

MIDDLETOWN PUBLIC SCHOOL
FACILITIES USE POLICY

The Middletown School Committee recognizes that school facilities within its control are community resources and that the Committee is, therefore, committed to the practice that school facilities should be available for community use, outside of the normal educational program, whenever possible. The Superintendent of Schools and/or the Superintendent's designee, is hereby authorized to permit the use of Middletown Public School facilities within under the following conditions:

1. Eligible Users - The following groups are eligible for the use of school facilities:
 - 1.1 School Related Groups and Organizations
 - 1.2 School Employee Groups
 - 1.3 Responsible Non-School Organizations, Associations, or Individuals that are housed in the town of Middletown and/or such groups whose membership is composed of 75% or more town residents.
 - 1.4 Other groups as authorized by the Middletown Public School Committee or their designee.

2. Guidelines for Obtaining Use of School Facilities:
 - 2.1 All requests for the use of school facilities must be made on the Facilities Use Request Form. These forms are:
 1. Available from the Office of Facilities Management, the Facilities Website and/or the Office of any school principal.
 2. To be filed at least 10 days in advance of the anticipated use via the Office of the Principal in the facility to be used.

 - 2.2 All Facilities Use Request Forms will be reviewed by the Building Principal who will recommend approval or denial of all such requests. The Principal will forward Request Forms to the Office of Facilities Management. The Building Principal will note scheduling conflicts and/or operational concerns before forwarding Request Form to the Office of Facilities Management. Further, the Superintendent or designee reserves the right to cancel or suspend the use of facilities within its jurisdiction upon establishment of cause.

 - 2.3 Except in unusual circumstances, the Office of Facilities Management will approve or deny the request for building use. Any decision to deny use of a school facility may be appealed to the Superintendent by requesting an appointment.

3. Terms and Conditions for the Use of School Facilities:
 - 3.1 The use of school facilities will not be allowed to interfere with the normal operation of school, even when such activities are scheduled after building use has been approved.

 - 3.2 The use of school facilities by groups or organizations planning to charge admission for attendance shall be subject to the fee schedule listed under Section 4.2 of this policy, Fee Structure.

 - 3.3 The individual or group requesting the use of school facilities shall be directly responsible for the behavior and discipline of persons using these facilities and/or attending activities under their

sponsorship. This will include at a minimum:

1. No one is allowed to enter or use school facilities until a janitor or the adult authorized to supervise the approved activity is present to take charge of the group.
2. Smoking is not permitted at any time in any location within the schools or on school grounds.
3. Alcoholic beverages are not permitted at any time in any location within the schools or on school grounds.
4. Food or drink is not permitted in any area of the schools with the exception of school cafeterias or other areas by prior approval.
5. Proper athletic footwear (sneakers, stockings, or other soft-soled athletic footwear is required for all activities within a school gymnasium;
6. Decorations, electrical fixtures, electrical equipment, or any changes or modifications to existing school facilities are not permitted unless authorized in writing by the Director of Facilities Management or his/her designee;
7. Use of the facilities is limited to the area specified in the Facilities Use Request Form.
8. The Office of Facilities Management shall determine the need for a representative(s) of the school district to be present during the use of school facilities.
9. Use of specialized sound and lighting auditorium equipment is restricted to those trained in its use, such qualification to be determined by the administration.
10. The Superintendent of Schools and School Committee reserve the right to cancel any approved use of school facilities for violation of the above listed terms and conditions.

3.4 Groups using school facilities agree to accept full responsibility for damage or theft that occurs during their use of the building as a result of the actions of any member of their group.

3.5 All activities that use school facilities and encourage and/or promote the attendance of students or children outside of normal school hours shall be responsible for supervision of attending students and/or children. This shall include supervision during the event as well as assuring that all students and/or children have left the event under proper supervision at its conclusion.

3.6 All uses of schools facilities shall be conducted in a manner designed to ensure the safety of those involved. All work and activities associated with such facility use shall be carried out with proper supervision, especially the supervision of students involved in any use of school facilities.

3.7 The using groups must assume all legal responsibilities and necessary costs resulting from its activities. Using groups other than those specifically exempted by the School Committee must present the Middletown Public School Department with an accident and liability policy insuring the agency, School Committee, The Middletown Public School Department and the Town of Middletown, 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 Middletown Public Schools. Certificate of Insurance must show coverage for property damage, liability and medical.

4. Schedule of Fees:

4.1 All organizations, groups or individuals, except the following will be subject to the fees listed below:

1. All school related activities.
2. Middletown Associations of Parents and Teachers;
3. Middletown municipal agencies;
4. School employee group activities;

4.2 Fee Structure*

Gymnasium, including Locker Room \$75/Hour
Gymnasium without Locker Room \$60/Hour
Exercise Room -- \$40/Hour

Auditorium/Cafetorium- \$75/Hour
Library/Media Center -- High School \$50/Hour
Library - Middle School \$50/Hour
Classrooms, First Room \$15/Hour
Classrooms, Additional Rooms \$10/Hour

Rental Fees shall be paid by check/money order before the time of use, made payable to The Middletown Public Schools.

The School Committee will review this Fee Structure yearly.
Fees may be waived or adjusted by the Superintendent.

***Note:** Services of custodians beyond normal shift hours and/or to perform duties that are not specifically job related will result in a charge to users equal to the cost of the payment to the custodian by the school district. In addition, the use of areas that are air-conditioned will require a \$10/hour surcharge.

First Reading - February 27, 2003

Adopted - March 20, 2003