

Use of School Facilities**I. APPLICATION FOR USE OF FACILITIES**

- A. Application Form:** Application for use of a school facility must be made on the district "Application for Use of School Facilities" form. The completed application must be filed with the school at least three (3) weeks prior to the date of the planned event or function.
- B. Approval:** The superintendent or building principal shall be responsible for approving the use of a school facility.

II. REQUIREMENTS FOR USE OF FACILITIES

- A. Insurance:** The organization approved for use of a school facility must provide proof of a combined single limit liability insurance policy in the amount of \$2,000,000 covering bodily injury and property damage with the Wallingford Board of Education listed as an additional named insured. Such insurance is not required when the organization is currently covered by the insurance held by the Town of Wallingford.
- B. Police and/or Fire Protection:** Appropriate police and/or fire protection shall be provided by the non-school organization when in the opinion of the building principal such security is necessary. The business office must arrange for the hiring of the police and/or fire personnel. Fees are the responsibility of the permittee.
- C. Fire and Safety:** Groups receiving permission are responsible for the observance of local and state fire & safety regulations at all times.
- D. Custodial Services:**
1. A paid custodian must be on duty on Saturdays, Sundays, and holidays when non-school groups are using school buildings. Such groups will be charged for the custodian's fees based on the fee schedule with a 3 hour minimum.
 2. Groups are required to have a paid custodian on duty whenever the building principal deems it necessary. Such groups will be charged for the custodian's fees based on the fee schedule.
 3. Custodial time will begin as required and terminate at the time that the facilities have been cleaned and prepared for regular use.
 4. If a permittee cancels less than 24 hours prior to an event, custodial fees will not be refunded, unless such cancellation is beyond control due to an emergency situation.

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II. REQUIREMENTS (continued)

D. Food/Refreshments

1. Serving of food or refreshments must be approved by the building administrator and will normally be limited to cafeterias.
2. If a school kitchen is to be used, a supervisor from the district's Food Service Department must be hired, except as noted in subsection 3. The Food Service office must be contacted at the time of the rental request to make arrangements for any pre-site visit and to obtain the hourly fee.
3. Any expenses incurred due to damaged or lost equipment/food will be charged to the user at the time of billing. Users of the kitchen may be asked to provide a deposit two weeks prior to the use of the kitchen.

E. **Access Limitations:** Only those areas of a facility designated in the application form are to be occupied, and the applicant is responsible for providing proper supervision to ensure compliance.

F. **Use of Equipment, Furniture, or Furnishings:** Any school equipment, furniture, or furnishings that are used by an outside organization using a school facility must be returned to the same location and/or configuration as they were prior to the activity.

G. **Decorations:**

1. Any decorations used in connection with the activity must conform to fire code regulations.
2. Decorations must be removed prior to the next school day unless advance permission has been received from the building administrator.

H. **Tobacco and Alcohol:**

1. Smoking, drinking of alcoholic beverages or use of unauthorized controlled substances, is prohibited on school grounds.

Regulation Approved: 12/15/75

Regulation Revised: 09/13/76, 06/10/91, 07/27/98, 07/18/11