

## COMMUNITY USE OF SCHOOL FACILITIES

Bristol Warren public school facilities are provided by the taxpayers of Bristol and Warren to meet the educational and physical needs of our young people. Community groups will be permitted and encouraged to use school facilities for worthwhile purposes when such use will not interfere with the regular school-related program. All arrangements for use will be subject to the provisions of this policy.

The use of school facilities may be granted to responsible organizations not connected with the public schools, upon filing of a proper application and payment of fees as provided below. A schedule of fees will be adopted and from time to time revised by the School Committee.

### Using Organizations

Normally, school facilities will not be allowed to be used by individuals or commercial agencies for profit. Rather, the School Committee encourages the use of school facilities for the purpose of, but not limited to, community organizations and civic organizations for recreational, educational and cultural activities.

School activities will always have precedence over nonschool use.

No activity will take place any sooner than 30 minutes after the completion of the normal school day.

### Fees

An organization using a building facility will pay a suitable fee to cover the cost of utilities and heat. Custodial services for a minimum of two hours will be charged. Out-of-town organizations will be required to make a deposit to cover the above charges, which will be adjusted after the completion of the event and pro-rated accordingly.- Custodial services will be considered employment by the School Committee, not by the using organization. The School Committee may require a fee from the using organization in reimbursement for overtime wages paid the custodian.

When some costs are waived, for local community groups only, custodial charges will be determined by the actual time required for the custodian, including cleanup time, not the scheduled hours of the activity. All charges will be in accordance with the existing wage scale contract.

No organization will be permitted the use of the kitchen facilities unless one of the regular school cooks is present and receives the standard fee set by the State Department of Education.

### Liabilities and Care of School Property

The using agencies, by their request, assume responsibility for obtaining on their own, an accident and liability insurance policy insuring the agency and the Bristol Warren Regional School Committee, Bristol Warren Regional School District and the towns of Bristol and/or Warren, for and from any liability for personal injuries and/or property damage which may result during the time the agency is using the facilities of the Bristol Warren Regional School District.

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The minimum amount of coverage shall be \$100,000 for property damage, \$500,000/\$1,000,000 for liability and \$5,000 for medical payments. Non-profit groups directly related to the public schools or other reputable groups serving Bristol and Warren school age children, shall be exempt from this insurance at the discretion of the Superintendent.

No one will be allowed access to a building or a facility until the person in charge is present, along with the required school supervisory personnel. There must be adequate and responsible supervision by the user at all times. The using organization will assume responsibility for the preservation of order and for the observance of all town ordinances relative to public gatherings, including adequate police and fire protection. Supervision by employees of the Bristol Warren School Department may be required at the discretion of the superintendent or his designee.

Smoking will not be allowed at any time in the building or on school grounds. A designated area outside the building may be provided by prior arrangement. There will be no intoxicating beverages on the premises at any time.

Nothing may be moved into a building without the authorization of a school official or custodian. Only the custodian in charge will have the authority to move furniture and change existing school arrangements, after a conference with the supervisor in charge.

Organizations may have the right to use school buildings for professional meetings during times when the buildings are manned by the custodial staff and provided that this does not interfere with the instructional program in any way. It is further agreed that the using organization will leave the premises in suitable condition for the next user.

### Arrangement

All applications for the use of facilities will be made on line at <http://www.myschoolbuilding.com> New requestors must add themselves into the system using Organization Account number **998158276**, a valid e-mail address, and finally **password** as the default password. All notifications of approval/decline/cancellation will be via e-mail. Step-by-step manuals are available at all buildings as well as a link from the district website.

If more than 300 people are expected, person(s) responsible, as named on the application, must notify police and fire departments of their particular activity and must hire minimum police and fire coverage for safety purposes.

A user organization must agree to pay all costs as billed. Checks will be made payable to the Bristol Warren School Department and deposited with the office of the superintendent.

Each year from July 1 through August 31, the school department will hold an application period, during which all organizations that used school facilities the prior school year, may reapply for use of the same facility, dates, time frames, and days of the week, for the upcoming school year. These applications will be given first priority over new applications requesting use of facilities. Every effort will be given to assign each organization to the same facility, dates, time frames, and days of the week as was used in the prior school year. Applications from prior year organizations for use of facilities that are in addition to prior year usage (additional facilities, dates and/or times), or new organizations applying for use of facilities, will be assigned on a first come first served basis during this application period. It is strongly recommended that applications be made as early as possible during this application period.

**All applications for use of facilities received after August 30th each year will be assigned building usage dates and times on a first come first served basis. It is strongly recommended that you apply at least six months in advance of the need for the facility. All applications must be submitted two weeks prior to the use of the facility.**

Use of gymnasiums and/or multi-purpose rooms between the hours of 5:00PM and 9:00PM, Monday through Friday each week, by each organization, will be limited to: One two hour time slot, per gymnasium and/or multi-purpose room, per night, with a maximum of 24 hours usage time of all gymnasiums and/or multi-purpose rooms system wide per week, per organization. There will be two time frames available each night, for each gymnasium or multi-purpose room. The first time frame will be from 5:00PM to 7:00PM, and the second time frame will be from 7:00PM to 9:00PM. Organizations that use the first time frame must leave the facility no later than 7:00PM. Abuse of this privilege may lead to revocation of the use of building permit.

In case of postponements for any reason or should an organization finish using a facility before the end date on the Use of Buildings permit, the organization has the responsibility to immediately inform the Business Office receptionist (253-4000 ext 5104) handling Use of Building permits that is has finished using the facility. Otherwise, the organization will be charged for two hours of custodial overtime each time. This way the facility may be assigned to another organization.

The superintendent or his designee will retain the right to approve or disapprove the designated area to be used by the applicant at the time of application.

Failure to comply with this policy or accompanying regulations may result in denial of requests for future use of school facilities.

Adopted: January 24, 1994

Revised: June 27, 2005

CONTRACT REFS: BWEA agreement, Art.  
Local 581 agreement, Art.

Bristol Warren Regional School District, Bristol, Rhode Island