

Community Relations

Public Activities Involving Staff, Students or School Facilities

The Board of Education recognizes and approves the concept that the public schools should be community schools. Whenever possible and desirable, community use of school facilities will be encouraged and supported.

Regulations, fees and rules have been developed to ensure that school facilities will accommodate community usage and ensure the safety of students and staff.

(cf. 1330 – Use of School Facilities)

Policy adopted: May 5, 2015

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

EFFECTIVE: July 1, 2015

NEWTOWN PUBLIC SCHOOLS

Revised 9/13/18

APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES

(Campus Under Video Surveillance / No Alcohol Or Tobacco Allowed On Any School Campus)

Name of School: _____ Date of Use: _____

Time You Want Access to the Building: _____ Time You Will Leave the Building: _____

Time Event Will Begin and End: _____

Specific Rooms Requested: _____

NO FOOD OR DRINK IN LOBBY, AUDITORIUM, GYMNASIUMS OR POOL AREAS

Any Violation of these Rules Will Result In Loss of Facility Usage

Reason for Use: _____

Will an admission be charged? _____ Yes _____ No If so, how much? \$ _____

How will these funds be used? (Please be specific) _____

How many people do you estimate will be at the activity? _____

Who will be the on-site supervisor for the people attending this activity? _____

Please indicate any special Equipment needed: Overhead Projector: ___ Screen: ___ LCD: ___ Other: ___

Is this activity in compliance with Title IX regulations that prohibit discrimination on basis of sex? _____ Yes _____ No

Security – Requirements for security and / or police will be reviewed by Security / Facilities Directors, and security will be assigned as needed. Fees for security will be added to any billable overtime as listed under facilities service fees on the back side of this form. **As per BOE Policy 3517, doors shall NEVER be propped open per Fire Code.**

If the cafeteria/kitchen area is being used, the Director of Food Services should be contacted at 426-7637.

A certificate of insurance must be on file at our Business Office before the date of use. Amounts of coverage required are \$1,000,000/\$2,000,000 Bodily Injury and \$100,000 Property Damage. We can expect a copy of your policy to be on file with us by _____ (date).

I (We) have read the Newtown Board of Education policy governing Community Use of School Facilities, and I (We) agree to comply with them. We understand that rooms are not to be considered as rented until official, signed approval notice has been received.

(Signed) _____

(Dated) _____

(Print or Type Name Signed Above)

(Phone)

(Name of Organization)

(Email Address)

Office Use Only: _____ Approval by Building Principal

(Reviewed by Director of Operations)

(Reviewed by Director of Security)

(Please see other side of sheet for information regarding fees and charges.)

Per Diem Schedule of Room Fees

Revised 9/13/18

Facility Rental Fees:

| | <u>Minimum</u> | <u>Hourly After 4 Hrs</u> |
|--|-----------------|---------------------------|
| High School Auditorium (including two dressing rooms) | \$1,000.00 | \$250.00 |
| Middle School Auditorium | \$500.00 | \$125.00 |
| High School Gym | \$500.00 | \$125.00 |
| Middle School Gym | \$250.00 | \$62.50 |
| Reed Intermediate School Gym | \$250.00 | \$62.50 |
| Elementary School Gyms | \$200.00 | \$50.00 |
| Cafeteria | \$200.00 | \$50.00 |
| Kitchen (High School / Reed Intermediate) | \$250.00 | \$62.50 |
| Kitchen (Middle / Elementary Schools) | \$200.00 | \$50.00 |
| Classrooms | \$100.00 | \$25.00 |
| Library | \$125.00 | \$31.25 |
| Shop, Art Room, Science Labs | \$200.00 | \$50.00 |
| High School Lecture Hall | \$200.00 | \$50.00 |
| Pool | \$200.00 / hour | \$50.00 |
| Stadium | \$1,000.00 | \$250.00 |
| High School Project Adventure Challenge Course | \$300.00 | \$75.00 |

Service Fees:

| | |
|---------------------------------------|----------------|
| Sound & Lighting Supervisor | \$42.50 / hour |
| Sound & Lighting Technician | \$10.10 / hour |
| Computer Support | \$35.00 / hour |
| Trained Project Adventure Facilitator | \$75.00 / hour |

Sunday Energy Fees:

| | |
|-------------------|----------|
| High School | \$313.00 |
| Middle School | \$313.00 |
| Reed Intermediate | \$313.00 |
| Head O'Meadow | \$188.00 |
| Hawley | \$125.00 |
| Middle Gate | \$125.00 |
| Sandy Hook | \$125.00 |

Security Fees - Applicable on Saturday, Sunday, holidays, and weeknights when security is requested and/or deemed necessary by school administration.

\$28.79 – \$36.33 hourly rate (Weeknights and Saturdays)

\$38.39 - \$48.44 hourly rate (Sundays and Holidays)

Custodial Fees - Applicable on Saturday, Sunday, holidays, and weeknights when a custodian needs to be called in for the activity.

\$39.61 - \$51.24 hourly rate (Weeknights and Saturdays)

\$52.81 - \$68.31 hourly rate (Sundays and Holidays)

FEES MUST BE PAID WITHIN TWO WEEKS

**NEWTOWN PUBLIC SCHOOLS
COMMUNITY USE OF SCHOOL 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 Newtown Board of Education to use the school building, grounds, facilities, and/or equipment, the undersigned does hereby indemnify and hold harmless the Newtown Board of Education and the Town of Newtown (CT), 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 school 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 Newtown Board of Education or the Town of Newtown, its individual Board members, officers, employees, agents, contractors and assigns for any injury or harm connected to the undersigned's use of the Board's 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 school district 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 Newtown Board of Education policies and procedures pertaining to the use of Board buildings, grounds, facilities, and/or equipment.

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

Signature

Print Name

Name of Group/Agency/Program

Newtown Public Schools
Important Information for Outside Organizations
Application for Community Use of School Facilities

Outside organizations that wish to use Newtown Public Schools' Facilities need to be aware of the below policy as regards the prevention of life-threatening allergies. To highlight, for any Community/PTA and any school sponsored events use of school facilities:

- a. No food is allowed in any classroom for Community/PTA or school sponsored events;
- b. Any event in which food will be served or consumed must be held in an appropriate place designated by Administration or outdoors;
- c. Outside organizations are encouraged to serve only nut-free food items;
- d. All outside organizations shall receive notice of the prevention section of this policy when reserving school facilities.

Life-Threatening Allergies and Glycogen Storage Disease Management
Students with Special Health Care Needs – Policy 5141.25

Prevention Section

- A. The District's Leadership Team will develop a Pre-K-12 Plan for the management of life-threatening allergies, including food allergies, aligned to the CSDE Guidelines for Managing Life-Threatening Food Allergies and Glycogen Storage Disease. The District-wide team shall factor into the plan the developmental and psychological needs of all students.
- B. The District-wide, K-12 Leadership Team will annually review the Management Plan, Procedures, and Guidelines.
- C. Food in Schools
 1. Peanut and tree nuts cause the most allergic reactions in schools. In classrooms and clusters designated by schools as "peanut/nut free", parents/guardians sending snacks from home for consumption in the classroom must be mindful of this heightened risk and those snacks must not contain peanuts and/or tree nuts. The District, in partnership with school staff, shall counsel all parents against providing children with food items containing tree nuts and peanuts to consume as classroom snacks in peanut/nut free classrooms; all stakeholders share in the responsibility of keeping children safe in the classroom by complying with this policy.

2. Building Principals will provide the following information to parents:
 - a. A link to a F.A.R.E. approved website for information on nut-free and allergy friendly snacks for children:
<https://snacksafely.com/safe-snack-guide>
 - b. An intervention plan for students who bring nut-containing snacks to the classroom.
3. All in-school birthday celebrations shall be food free.
4. All classrooms will provide hand wipes for students to use after snack if hand washing is not available. Students will be required to remain at their desks while eating snacks to contain the spread of allergens.
5. All cafeteria tables will be cleaned with soap and water or other approved cleaning agents.
6. Community/PTA and any school sponsored events use of school facilities:
 - a. No food is allowed in any classroom for Community/PTA or school sponsored events;
 - b. Any event in which food will be served or consumed must be held in an appropriate place designated by Administration or outdoors;
 - c. Outside organizations are encouraged to serve only nut-free food items;
 - d. All outside organizations shall receive notice of the prevention section of this policy when reserving school facilities.

D. Food in Schools – Curricular Instruction Use

1. Peanuts and tree nuts and substances containing peanuts and tree nuts must not be present in or used in any K–8 classroom for any instructional purpose, including but not limited to curricular activities, school nutrition, class projects, arts, crafts, science experiments, food for laboratory or other classroom work.
2. In view of the developmental age and maturity of high school students, in grades 9 – 12, staff will communicate directly with students in courses where peanuts/tree nuts may be used in the curriculum (e.g. Culinary classes). Such activities will be held in appropriate areas as designated by administration.
3. If a clearly non-compliant food is present in a classroom or restricted area, the non-compliant food will be removed from the K–8 classroom or restricted area.