

Community Relations

Use of School Facilities

Statement

The primary function of Avon Public Schools' school buildings and grounds is to provide appropriate space for Avon's educational programs.

The buildings and grounds of the Avon Public School will be available to local community organizations subject to administrative regulations and fees adopted annually by the Avon Board of Education.

Guidelines

The Director of Operations will be responsible for overseeing and approving the use of school facilities and ensuring that community use does not interfere with school activities. The building principal is responsible for his/her school at all times and shall assign a custodian or other supervision when a school is in use. The school buildings and grounds are available for use by organizations as permitted by law in the following four categories:

Category I - Town and Community Volunteer Organizations

Official Town Organizations - (for public hearings; primaries; elections; and meetings of official town bodies, agencies and commissions).

Avon Parent-Teacher Organizations Avon

Recreation & Parks Department

Avon Youth Organizations – 501(c) (3) designation. Such as boy and girl scout troops, travel sports teams, and youth groups.

Avon Community volunteer organizations - Such as Avon Dollars for Scholars, the Avon High School Booster's Club, the Avon Volunteer Fire Department and the Lions Club.
There is no charge for the use of the school buildings and grounds by these organizations unless:

1. The school facilities are used outside of the custodians' normal working hours.
2. The organization uses school facilities to raise funds that benefit groups or individuals outside of the community.
3. The Director of Operations determines that it is necessary to employ custodians or other school personnel outside of their normal working hours for the event.

Category II - Religious and Not-for-Profit Organizations

There is a charge to these organizations for the use of the school buildings. There may also be an additional fee for the services of school personnel if it is determined that there is a need for additional staff.

Category III - Nonresident Not-for-Profit Organizations

Not-for-Profit Organizations in which the majority of members reside outside of Avon will pay a non-resident rate for the use of a school facility.

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Category IV – Commercial and Business

Commercial businesses will pay a non-resident rate for the use of a school facility. The Avon Board of Education may enter into long-term facility use agreements with outside organizations. Long-term agreements will be governed by an individual written agreement between the Avon Board of Education and the organization rather than administrative regulations for this policy. Long-term agreements will be at the discretion of the Avon Board of Education based on prior experience with the organization, amount of income, and/or compatibility with school activities. All long-term agreements will be reviewed on an annual basis.

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Request for Use:

- Organizations must apply on-line through the Avon Public Schools website at www.avon.k12.ct.us at least ten business days in advance of their requested use of the facility.
- Within one week of submission, the appropriate school will send an email confirmation or denial to the requestor.
- Category III and IV organizations must deposit one-half of the estimated fee at the time of event confirmation with the Business Office.
- Organizations that have reserved a school facility and need to cancel their reservation must cancel by calling the appropriate school no later than noon of the business day prior to the day that the activity is scheduled. The organization will be responsible for both the facility use charge and the minimum custodian fee if cancelled after the deadline or if it does not use the facility without notification. The only exception will be if the school district requires the closing of the school building (i.e. snow or emergency). In that situation, there will be no charge to the organization.
- Organizations must submit a certificate of insurance and if applicable, evidence of 501(c)(3) designations to the Operations Office naming the Avon Board of Education as an additional insured on an annual basis.

Eligibility and Limits of Use:

- A custodian or other supervision as assigned by the building principal must be on duty when a facility is in use by any organization.
- Only the designated areas listed on the schedule of fees are available for rental use.
- The use of the building is limited to the room assigned and the adjacent toilet facilities. School phones are not available.
- Facilities may not be used by outside organizations when school is in session.
- Facility use may be limited when schools are closed and staffing is reduced accordingly.
- The school reserves the right to restrict the use of buildings or grounds in any way if it appears to be in the best interest of the school or the town.

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Eligibility and Limits of Use: (continued)

- If any organization is found to have abused or damaged a school facility or violated any of the rules and regulations governing the use of school facilities, the organization will be charged for damages incurred and future use of any school property by the applicant may be denied.
- Any organization that leaves a facility in a condition requiring clean up beyond normal custodian services will be responsible for the associated costs to clean the facility.

Equipment and School Personnel:

- If the organization requires any school equipment for a function, it must make a request via application at the time of the building request. Appropriate school personnel will be assigned to operate equipment. The organization will be responsible for any personnel costs.
- Gymnasiums and auditoriums may be used by groups only under the direct management of persons qualified to use and care for the equipment and apparatus in the facility.
- Changes in or additions to stage and other lighting or other electrical equipment will be made only under the direction and approval of the Director of Operations and the school administration.

Gymnasium Use:

- Gymnasium use is limited to athletic events and activities, practices and events suitable for indoor gymnasium use.
- Participants in athletic games or events on gymnasium floors must wear sneakers that do not leave marks on the floor.
- No food or drinks are allowed in the gymnasium.
- Unauthorized scoreboard use, bleacher adjustment and/or gym partition adjustment is not permitted.

Cafeteria Use:

- Use of cafeteria kitchens will be allowed only if a member of the regular cafeteria staff is assigned. The organization will be responsible for any personnel costs.

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Use of School Facilities: (continued)

Outdoor Facilities:

- Fees may be charged for the use of school grounds when it is determined by the Director of Operations that the use is unusual, costly or excessive.

Prohibited Activities:

- Alcohol and tobacco are prohibited in school buildings and on school grounds.
- Power-driven recreational vehicles, horses, dogs and golfing on school property are prohibited.

Billing:

Invoices are payable immediately and no later than 15 days following the date of the event. Checks should be made payable to:

Avon Board of Education
Business Office
34 Simsbury Road
Avon, CT 06001

Schedule of Fees:

Organizations using the facilities of the Avon Public Schools will be charged for custodians and for a building fee based on the schedule below. They are encouraged to ask the appropriate school or Director of Operations for an estimate of fees at the time the application is submitted.

The custodial fee will be divided among organizations using a school's facilities at the same time. Users may be charged an additional custodial hour for opening and closing the facility. There may also be additional custodial time charges if the Director of Operations determines additional labor is required to set up or clean the facility for use.

The Superintendent of Schools, or his/her designee, has the flexibility to adjust fees paid as he/she determines is appropriate.

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Use of School Facilities: (continued)

Category I:

Custodial: Mon-Fri, when school is in session, 6:00 AM 10:30 PM, No Charge
Sat & Sun, non-school days, \$43.00 per hour (3 hour minimum)

Building Fee: Category I organizations are exempt.

Category II:

Custodial: Mon-Fri, when school is in session, 6:00 AM 10:30 PM, \$29.00 per hour
Sat & Sun, non-school days, \$43.00 per hour (3 hour minimum)

Building Fee:

Gym \$100.00 per hour

Classroom \$ 15.00 per hour

Auditorium \$ 82.00 per hour

Cafeteria \$ 70.00 per hour

Category III and IV:

Custodial: Mon-Fri, when school is in session, 6:00 AM 10:30 PM, \$58.00 per hour
Sat & Sun, non-school days, \$86.00 per hour (3 hour minimum)

Building Fee:

Gym \$120.00 per hour (3 hour minimum) \$1,000 maximum

Classroom \$ 50.00 per hour (3 hour minimum) \$400 maximum

Auditorium \$150.00 per hour (3 hour minimum) \$1,200 maximum

Cafeteria \$100.00 per hour (3 hour minimum) \$800 maximum