

Business and Non-Instructional Operation

ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES

3515AR

The use of all school facilities and grounds must be confirmed in writing by the Reservation Office, located at Central Office, at least seven (7) days in advance of the event. The Superintendent or designee retains the right to refuse the use of facilities when it is deemed not in the best interest of the school district.

SECTION I

Application to Reserve Use of School Facilities

- **When to Apply:** Minimum of seven (7) days in advance. No exceptions will be made.
- **Where to Apply:** <http://fairfieldschools.org/business-services/reservations/>
- **Insurance:** A certificate of insurance must be provided for events that require insurance (as soon as you submit your request). Fax your Certificate of Liability Insurance to the Reservation Coordinator @ 203-255-8249 or mail it to Fairfield Public Schools, 501 Kings Highway East, Fairfield, CT 06825, Attention: Reservation Coordinator as soon as you submit your request. **Your reservation will NOT be confirmed unless the certificate of insurance is on file with the reservation coordinator within 72 hours of your request.**
- **Deposit:** You must submit 50% of the rental fee to the Reservation Coordinator as soon as you submit your request. You may drop it off or mail it to Fairfield Public Schools, 501 Kings Highway East, Fairfield, CT 06825, Attention: Reservation Coordinator as soon as you submit your request. **Fifty percent (50%) of the rental fee must be received within 72 hours of your request or your reservation will not be confirmed.**

Scheduled Use of School Facilities

When space is available, and school operations are not affected, the scheduled use of Fairfield Public Schools facilities may be made available to the organizations listed below in priority order.

1. Programs sponsored by the Fairfield Public Schools including Board of Education meetings, adult education, summer programs, and PTA events;
2. Programs sanctioned by the school district to provide before and after school day care for Fairfield students;
3. Town bodies such as RTM, Board of Finance, and Board of Selectmen;

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Scheduled Use of School Facilities (continued)

4. Recreation Department programs, including Fairfield Boy Scouts and Girl Scouts; Police Athletic League;
5. Recreation Department summer programs;
6. Fairfield YMCA summer programs;
7. Programs sponsored by Fairfield residents;
8. Programs of Fairfield based not-for-profit organizations;
9. Summer programs (for-profit) managed by Fairfield Public School teachers with 100% Fairfield residents as participants, but not sponsored by Fairfield Public Schools with prior written approval by the Central Office Administration;
10. Programs of non-Fairfield based not-for-profit organizations with prior written approval by the Central Office Administration, as space is available, may reserve space no more than sixty (60) days in advance.

Payments

Checks are to be made payable to the Fairfield Public Schools and mailed to P.O. Box 320189, Fairfield, CT 06825. Bills will be rendered within thirty (30) days of the activity and payment is due immediately upon receipt of the bill. Organizations owing money to the Fairfield Public Schools for previous school building use are not eligible for future school building use until all their outstanding invoices are resolved.

Cancellations

The public school program has first priority in the use of facilities. In the event that a conflict should develop, the Fairfield Public Schools reserves the right and will make every effort to cancel the reservations at least seven (7) days in advance of the scheduled date. Renting organizations may cancel confirmed reservations without penalty no less than seven (7) business days prior to the event. All costs incurred through tardy cancellation notification must be paid by the renting organization.

Auditoriums

Auditorium approval is site specific. Due to the frequent use of school auditoriums by the Fairfield Public Schools, the Reservations Office must obtain clearance from multiple departments such as music and drama and/or the school administration before approval.

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Stage Scenery / Equipment

Stage scenery may be left overnight by making arrangements with the custodian. The Renter shall assume full responsibility. All of the scenery must be stored at rear of backdrop or wings. When available, microphone, overhead projector or similar equipment may be provided if requested in advance. Stage, sound controls, spot lighting or other electrical equipment require the services of a Board of Education technician or approved vendor as determined by the Superintendent or designee. A fee will be assessed for these services. Please see section IV, personnel rates.

On-Site Personnel

It is required that a person designated by the Fairfield Public Schools as responsible for the building be on site at all times during building use. This individual is responsible for the opening and security of the building, turning the lights, electricity, heat, and air conditioning on and off, providing access to items such as microphones, washroom facilities, etc., and shall remain available to respond to emergencies in which the building is involved. You may be charged 30 minutes before your event and a minimum of 30 minutes after your event for custodial overtime.

Restrictions and Prohibitions

- Illegal substances are prohibited.
- Smoking is prohibited.
- Alcoholic beverages are prohibited.
- Private parties are prohibited.
- Private professional services are prohibited.
- Events that present a major risk will not be permitted e.g., martial arts, live animals, contact sports, (wrestling, boxing, etc.) except when a bona fide part of the school curriculum.
- Individuals, organizations, or events whose activities are of a subversive nature, engender racial or religious prejudices, or are inimical to democracy will not be permitted.
- Non-Fairfield for profit businesses and organizations will not be permitted.

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Supervision

Usage must be strictly limited to the activity and space listed in the application. Adult supervision is required throughout all youth programs by the Renter or their designee. If the Renter is not in attendance at each function, a designee must be assigned to supervise. (Minimum standard is one adult per thirty (30) children.) The Renter must be at least twenty-one (21) years of age and a bona-fide resident of the Town of Fairfield.

Liability Insurance Requirements

Organizations or persons renting facilities from the Board of Education will be required to provide the following minimum insurance containing the language described below in items #1 and #2.

1. Commercial General Liability: One million dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury, and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability, and Broad Form Property Damage Coverage.

The following provisions must apply:

- the Town of Fairfield, Fairfield Board of Education, its officers, officials, employees, agents, Boards, and Commissions shall be named as **Additional Insured**. The coverage shall contain no special limitations on the scope of protection afforded to the Town of Fairfield;
 - the outside group shall assume any and all deductibles in the described insurance policies; and
 - the outside group's insurer shall have no right of recovery or subrogation against the Town and the described insurance shall be primary coverage.
2. A Separate Policy for and in the Name of the Town of Fairfield and Fairfield Board of Education: The Town of Fairfield requires that a separate policy be purchased for and in the name of the Town to cover the specific event. The limit of this policy shall be one million dollars (\$1,000,000) and include general liability and product / completed operations liability.

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Liability Insurance Requirements (continued)

In addition to the provisions set forth in items #1 and #2, the following may also be required:

- an umbrella policy providing additional limits depending on the nature of the event; and/or
- if the organization will be using any outside vendors at the event, certificates of insurance conforming to the above will be required from the vendor as well as the Renter.

Non-Interference

The Renter's operation shall not interfere in any manner with the school's use or maintenance of the facility or infringe upon the normal method of operation. The Renter agrees that a determination by the Superintendent of the Fairfield Public Schools (or appropriate designee) will be accepted as final in evaluating activities which infringe on the rights of others and that the Renter will fully comply with any decisions in this matter. In addition, the Renter shall make every effort to ensure that all school equipment and facilities are maintained in the condition in which they were issued.

Damages

Renters of school facilities must assume full responsibility for any damage to the property or loss of equipment.

Properties

Schools will not be responsible for damage or theft of Renter's properties left unsupervised on the premises.

Waiver

If it's determined that any of the previous regulations are not applicable to a particular function, it will be at the discretion of the Superintendent of the Fairfield Public Schools or the Superintendent's designee to waive said regulations.

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SECTION II

Custodial Services

Custodians must open and close buildings and be present for the duration of an activity. To assure that all routine custodial work is done, and that adequate cleanup is provided after major use, the administration will determine the number of extra custodians required, and duration of their work.

There is a three (3) hour minimum charge on weekends and holidays. You may be charged 30 minutes before your event and a minimum of 30 minutes after your event for custodial overtime. Cancellation requires a minimum of four (4) hours notice or custodial fees will be charged.

Additional custodial service for any special arrangements such as additional chairs, desks, and equipment or any function / event serving food is required. An additional custodian is required on site at the elementary and middle schools if one hundred fifty (150) attendees are anticipated and/or three (3) separate rental activities take place at one time. At the high schools, an additional custodian is required on site if three hundred (300) attendees are anticipated and/or three (3) separate rental activities take place at the same time. At all levels, an additional custodian is required for every one hundred fifty (150) anticipated attendees in addition to the above. The administration will determine the personnel needs.

Kitchen Use

Arrangements for cafeteria workers and use of kitchen facilities and/or equipment must be made through the district's Food Services Office and are available only during the school calendar year. Reservations can be made by calling 255-8370. **A CAFETERIA WORKER IS REQUIRED WHEN SCHOOL KITCHENS AND/OR EQUIPMENT ARE USED.** A fee will be assessed for these services. Please see personnel rates in Section IV.

Fire Protection

On-site uniformed Fire Department personnel are required for events and will be determined by the Fire Department. Basic guidelines:

- over five hundred (500) persons attending = one (1) Firefighter;
- over one thousand (1,000) persons attending = two (2) Firefighters;
- for every two hundred fifty (250) persons over one thousand (1,000) attending = one (1) additional Firefighter; and
- final determination is made by the Fire Marshall's Office based on the nature of the event.

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Fire Protection (continued)

The Renter will contact the Fire Department. In the event of a cancellation, the Renter must cancel by calling the Fire Marshall's Office at 254-4720 or be responsible for payment to the Fire Department. The use of any open flame, smoke producing, or pyrotechnic device or effect is NOT allowed except by special permit. Inquiry must be made to the Fire Marshall's Office well in advance of the event date.

Any arrangement of seating or performing areas other than the usual fixed facilities must be reviewed by the Fire Marshall's Office for conformance to safety regulations.

Police Presence

On site uniformed Police Department personnel may be required for events and will be determined by the Police Department.

The Reservations Office will advise prospective renters regarding the possible necessity of police presence. The Renter must make arrangements with the Police Department by calling 254-4830 when the anticipated crowd necessitates police security. In the event of cancellation, the Renter must cancel by calling the Police Department's Office at the above referenced number or be responsible for payment.

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SECTION III

Rental Classification and Rates are per day or per hour as noted. Fairfield Not-for-Profit organizations using the same facility for the same use multiple times within a fiscal year will be capped at \$10,000.00 per fiscal year.

| SCHOOL | AREA | I Fairfield Not-for-Profit | II Fairfield Profit; Out-of-Town Not-for-Profit |
|-----------------------|---------------------|---|---|
| | | Hourly | Daily |
| Central Office | Board Room | \$ 50/hr. | \$1,000 |
| Elementary | Cafeteria / APR | \$ 25/hr. | \$ 500 |
| | Gymnasium | \$ 25/hr. | \$ 500 |
| | Single Classroom* | \$ 20/hr. | \$ 400 |
| | Grounds | \$ 25/hr. | \$ 500 |
| Middle | Auditorium** | \$100/hr. | \$2,500 |
| | Cafeteria | \$ 35/hr. | \$1,000 |
| | Gymnasium | \$ 35/hr. | \$1,000 |
| | Single Classroom* | \$ 20/hr. | \$ 400 |
| | Grounds | \$ 25/hr. | \$ 500 |
| High | Auditorium** | \$100/hr. | \$2,500 |
| | Cafeteria | \$ 35/hr. | \$1,500 |
| | Gymnasium | \$ 35/hr. | \$1,000 |
| | Faculty Dining Room | \$ 15/hr. | \$ 300 |
| | Single Classroom* | \$ 20/hr. | \$ 400 |
| | Grounds | \$ 50/hr. | \$1,000 |
| | Turf Field | \$ 75/hr. | \$ 150/hr. |
| | | | *set-up fees \$100 per day per room |
| | | ** Auditorium approval is site specific | |

Faculty members renting the facilities for profit making programs that enhance the education of Fairfield students will be charged \$100.00 per hour for indoor use and \$150.00 per hour for use of the turf field.

School sponsored activities, PTAs, scouting groups, before and after school site specific day care centers, elected or appointed Town Boards, Committees and Commissions will not be assessed rental fees. Personnel fees may apply (see section IV, personnel rates).

Bona fide Community Groups and Fairfield Not-for-Profit 501(c) (3) organizations as identified by the First Selectman's Office will not be charged a rental fee. Personnel fees may apply (see section IV, personnel rates).

Fairfield Not-for-Profit 501(c) (3) organizations that are not identified by the First Selectman's Office will be charged a fee as per Column I. A copy of the 501(c) (3) letter must be attached to the application. Personnel fees may apply (see section IV, personnel rates).

Profit-making Fairfield organizations and Out-of-Town Not for Profit organizations will be charged a fee as per Column II. Personnel fees may apply (see section IV, personnel rates).

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Section IV

Personnel Rates

Custodial Services / Grounds Crew

Custodial fees may apply. These fees will be \$40 per hour Monday through Friday during normal working hours which are 6:00 a.m. to 11:00 p.m. and \$65 per hour on weekends and Holidays.

All organizations will be subject to custodial fees after 11 p.m. weekdays, on weekends and Holidays except Board of Education Organizations, Continuing Education and Town Boards Commissions and Organizations.

Cafeteria Workers

Approximate rate is \$39.00 per hour except for Sundays and holidays when the approximate rate is \$52.00 per hour. There is a three (3) hour minimum charge. Prices do not include the cost of food.

Fire Protection

The rate is \$75.00 per hour. There is a three (3) hour minimum on Mondays - Thursdays and a four (4) hour minimum on Saturdays, Sundays, and holidays.

Police Presence

Effective January 1, 2018, the rates are as follows:

Athletic events for the Fairfield Public Schools will be \$50.00 per hour.
Organizations outside of the school system will be at \$65.00 per hour.

There is a three (3) hour minimum on Mondays - Thursdays and a four (4) hour minimum on Fridays after 3 p.m., Saturdays, Sundays, and holidays.

Technical Assistant

Computer, sound controls, electrical and lighting technicians may be available upon request. Fees to be determined.

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