

## Community Relation

### Use of School Facilities

Board policy 1330 authorizes school facilities being used by a wide variety of external organizations provided those organizations satisfy the terms and conditions established by the Board and reflected in associated administrative regulations. The Board policy makes it clear that “the activities of such organizations are not to infringe upon, nor interfere with, the conduct and best interest of the school system. Regular school activities will have priority for all space.”

Since the policy already contains specific provisions normally placed in administration regulations, those provisions are not repeated here.

The following three provisions are included in companion administrative regulations:

1. In order for a building use request to be confirmed it must receive the approval of the Building Principal or his/her designee. Only the Superintendent may override a Principal’s decision not to approve a request for use.
2. The reference made in Board Policy to “regular school activities will have priority for all space” embraces regular classrooms and school-wide activities, and before and after school activities including teacher’s use of their classrooms to do planning and record-keeping in connection with their responsibilities as teachers.
3. When one school cannot accommodate a particular use request its Principal or designee in conjunction with the Department of Environmental Services will provide reasonable assistance to the requestee to see if another school might be able to accommodate the request.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

Regulation approved: May 7, 2001  
Regulation revised: June 9, 2009

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

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New Milford, Connecticut

**PRIORITY LIST FOR USE OF PUBLIC FACILITIES**

**1. ALL ACTIVITIES UNDER THE JURISDICTION OF THE BOARD OF EDUCATION:**

Educational activities for public school children and school employees.

**LOCAL TOWN GOVERNMENT AND CONTINUING EDUCATION:**

This category includes: All official Town Meetings and regular meetings which are open to the general public: such as Evening School, elections, Civil Defense Organizations, Red Cross and Emergency Preparedness Organizations.

**PARENT-TEACHER AND OTHER SCHOOL ASSOCIATED GROUPS:**

This category includes: PTO, Graduation Party Committee and other school associated groups.

**2. RECREATION FOR CHILDREN:**

(Non-Profit Organization) e.g. Girl & Boy Scouts Organizations, Parks & Recreation, Youth Agency and other non-profit youth activities.

**RECREATION FOR ADULTS:**

(Non-Profit Organization) e.g.. Adult recreational or cultural activities, Senior Citizen Organizations, etc.

**3. OTHER NON-PROFIT GROUPS:**

(Non-Profit Organization) e.g. Church Youth Groups, Service Organizations, Church meetings, etc.

**COMMERCIAL VENTURE:**

This category includes commercial ventures of definite cultural value, for the specific benefit of the youth of New Milford.

**4. POLITICAL PARTY MEETINGS:**

To be used for conducting party business and not for rallies with the exception of caucuses.

**PRIVATE PARTY MEETINGS:**

Civic and Fraternal programs: e.g. Women's Club, Condo Associations, alumni groups, Masons, Elks, etc.

**5. COMMERCIAL VENTURE:**

This category includes commercial venture for organizational promotion.

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**New Milford, Connecticut**

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**USE OF FACILITIES FEE SCHEDULE**  
(Effective November 19, 2019)

New Milford Public Schools  
New Milford, CT

**Elementary and Intermediate Schools**

Org. Type	Classroom	Cafeteria	Library	Kitchen	Gym, MPR	Fields/Parking
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
3	\$50.00	\$150.00	\$150.00	\$100.00	\$150.00	\$125.00
4	\$75.00	\$200.00	\$200.00	\$150.00	\$250.00	\$175.00
5	\$125.00	\$350.00	\$250.00	\$200.00	\$350.00	\$225.00

**Middle and High Schools**

Org. Type	Classroom	Cafeteria	Library	Kitchen	Gym	Arena	MPR	Theater	Turf Fields
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00*
3	\$50.00	\$150.00	\$150.00	\$150.00	\$150.00	\$250.00	\$150.00	\$600.00	\$15.00*
4	\$75.00	\$200.00	\$200.00	\$200.00	\$250.00	\$450.00	\$250.00	\$800.00	\$200.00/hour
5	\$125.00	\$350.00	\$250.00	\$300.00	\$350.00	\$750.00	\$350.00	\$1,200.00	\$250.00/hour

**Utility Fees (per event)**

Org. Type	Classroom	Cafeteria	Library	Kitchen	Gym	Theater	Turf Field Lights
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$6.00	\$16.00	\$6.00	\$9.00	\$16.00	\$26.00	\$15.51 (per hour) 2 hour minimum
3	\$6.00	\$16.00	\$6.00	\$9.00	\$16.00	\$26.00	\$15.51 (per hour) 2 hour minimum
4	\$6.00	\$16.00	\$6.00	\$9.00	\$16.00	\$26.00	\$15.51 (per hour) 2 hour minimum
5	\$6.00	\$16.00	\$6.00	\$9.00	\$16.00	\$26.00	\$15.51 (per hour) 2 hour minimum
A/C Charges Where Applicable	\$35.00	\$70.00	\$65.00	\$35.00	\$70.00	\$250.00	n/a

- Custodial & Maintenance overtime fees will be billed at \$34.00 per hour Monday-Saturday, \$44.00 per hour on Sundays.
- Turf Field Overtime rate will be \$50.00 per hour for 1-3 hours of use; \$150.00 flat rate for 3+ hours per Monday-Saturday event; and \$200.00 flat rate for 3+ hours per Sunday event.
- A.V. or Computer Tech. fees will be billed at \$37.00 per hour Monday-Saturday, \$47.00 per hour on Sundays.

(Required for NMHS Theatre Sound Booth and any other on-site support)

- Cafeteria employees' services will be billed separately and in addition to any fees incurred by this permit.
- There will be a one time application fee of \$20.00 for groups in Org. Type 2 & 3.
- There will be a one time application fee of \$30.00 for groups in Org. Type 4 & 5.
- There will be a flat rate fee of \$175.00 per use for the school piano or sound system.
- There will be a flat rate fee of \$150.00 each per use for a school computer, copier, and/or audio/visual equipment.
- Fee of \$25.00 per use of Turf Field Sound Booth (organization types 2-5). Usage of this also requires pre-use authorization form.
- Fee of \$150.00 per use of Turf Field Booster Barn (organization types 2-5). Usage of this also requires pre-use authorization form.

\* There will be a \$15.00 per person roster fee for use of turf fields as explained in the Field Use Manual for Org. Types 2&3.