

COMMUNITY/BOARD OPERATION

Series 1000

Policy #1010.1.1

USE OF FACILITIES

In accordance with Conn. Gen. Stat. § 10-239, the EASTCONN Board of Directors (the “Board”) may permit the use of any EASTCONN facility for nonprofit educational or community purposes whether or not business/school is in session. The Board may also grant the temporary use of any facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for business/school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not business/school is in session. In accordance with 20 U.S.C. § 7905, the Board shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Executive Director or their designee considers expedient.

Consistent with this policy, the Executive Director shall develop and promulgate Administrative Regulations and associated forms governing use of buildings and facilities by community and other groups. Since the primary purpose of the facilities is for educational activities, such activities will have priority over all other requested uses.

A. Application Procedures

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

<u>Facility</u>	<u>Application Submitted To</u>
For use of school buildings	Building Principal
For use of other facilities	Executive Director or designee

Groups requesting use of buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Principals and other responsible administrators shall submit copies of each Facility Use Form with a notation of whether such uses have been approved. Approval of facilities by the principal or other responsible party may be revoked at any time by the Executive Director or their designee.

B. Eligible Organizations and Priority of Use

Administrators responsible for approving/disapproving requests for use of EASTCONN facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (*e.g.*, PTO, Booster Clubs, After Graduation Committees and similar organizations).
3. Activities of non-profit organizations operating within the Region, other than school-related organizations covered by category #2 above.
4. Town department or agency activities.
5. Activities of for-profit organizations operating within the Region.
6. Out-of-town organizations.

C. Restrictions on Use of Facilities

The following restrictions shall apply to the use of facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, vapor products, alcoholic beverages or unauthorized controlled substances shall not be permitted on the property unless specifically approved by the Board.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared,

served and consumed only in areas designated by the responsible administrator.

4. Obscene advertising, decorations or materials shall not be permitted on the property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the business/school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use the facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of facilities shall be responsible for the fees and costs set out in a fee schedule established by the Executive Director with the approval of the Board. The following guidelines shall be incorporated into such fee schedule:

<u>Category</u>	<u>Fee</u>
1. School-sponsored programs and activities.	No rental fee or associated costs.
2. Activities of school-related organizations (e.g., PTO, Booster Clubs, After Graduation Committees and similar organizations).	No rental fee or associated costs.
3. Activities of non-profit organizations operating within the Region, other than school-related organizations covered by category #2 above.	Associated costs.
4. Town department or agency activities.	Associated costs.
5. Activities of for-profit organizations operating within the Region.	Rental fee and associated costs.
6. Out-of-town organizations.	Rental fee and associated costs.

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a facility. Such costs shall be at the rates set forth in the fee schedule.

Rental fees and/or associated costs otherwise applicable may be waived by the Executive Director or their designee if such waiver is deemed by the Executive Director or their designee to be in the best interest of EASTCONN and/or the User.

E. Responsibility for Damage to Property or Loss of Property

In order to use EASTCONN facilities, any organization or individual requesting such use must hold appropriate and proper insurance coverage and agree to assume responsibility for any damage to and/or theft or loss of any EASTCONN property arising out of the use of the facilities.

F. Health and Safety Protocols

In order to use EASTCONN facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by EASTCONN at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health protocols of individuals requesting access to the facilities.

Legal References:

Conn. Gen. Stat. § 10-239
Conn. Gen. Stat. § 10-215f
Conn. Gen. Stat. § 10-221q
Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.

Adopted: April 29, 2025

Revised:

Replaces:

**ADMINISTRATIVE REGULATIONS REGARDING
USE OF EASTCONN FACILITIES**

Application for Facility Use

Organization Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Contact Person: _____ **Phone Number:** _____

**Activity to be
carried on:**

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Note: Activities that are not considered “school-sponsored” are charged as follows:

[List applicable fees]

Date(s) Requested: _____ **Time: From** _____ **To** _____

Use of Facilities

The priority list for allocating use of facilities shall be as follows:

1. Activities related directly to curricular programs. (No rental fee or associated costs)
2. Activities related to extracurricular programs. (No rental fee or associated costs)
3. Official activities of local governmental agencies. (Associated costs)
4. Activities of local non-profit organizations. (Associated costs)
5. Activities of local private, for profit organizations. (Rental fee and associated costs)
6. Out-of-town organizations. (Rental fee and associated costs)

Facilities Available (please select facility desired)

- ☐ 1. Gymnasium Location: _____
- ☐ 2. Auditorium Location: _____
- ☐ 3. Kitchen / Cafeteria Location: _____
- ☐ 4. Classrooms Location: _____
- ☐ 5. Grounds Location: _____
- ☐ 6. Other – Discuss with the **[name of person responsible for facilities use]**
Location: _____

**Equipment
Needed:**

The authorized agent for the organization above, and whose signature appears below, agrees that his/her organization will abide by the rules and regulations pertaining to the use of EASTCONN facilities as prescribed by the Board. The organization further agrees that any damage whatsoever to the building or any part thereof shall be repaired at the expense of the organization using the facilities.

Signatures:

**Personal Responsible for the
Organization**

**EASTCONN Executive Director or
Designee**



**ADMINISTRATIVE REGULATIONS REGARDING
USE OF EASTCONN FACILITIES**

INDEMNIFICATION AND RELEASE

This form is valid for a period of one calendar year from the date signed for each application of usage which is made.

In consideration of the permission granted to it by the EASTCONN Board of Directors (the "Board") to use the EASTCONN building, grounds, facilities, and/or equipment, the undersigned does hereby **indemnify and hold harmless** the Board and EASTCONN, their employees, agents, contractors and assigns against any and all loss or expense, including attorneys' fees, court costs, damages, liability and any other amounts for any and all bodily injuries, including death, and/or for any and all property damage sustained accidentally or otherwise sustained by any person arising out of or connected with the undersigned's use of the building, grounds, facilities, and/or equipment.

The undersigned further waives the right to initiate and/or pursue in any manner any and all lawsuits and any other claims in any forum against the Board or EASTCONN, its individual Board members, officers, employees, agents, contractors and assigns for any injury or harm connected to the undersigned's use of EASTCONN facilities, including but not limited to claims for negligent acts or omissions and/or claims for death and/or serious bodily injury and/or claims for property damage.

The undersigned assumes responsibility for any damage to and/or theft or loss of any EASTCONN property arising out of the use of the buildings, grounds, facilities, and/or equipment.

The undersigned has read and agrees to abide by the terms of the Board policies pertaining to use of EASTCONN buildings, grounds, facilities, and/or equipment.

IN WITNESS WHEREOF, I hereunto set my hand this _____ day of _____, 20__.

Signatures:

**Personal Responsible for the
Organization**

**EASTCONN Executive Director or
Designee**