

Business and Non-Instructional Operation

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ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES

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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 school district's best interest.

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:** <https://www.fairfieldschools.org/departments/operations/reservations>
- **Insurance** A certificate of insurance must be uploaded to your ML Schedule group name for event requests to be processed. [Click here for the MLSchedules Basic User Start Guide](#)
- **Deposit:** You must submit a 50% deposit of the rental fee to the Reservation Coordinator as soon as you submit your request. Final invoices will be rendered by the Reservation Coordinator within (30) days of the activity and payment is due upon receipt.. Please refer to payments for details:

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, summer programs, and PTA events;
2. Programs sanctioned by the school district to provide before and after-school daycare for Fairfield students;
3. Town bodies such as RTM, Board of Finance, and Board of Selectmen;
4. Recreation Department programs, including Fairfield Boy Scouts and Girl Scouts;
5. Recreation Department summer programs;
6. Programs of Fairfield-based not-for-profit organizations.
7. Fairfield-based for-profit, out-of-town non-profit, out-of-town for-profit, as space is available, may reserve space no more than sixty (60) days in advance.

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Scheduled Use of School Facilities (continued)

Payments

Electronic:

Electronic payments may be submitted via PayPal. Note: **Each electronic payment will be assessed with a \$7.50 processing fee.**

Check:

Checks are to be made payable to the Fairfield Public Schools and mailed to PO Box 320189, Fairfield, CT 06825. You may drop off a check or mail it to Fairfield Public Schools, 501 Kings Highway East, PO Box 320189, Fairfield, CT 06825; attention: Reservation Coordinator as soon as you submit your request. **A request will not be confirmed until the check is received.**

Final invoices will be rendered by the Reservation Coordinator within thirty (30) days of the activity, and payment is due immediately upon receipt. Organizations owing money to the Fairfield Public Schools for previous building use are not eligible for future rent until all their outstanding invoices are resolved.

Cancellations

The public-school programs have first priority in the use of facilities. If 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 three (3) business days prior to the event. Failure to cancel three (3) days prior to the event may result in a full rental charge.

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, spotlighting 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.

Fields

Sports equipment or field linings are not included in field rentals. Fields are lined for high school sports during the regular season. If you require field linings, they must be approved by the respective Athletic Director and can only be lined by an approved vendor as determined by the Superintendent or designee. The fee for these services will be paid directly to the vendor from the renter.

Onsite Personnel

It is required that a person designated by the Fairfield Public Schools be responsible for the building and be onsite 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.

Restrictions and Prohibitions

- Illegal substances are prohibited.
- Smoking is prohibited (this includes the use of electronic cigarettes and vaping devices).
- Alcoholic beverages are prohibited.
- Events that present a significant risk will not be permitted, e.g., martial arts, live animals, or 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.
- All schools must designate and enforce food-free zones, including the Library, Computer Lab, Music Room, Art Room, Science Room, Gym, Stage, and Auditorium. No food is allowed in the classrooms for any organization using the school facilities, including the PTA. Any event sponsored by an outside organization or by the PTA in which food is to be served must be held in the school cafeteria or outdoors. In addition, staff must not use or allow the use of peanuts or tree nuts in the classroom for any purpose, including but not limited to classroom projects, art or science projects or experiments, or for extra-curricular activities.

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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 does not attend 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. You must provide the onsite

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representative's contact name and cell phone number. Failure to provide proper supervision may result in additional custodial fees.

Rude or inappropriate behavior during the use of space or during the reservation process will not be tolerated and will result in the loss of the ability to rent space in the future.

Liability Insurance Requirements:

Organizations or individuals renting facilities from the Board of Education must provide the following minimum insurance coverage, with the specified terms:

Commercial General Liability:

- Bodily Injury and Property Damage limit of \$1,000,000 per occurrence and \$2,000,000 aggregate, including Products/Completed Operations and Contractual Liability.
- The insurance company must have a rating of no less than A-.
- There must be no exclusion for abuse and molestation for athletic participants.
- A 30-day notice of cancellation to the Town is required, except for non-payment of premium, which requires a 10-day notice.

- Additional Insured:

- The Town of Fairfield, Fairfield Board of Education, its officers, officials, employees, agents, servants, volunteers, Boards, and Commissions must be included as Additional Insured on a primary and non-contributory basis on the General Liability and Umbrella/Excess policies. A copy of the policy endorsements must be provided.
- A waiver of subrogation in favor of the additional insured must be included on all policies. A copy of the policy endorsements must be provided.
- The outside group shall assume all deductibles.
- In addition to the above provisions, the following may also be required:
 - An umbrella policy providing additional limits, depending on the nature of the event.
 - If the organization will be using any outside vendors at the event, certificates of insurance conforming to the above requirements will be needed from both the vendor and the renter.

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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 standard 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 that 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

The Renter of school facilities assumes full responsibility for any property damage or equipment loss.

Properties

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

Waiver

If it is determined that any of the previous regulations do not apply 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.

SECTION II

Custodial Services

Custodians must open and close buildings and be present for the duration of an activity. To ensure that all routine custodial work is done and adequate cleanup is provided after significant 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.

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SECTION II

Custodial Services - continued

Additional custodial service is required for any special arrangements, such as additional chairs, desks, equipment, or any function/event serving food. An additional custodian is required onsite at the elementary and middle schools if one hundred fifty (150) attendees are anticipated and/or three (3) separate rental activities occur at one time. At the high schools, an additional custodian is required onsite if three hundred (300) attendees are anticipated and/or three (3) separate rental activities occur 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 203-255-8370. **A CAFETERIA WORKER IS REQUIRED WHEN SCHOOL KITCHENS AND/OR EQUIPMENT ARE USED.** A fee will be assessed for these services. Please see section IV, personnel rates.

Fire Protection

Onsite 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
- the Fire Marshall's Office makes final determination based on the nature of the event.

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 203-254-4720 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.

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Police Presence

Onsite 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 Off Duty Management at 1-877-636-8300 or by e-mail at www.fpdct.com/hireanofficer 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.

SECTION III

Rental Classification and Rates are per day or per hour as noted. Custodial rates are included in rental fees. *Fairfield Not-for-Profit organizations paying an upfront rental fee of \$10,000 per fiscal year will only be charged ongoing custodial fees.

| Area | Staff | Town School Organizations/PTA | Fairfield Residents | *Fairfield Non-Profit 501(c)(3) | Fairfield for Profit and Out-of-Town Groups |
|--------------------------------------|-------|-------------------------------|---------------------|---------------------------------|---|
| Grass Fields | N/A | N/A | \$50/hr | \$50/hr | \$150/hr |
| Turf Fields | N/A | N/A | \$50/hr | \$50/hr | \$200/hr |
| Elementary Gym | N/A | N/A | \$100/hr | \$100/hr | \$175/hr |
| Middle/High Gym | N/A | N/A | \$125/hr | \$125/hr | \$200/hr |
| Auditorium | N/A | N/A | \$100/hr | \$100/hr | \$275/hr |
| Elementary Cafeterias | N/A | N/A | \$100/hr | \$140/hr | \$150/hr |
| Middle/High Cafeterias | N/A | N/A | \$110/hr | \$110/hr | \$160/hr |
| Classrooms | N/A | N/A | N/A | \$75/hr | N/A |
| Band Rooms | N/A | N/A | N/A | \$75/hr | N/A |
| Orchestra Room | N/A | N/A | N/A | \$75/hr | N/A |
| Choir Room | N/A | N/A | N/A | \$75/hr | N/A |
| Central Office Board room | N/A | N/A | N/A | N/A | N/A |
| Parking lots (for parking cars only) | N/A | N/A | \$25/hr | \$25/hr | \$100/hr |

Tournaments: Prior site approval is required by the respective Athletic Director before entering a reservation. Pricing will be assessed based on the duration of event and the site availability.

Custodial Rates

Weekday rate - \$50.00

Weekend rate - \$75.00

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Section IV

Personnel Rates

Custodial Services / Grounds Crew

Custodial fees are \$50 per hour Monday through Friday and \$75 per hour on weekends and holidays. There is a three (3) hour minimum charge for custodial services.

Cafeteria Workers

Approximate rate is \$25.00 per hour except for Sundays and holidays, when the approximate rate is \$50.00 per hour. There is a three (3) hour minimum charge for cafeteria services. Prices do not include the cost of food.

Fire Protection

Please contact the Fire Marshall's office at 203-254-4720 or by e-mail at FIREPREVENTION@fairfieldct.org.

Police Presence

Please contact Off Duty Management at 1-877-636-8300 or by e-mail at www.fpdct.com/hireanofficer.

Technical Assistant

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