Community Relations

Use of School Facilities

The Board of Education seeks to have the community derive maximum benefit from the school facilities which the community has provided. To that end, policies, fee schedules, rules and regulations will be established by the Principal.

The School facilities may be used for such educational, recreational, social, civic, philanthropic and similar purposes as the Principal may deem in the best interest of the community.

The school plant is limited to Sharon residents and their guests and to Sharon based organizations. The supervisor in charge must be a Sharon resident.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule.

Public Use of Playground Area

The Board of Education will not forbid local youngsters to use the school's outdoor play areas during non-school daylight hours but will reserve the right to forbid such use in the event of abuse of the property.

The use of facilities shall be governed by administrative regulations.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes.

PA 97-290 An Act Enhancing Educational Choices and Opportunities

Equal Access Act, 20 U.S.C. ss 4071-4074

Good News Club v. Milford Central School, Sup.Ct., 6-11-01

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act)

Policy adopted: February 8, 2021

SHARON BOARD OF EDUCATION
Sharon, Connecticut

Community Relations

Community Use of Sharon Center School Facilities

Section I - General Statement

The school facilities may be used for such educational, recreational, social, civic, philanthropic and similar purposes as the Principal may deem in the best interest of the community. Use of the school facilities is limited to Sharon residents and their guests and to Sharon-based organizations. The supervisor in charge must be a Sharon resident or school employee.

The following statement needs to accompany your notices or invitations to attend events at Sharon Center School: "Individuals with disabilities needing auxiliary aids or accommodations to participate in this event should notify the Principal (860-364-5153) of the school for the necessary arrangements to be made."

Section II - Regulations for Use

1. An application for use shall be made at least one month in advance of use of the facilities. An application form must be signed by three persons, who, together with the organization represented, will be responsible in case of theft or of damage to property arising from use of the facilities.

2. The Board of Education may require any community group or organization that seeks to use school facilities or grounds to furnish a certificate of insurance acceptable to the Board prior to the commencement of such use. Such certificate shall provide public liability insurance for bodily injury and property damage and shall be filed with the Principal at least one week before the use or event. The Sharon Board of Education, the Town of Sharon, along with their officers, agents, and employees shall collectively and individually be named as an additional insured on the certificate of insurance. Said insurance shall be for not less than $1,000,000 provided a higher limit may be required depending on the type of use for which the application is made.

3. In cases where children are going to use the facilities, there must be one supervisor for every twenty-five (25) children.

4. On a day that school is in session, the facilities may be used by organizations or groups without charge by permission of the Principal only if such activity does not:

   a. Require an admission fee

   b. Conflict with a school sponsored activity

5. A custodian, other school personnel, or Board of Education member shall be on duty whenever the facilities are used by any group other than the town recreation department on days that school is not in session. (To augment the school's phone system, it is suggested that those using our school bring their own cell phones in case a custodian or other school personnel are not present to use the school's phone system.)

6. A member of the organization using the kitchen will be responsible for the care and clean-up of these facilities. A member of the school staff must be present when power equipment is used with the exception of the stove and refrigerator. Please contact the kitchen manager (860-364-0038 or 860-364-5153 ext. 307) before the event to review the use of the kitchen and kitchen equipment.

7. The school Principal is authorized to act on any matter not covered specifically by these regulations or make the decision when a second custodian is needed for special occasions.

8. It is the responsibility of the organization requesting the use of the school facilities to submit the application to use Sharon Center School facilities one month before the event and to confirm that the use has been approved.

9. The Board of Education reserves the right to refuse the use of the school facilities to any organization.

No smoking anywhere on school grounds or in the school at any time.

Alcoholic beverages are not to be brought to or served at functions which include children.

Fee Schedule:

No fee for use of building: At their meeting on June 11, 1990, Sharon Board of Education members voted not to charge a fee for use of the school, but donations could be made to:

Sharon Center School Cafeteria Fund

SCS Activity Fund, OR

SCS Library Account

80 Hilltop Road,

Sharon, CT 06069

When a staff person is necessary, he or she will be paid at his/her current rate of pay, unless extra time constitutes overtime. If that is the case, then the overtime rate (time & a half) will be charged.

Payment in full is required prior to the event.

Regulation approved: February 8, 2021

SHARON BOARD OF EDUCATION
Sharon, Connecticut

1. **For Using the School Gym:**

   Please do not slide heavy pieces of equipment across the floor surface.

   Please contact the office if any damage that may have occurred while your group was in the gym.

   Gym occupancy limits:

   (When your group is selling tickets for events to be held in the school gym, please note the occupancy limits.)

Tables & Chairs	293
Chairs Only	628

2. **For Using the Kitchen:**

   There will be no frying of foods in the kitchen.

   An organization using the kitchen must designate a member who will be responsible for the care & clean-up of these facilities. A school staff member must be present when power equipment is used with the exception of the stove and refrigerator. Please note this on the Application to Use Sharon Center School Facilities.

   You will need to bring all of your own supplies. (i.e., liquid dish detergent, dish cloths, dish towels, aluminum foil, etc.)

   Please be sure you leave the facilities clean and neat.

3. **For All Coaches/After School Activities:**

   Children must be supervised by an adult at all times. Children are not to roam throughout the school. Only children who are signed up for a program should be in attendance - siblings should not attend activities without specific and appropriate supervision. Insurance coverage mandates that other arrangements for siblings NOT participating be adhered to especially if the adult involved is trying to instruct or supervise the activity.

   Those responsible for the after school activity should have a system in place for notifying students and parents of cancellations.

   Someone must remain at the school until the last child has been picked up. If a parent is late repeatedly, please address the problem with the individual parent.

Please be sure you leave the facilities clean and neat. You are responsible for providing your own supplies.

4. Emergency:

If someone is injured, you may need to call 911 for emergency help. You may dial 911 from any phone in the school without a code.

5. The following statement needs to accompany your notices or invitations to attend events at Sharon Center School:

"Individuals with disabilities needing auxiliary aids or accommodations to participate in this event should notify the Principal (860-364-5153) of the school for the necessary arrangements to be made."

1330 Form

Application to Use Sharon Center School Facilities

(Return this application to the Sharon Center School Office ONE MONTH in advance of use of facilities.)

Activity Planned:

_____

Day/Date of Activity:

_____

Time: From: _____ To: _____

Public will Attend: From: _____ To: _____

Please Note: If the activity planned will take place after 8:30 pm Monday through Friday, on a weekend or on a holiday, a staffing fee (usually custodial) will be charged at the overtime rate (time & a half).

Name of Organization:

_____

Person applying for permit:

_____

Address:

_____

__

Town: _____ **State:** _____ **Zip:** _____

Activity is: **[ ] Private** **[ ] Open to the Public**

Facilities Requested: **[ ] Kitchen** **[ ] Cafeteria** **[ ] Gymnasium**

[ ] Classroom **[ ] Locker Room** **[ ] Other** (specify)

Personnel Required:

The authorized persons whose names appear below agree that the organization will abide by the rules and regulations prescribed by the Sharon Board of Education. It is also agreed that any

damage whatsoever to the building, or any part thereof, shall be paid for by the authorized persons. After each use, the facilities will be inspected by the custodian of the building.

Signature of three (3) responsible persons:

1. _____
2. _____
3. _____

Approved by Sharon Board of Education Representative:

_____ Date: _____

cc: Board Chairperson SCS Head Custodian SCS Kitchen Manager

NO CHARGE TO GROUPS FOR USING THE SCHOOL, but donations can be made to:

Sharon Center School Cafeteria Fund, SCS Activity Fund, or the SCS Library Fund

80 Hilltop Road, Sharon, CT 06069