

Business/Non-Instructional Operations

COMMUNITY USE OF SCHOOL FACILITIES

3515(a)

Since school buildings and grounds are public property, the Board of Education may make them available for purposes other than education when they are not in use for school purposes.

School buildings and grounds shall be open for use by the public, as long as the intended use falls within the allowed use as established in the Administrative Regulations (AR). A copy can be found online and must be read and agreed to before setting up an account in our reservation system.

Such use shall not interfere with the educational program of the school. Representatives of the public or organizations utilizing school property are responsible for ensuring its appropriate and respectful use. Any damage, misuse, or activities that compromise the integrity of the facilities will result in immediate review of privileges and may lead to additional charges, revocation of access, or other penalties. Furthermore, any unlawful activities, such as smoking, vaping, or other prohibited behaviors, will result in the immediate loss of access to school property.

The Finance Committee will receive an annual Fall report outlining the groups utilizing school facilities, including any organizations that have been banned from use of the buildings or grounds due to violations of policies or regulations.

Authorized Users Definition and Priority of Use

Use of school facilities shall be granted according to the following priority order:

A. Programs Sponsored by Fairfield Public Schools

Includes Board of Education meetings, school-sponsored programs, summer programs, and PTA events.

B. District-Sanctioned Before- and After-School Programs

Programs approved by the school district to provide before- and after-school care for Fairfield students.

C. School Organizations

Officially recognized groups operating within or in partnership with a school to advance the school's mission, enhance the student experience, and promote engagement among students, staff, families, and the community.

Business/Non-Instructional Operations

COMMUNITY USE OF SCHOOL FACILITIES

3515(b)

D. Town of Fairfield Boards and Commissions

Including, but not limited to, the Representative Town Meeting (RTM), Board of Finance, and Board of Selectmen.

E. Fairfield Parks and Recreation Programs

F. Non-Profit Organizations

Organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code.

G. Resident Organizations

Youth or adult leagues, programs, or activities composed entirely of residents of the Town of Fairfield.

H. Out-of-Town Organizations

Any organization with participants who are not residents of the Town of Fairfield. Organizations shall be classified as Out-of-Town if any members reside outside the Town, regardless of tax-exempt or nonprofit status.

Employees may not use school facilities for profit-making enterprises without prior written approval from the Superintendent or his/her designee on an annual basis.

OTHER USERS: Under unusual circumstances, the Superintendent may permit one-time or occasional use of facilities to educational, civic, cultural, etc., organizations from neighboring towns, etc.; the Superintendent shall judge each request individually and determine rental category.

Business/Non-Instructional Operations

COMMUNITY USE OF SCHOOL FACILITIES

3515(c)

Fee Structure

With the understanding that rental fees are likely to be passed on to participants, the Board will make every effort to support a Rental Classifications and Rates structure that limits charges to Fairfield non-profit youth organizations.

All efforts will be made to give adequate notice to organizations regarding any changes to Rental Classifications and Rates.

Any Resident Organization or Non-Profit Organization that believes the fees will affect its ability to offer programming may email the Executive Director of Operations explaining why they feel the fees will impact their programs. A decision to offer a reduced rate will be considered. If a reduced rate is not offered, an appeal can be requested through the Superintendent of Schools' Office.

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

c.f. Policy 1330.1

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Revised and Adopted 2/10/2026