

**ORANGE WINDSOR SUPERVISORY UNION  
CHELSEA TOWN SCHOOL DISTRICT**

**Section H:** School-Community Home Relations  
**Policy:** Facilities Use Policy

**Policy Statement**

This policy is based on the premise that the citizens of this community provide school facilities for the purpose of education and activities which benefit the community. The school district, being a tax-supported governmental organization, is not in a position to subsidize community based clubs, non-profit organizations, commercial enterprises or individuals. Therefore, the school district must charge, as nearly as possible, the actual cost for the use of the school facilities. It is understood that use by an outside organization will not interfere with educational programs and priority will be given to school sponsored activities or programs. Commercial groups/organizations seeking the use of school facilities will be charged. As per Board policy and state law, use of tobacco products, alcohol and illicit drugs is prohibited.

All groups must complete a Facilities Use Application through the school office.

**Exempt Organizations:** The following groups or organizations will be exempt from a rental fee for use of school property, unless unusual circumstances require the presence of tech, custodial or food service personnel.

- a) Athletic teams (AAU, Little League, Cal Ripken, Summer Camps) that have Chelsea student participation, but are not officially connected with the school.
- b) Community Groups (Girls Scouts, Town Government Committees, Chelsea Alumni Association) and/or events that have Chelsea student participation, but are not officially connected with the school.

**Facilities Use Approval:** Approval for use of facilities shall be granted by the Principal after review of request with the Head of Maintenance and/or Athletic Director.

This policy applies to all school facilities and grounds under the jurisdiction of the Chelsea Town School District.

(See attached procedures, schedule of rates and facilities use application)

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**Criteria for Use of School Facilities**

The Chelsea Town School District hereby adopts the following administrative procedures to implement the school district's policy with respect to the Facilities Use Policy.

**Procedures**

Application

1. All applications must be made at least fourteen (14) days before the activity through school administration. The application must be signed by a representative of the group/organization who will be held accountable for any damage or loss of property or liability arising from such use and must state in detail the purpose for which the facility is to be used.
2. The individual named on as the contact person on the Facilities Use Application must be 21 years of age or older and must be present during the entire function for which the use of facilities is requested.
3. Confirmation of the facilities requested will be made only after the Facilities Use Application is returned and approved by the Principal. Requests that may be denied may be appealed to the Superintendent of Schools and, if not resolved, to the Chelsea Board of School Directors.
4. The Facilities Use Application can be denied if the school administration determines that the date interferes with the educational program or school sponsored activity.
5. The use of school facilities on weekends is subject to the availability of custodians and/or other staff members qualified to supervise the premises. The use of school facilities on holidays and vacation periods are prohibited.
6. The Facilities Use Applicant shall be restricted to the room(s) and/or area for which authorization is granted.
7. The Facilities Use Applicant shall not extend beyond the hours approved in the request.
8. Any damage to the facilities and/or equipment will be the responsibility of the organization or group using the facilities. Failure to meet this responsibility will result in the denial from future use of school facilities. Damages to facilities must be reported to appropriate school personnel immediately. In the event an insurance claim must be submitted by the school district as a result of damages caused by any group's use of the facility, the group shall reimburse the district for any deductible insurance costs incurred.
9. Please allow up to ten (10) working days for processing facilities use requests.

## Fee Schedule

### **Weekday Use between 4:00-9:00 PM**

	Local: Non-Profit	Local:Private	Non-Local:Non-Profit	Non-Local: Profit
Gym	N/C	\$30	\$30	\$30
Cafeteria	N/C	\$30	\$30	\$30
Library	N/C	\$30	\$30	\$30
Classroom	N/C	\$30	\$30	\$30
Computer Lab	N/C	\$30	\$30	\$30

### **Weekend Use (Saturday or Sunday)**

	Local: Non-Profit	Local:Private	Non-Local:Non-Profit	Non-Local: Profit
Gym	\$75	\$75	\$75	\$75
Cafeteria	\$45	\$45	\$45	\$45
Library	\$45	\$45	\$45	\$45
Classroom	\$45	\$45	\$45	\$45
Computer Lab	\$45	\$45	\$45	\$45

## Insurance

1. Applicants requesting use of any school facilities are required to obtain and provide a Certificate of Insurance with a minimum of \$500,000 coverage and naming the Chelsea Town School District as an additional insured. Evidence of such coverage shall be submitted at least seven (7) days in advance of the use of facilities being requested. Applicants who have an absence of a certificate of insurance coverage may request a waiver.

## Rental Fees

1. Facility rental fees will be charged as outlined in the policy. Long term usage is negotiable. A separate contract will be written. See Principal and/or Athletic Director for details.
2. All fees for use of facilities are due seven (7) days in advance of intended use and payable to the Chelsea Town School District. In the event a refund becomes necessary to the user, please allow a minimum of ten (10) working days for processing such refund.
3. Use of the school's commercial kitchen facilities is not available.
4. Rental of facilities must comply with all federal, state, and local laws, regulations and licensing requirements.

## Supervision

1. At the discretion of school administration, law enforcement may be required to be on duty when the use of school facilities is requested for any non-school related functions. Law enforcement must be hired and paid for by the applicant. Law enforcement must confirm availability and evidence thereof shall be provided to school administration by the applicant prior to the scheduled use of the facilities.
2. For users of the gymnasium, street shoes are not permitted on the gym floor.
3. Organizations/groups requesting use of the facilities shall provide reasonable assurance that any children in attendance during such use will be closely supervised at all times.
4. The Principal, Head of Maintenance and/or Athletic Director reserve the right to determine additional supervision required before specific use of facilities is approved.

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Date of Application: \_\_\_\_\_ Sponsoring Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) facility requested: \_\_\_\_\_

Start Time: \_\_\_\_\_ Completion Time: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Describe Activity: \_\_\_\_\_  
\_\_\_\_\_

Describe type & quantity of school equipment required: \_\_\_\_\_  
\_\_\_\_\_

Describe supervision capacity of event (if needed): \_\_\_\_\_  
\_\_\_\_\_

I agree, on behalf of the above indicated organization, that all participants will observe the Title IX, VI, SECT 504 Discrimination Policy, the Criteria for Use of Facilities Policy and that we, individually and as an organization, will assume full financial responsibility for any and all damages done to Chelsea Town School District property during the above indicated period of use. We further agree that our organization will at all times hereafter indemnify the Chelsea Town School District against any loss, damage or expense of any kind which the Chelsea Town School District may sustain or incur because of use of the above described facilities by our organization and we will further hold the Chelsea Town School District harmless for loss of any kind in connection herewith.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Contact Person/Organization Official)

RETURN COMPLETED APPLICATION, APPLICABLE FEE AND CERTIFICATE OF INSURANCE TO  
THE SCHOOL OFFICE

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

\_\_\_\_\_  
(Principal's Signature) Date: \_\_\_\_\_

\_\_\_\_\_  
(Head of Maintenance) Date: \_\_\_\_\_

\_\_\_\_\_  
(Athletic Director for Gymnasium Use) Date: \_\_\_\_\_