAAN BOARD OF EDUCATION
North Canaan, Connecticut