

GREENWICH PUBLIC SCHOOLS
Greenwich, Connecticut

Policy E-051 – OTHER ADMINISTRATIVE OPERATIONS

Procedure E-051.3 - RENTALS

In accordance with Policy E-051 the District encourages the cost-effective use of school facilities by school-related groups, community-based and outside organizations. The Town of Greenwich Department of Parks & Recreation has sole responsibility for outside use of school fields and grounds.

I. Types of Organizations & Priorities for Use

The four types of organizations are listed below **in priority order** (in the event of a date or location conflict).

User Group 1 – School/District Activities & School-Related Organizations

- a. Regular school/District and approved extra-curricular activities
- b. Educational activities sponsored by the District including adult education, pre-school and approved after school programs
- c. PTAs

User Group 2 - Town of Greenwich Departments and Town Government

This group includes but is not limited to the Department of Parks & Recreation, Public Safety, and Representative Town Meeting (RTM).

User Group 3 - Non-Profit Organizations

Note: Requires annual written verification of non-profit status
(Priority given to programs that serve Greenwich youth)

- d. Community service organizations such as but not limited to Boys and Girls Club, YMCA, YWCA
- e. Political, civic, religious and fraternal organizations
- f. Performing arts organizations

User Group 4 - For-Profit Activities and Organizations

II. Procedures for Use and/or Rental of School Facilities

The District's website (www.greenwichschools.org) has up-to-date information about procedures, available facilities, and the rental rate schedule.

- a. Identify the facility you want to use
- b. Read the rules and requirements
- c. Use information available to estimate cost
- d. Complete a Facility Use Request Form
- e. Submit the Facility Use Request Form:

- K-8 schools: School Office
 - Greenwich High School: Student Activities Office
 - Multiple locations: District Business Services Office
- f. Work with the school and/or District rental contact person and or head custodian to finalize details, answer questions, estimate time required, confirm logistics, etc.
 - g. Provide documentation required, including but not limited to:
 - Proof of non-profit status
 - Proof of insurance (see below)
 - Electrical or other permits required for special circumstances
 - h. Secure a signed written confirmation that the request has been approved by the District Business Services office.
 - i. Host the activity, complying with all District and Town regulations.
 - j. Pay invoice when received from the District Business Services office.
 - k. Respond to user feedback survey, sent following an event or activity, to assist the District in its continuous improvement efforts.

III. Fee Structure

The rental rates represent the actual cost to the District of making school facilities available. This includes custodial and other services as required e.g., audiovisual, food services), cleaning supplies, utilities, and a nominal administrative fee. Custodial fees are subject to change based on collective bargaining agreements. The fee charged is based on the type of organization and other factors listed below. The following factors are used to determine fees:

- a. Type of organization
- b. Whether the activity is held during hours the building is normally open and staffed by a custodian or after regular hours.
- c. The size and type of activity related to set-up, break-down, clean-up.
- d. Whether or not an admission fee is charged.
- e. Whether or not the activity is held Monday – Saturday or on a Sunday or holiday.

Fee structure

- a. No charge - School-related organizations and Town government are entitled to use facilities free-of-charge when the activity takes place during hours when the school has custodial staff and when no additional staff is required. Each school is entitled to a total of thirty (30) hours of overtime custodial services per year. This allocation is a total for all school-related organizations. The hours are calculated based on actual cost to the District. For example, activities held on Sundays will be counted as two hours for every one hour the facility is used.
- b. Custodial only - The assignment of custodians for overtime activities is governed by the collective bargaining agreement. According to the agreement, custodians are guaranteed a minimum of three hours at the overtime rate except in instances where the custodian provides overtime at the end of his regular shift. In this instance the overtime may be charged on an hourly basis. This rate will be charged for school-related activities which i) require custodial services above and beyond what is available during a regular shift, ii) exceed the 30 hour allowance, and/or iii) for which a participation or admission fee is charged

- c. Level 1 - Basic charge for 3 hour activity, includes one custodian; additional hours pro-rated from basic charge; additional custodians charged at hourly custodial fee only, usually with 3 hour minimum.
- d. Level 2 - Multiplier of 1.5 times Level 1 with same terms and conditions.
- e. Additional services charged as requested/required:
 - Food services worker required for use of kitchen
 - Audio-visual technician (basic sound, lights, microphone set-up)
 - Lighting (required for GHS auditorium)
 - Repair expenses for any damage beyond normal wear and tear
 - Refuse removal, hauling services related to rental activities that exceed the norm; payable by renter directly to vendor
- f. There is no charge for the use of school parking lots (see special form) but insurance is required. There is a nominal fee for holding car washes on school grounds.

f. General Rules, Regulations, Restrictions

- a. Requests and reviews. Requests to use school facilities must be submitted at least four weeks prior to an event or activity. School facilities are not generally available when schools are in session (i.e., during the school day and extending through after school activities). The first review is done at the school level to confirm availability. The final review and approval is done by the District Business Services Department. Advertising, selling tickets, or entering into any agreements based on the request prior to final approvals will be at the risk of the renter. Activities or events are not considered **confirmed** until all required paperwork (e.g., insurance, proof of non-profit status) is submitted and approved.
- b. Advance requests. The district adheres to the following timeline and priorities for advance requests. While every effort is made to coordinate outside requests against school activity calendars **all outside activities are subject to cancellation in the event of a conflict with school-related activities which always have priority for facility use.**

March 15th – (summer programs scheduled for July – August) This is the first date the district and schools will accept advance requests for summer activities. Generally although not always, schools know by this date which locations will be available during the summer. Key factors which impact summer facility availability include a) district summer school program locations, and b) capital construction projects, many of which preclude the use of school facilities by outside group during the summer. Based on these factors and on the priorities outlined in Section I *Types of Organizations & Priorities for Use*, the District will make every effort to confirm summer program requests in a timely manner.

May 1st – (School year programs September – June) This is the first date the District and schools will accept advance requests for activities and events scheduled for the following school year (September – June). The District will make every effort to confirm advance facility use requests received by May 1st in a timely manner based on priorities outlined in Section I *Types of Organizations & Priorities for Use* (assuming all necessary paperwork has been submitted and approved (e.g., insurance, proof of non-profit status).

- c. Cancellations & Inclement Weather. In general, when schools close due to inclement weather or other reasons all after school and evening activities, including rentals, are also cancelled. Organizations and groups should check the District website and local media (television, radio, etc.) for information about school closings and cancellations. In some instances the custodial staff may try to reach the rental contact person and/or provide this individual with an after hours contact phone number. **In general events and activities that are not cancelled at least 12 hours in advance will be billed for the minimal rental and custodial fees.**
- d. Smoking, alcoholic beverages, gaming. Smoking is prohibited in all District facilities and on school grounds. No alcoholic beverages may be served in any District building or on any District property. District facilities may not be used for gambling, raffling, or other games of chance. This prohibition does not apply to student or PTA activities such as school fairs, PTA Bingo, silent auctions, etc., although these organizations must comply with all relevant local and state statutes and regulations.
- e. Property damage. Organizations will be charged for any damage beyond normal wear and tear to school property.
- f. Temporary electrical wiring. There is to be no change in wiring or use of additional lighting or other electrical equipment without advance written permission from the District Business Services office and appropriate permits. If permission is granted, organizations are directed to the Town of Greenwich Electrical Inspector for guidance regarding requirements and permits for special events. In such instances, the District will require a copy of the electrical permit issued by a licensed contractor prior to confirming the facility use request. Payment for authorized and approved electrical work must be made directly to a Connecticut State licensed electrician by the renter.
- g. Pianos. Renting organizations must make advance arrangements as part of the facility use request process for the use and location/relocation of pianos. If a piano needs to be moved and advance permission is granted, the renting organization must pay an outside moving company for this service. Arrangements for tuning pianos must be made with a tuner approved by the District Art & Music Coordinator at least ten days in advance of the tuning. The piano tuner is to be paid directly by the renter.
- h. Tents. Use of a tent requires a permit to be issued by the Town of Greenwich Public Works Department. In such instances, the District will require a copy of the permit prior to confirming the facility use request.
- i. Food and beverages. The sale of beverages or food is prohibited unless written permission has been granted as part of the facility use approval process.
- j. Kitchen use. School kitchens are available only when a regular school cafeteria employee is hired.
- k. Swimming pool. Renters must also provide Certified Lifeguards (trained in first aid and CPR) during the event.
- l. Payments to District employees. Organizations are prohibited from making any payments to District employees. All payments related to rental activities must be made through invoices issued by the Business Services office.
- m. Large groups, traffic and parking. Arrangements must be made with the Police Traffic Division and the Fire Marshall for events involving 200 or more persons and in some cases when there are multiple events scheduled at the same location (e.g., Greenwich High School). The Police and Fire permit form must be completed and submitted two

weeks prior to the event. Police and firemen may be assigned by those departments as necessary for security and safety of life and property. Charges for these services will be paid to the departments directly by the renter. Requests for cancellation, by either party, must be made at least twenty-four hours in advance of the scheduled event.

- n. Car washes. The District limits car washes to one per month at each available school location. To avoid congestion, car washes are only permitted on dates when there are no other school-related activities or other activities scheduled by Parks & Recreation on school grounds. Those sponsoring car washes must ensure participants comply with all safety, traffic and parking, and noise restrictions. They are also required to submit proof in advance that they have secured the services of a police officer to assist with traffic and parking.
- o. Payment. Rental fees are due and payable upon receipt of an invoice from the District Business Services office. Failure to make timely payments may jeopardize future rentals.

V. **Liability and insurance requirements**

All applicants shall provide the District in advance with a certificate of insurance in proper form, along with the application for contract. The certificate of public liability insurance on a comprehensive general liability form shall be in an amount acceptable to the Board of Education. No event shall take place unless a certificate of insurance in the amount required is provided.

The applicant, renter, organization, must agree in writing to indemnify, defend and save harmless the Town of Greenwich, Board of Education, its officers, agents, servants and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of any property, directly or indirectly arising out of or relating to, or in connection with the applicant, renter, organization's use of the Greenwich Public Schools pursuant to this agreement.

The renter shall procure and maintain at its sole cost and expense, comprehensive general liability insurance in which the Town of Greenwich and Board of Education is an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate, and renter shall furnish evidence with a certificate of insurance prior to the activity.

It is agreed the policies and procedures adopted by the Board of Education for use of school buildings will be rigidly enforced. The applicant personally accepts the responsibility for payment of bills and that all rules, regulations and procedures pertaining to the use of the property are observed.

Procedure Revised – March 2011

Fee Structure by Type of Organization & Activity

	User Group 1 School-Related	User Group 2 Town Government	User Group 3 Non-Profit	User Group 4 For-Profit
School <u>open</u> & staffed; no set-up and/or break-down required; no admission or donation charged	No charge	No charge if no additional custodial required	Level 1	Level 2
School <u>not open</u> & staffed; no admission or donation charged.	No charge for first 30 hours/year per location; hours calculated based on custodial cost (straight time 1 hr. counted as 1 hr.; overtime 1 hr. counted as 1.5 hrs., etc. Additional hours Custodial Only	Custodial Only	Level 1	Level 2
School <u>open</u> & staffed; set-up and/or break-down required	No charge for first 30 hours/year per location; hours calculated based on custodial cost (straight time 1 hr. counted as 1 hr.; overtime 1 hr. counted as 1.5 hrs., etc. Additional hours Custodial Only	Custodial Only	Level 1	Level 2
School <u>not open</u> & staffed; admission or donation charged	No charge for first 30 hours/year per location; hours calculated based on custodial cost (straight time 1 hr. counted as 1 hr.; overtime 1 hr. counted as 1.5 hrs., etc. Additional hours Custodial Only	Custodial Only	Level 2	Level 2

Submit to:
K-8 Schools - School office, GHS – Student Activities Office
Multiple locations, questions – Business Services, Havemeyer

USE OF SCHOOL PARKING LOTS (Including Car Washes)

Use of school parking lots on a short or long term basis is subject to the District’s Facility Use policies and procedures. Organizations or individuals interested in using a school parking lot should complete a facility use form available on the District website or in any school office. Please indicate PARKING LOT ONLY on the form, note date(s) and times of use, and submit for preliminary review and approval by the school principal.

There is no fee or insurance requirement for the use of a school parking lot unless it is used for a car wash but the individual or organization must confirm in writing that they will comply with the following two provisions of the District’s procedures and a third provision related specifically to use of parking lots. Failure to comply with any of these provisions will result in the privilege being revoked.

1. Arrangements must be made with the Police Traffic Division and the Fire Marshall for events involving 200 or more persons or when an organization is sponsoring a car wash. The Police and Fire permit form must be completed and submitted two weeks prior to the event. Police and firemen may be assigned by those departments as necessary for security and safety of life and property. Charges for these services will be paid to the departments directly by the renter. Requests for cancellation, by either party, must be made at least twenty-four hours in advance of the scheduled event.
2. The applicant, renter, organization, must agree in writing to indemnify, defend and save harmless the Town of Greenwich, Board of Education, its officers, agents, servants and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney’s fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of any property, directly or indirectly arising out of or relating to, or in connection with the applicant, renter, organization’s use of the Greenwich Public Schools pursuant to this agreement.
3. The applicant must agree that they will not exceed the days or hours approved for their use of the parking lot, or in any other way restrict or interfere with the school’s use of its parking facility both during the hours of school operation or any other time that has not been pre-approved for outside use.
4. Car washes only. As outlined in the procedure, car washes are limited to one per month at each school location. In addition to other requirements, the applicant must secure written confirmation from the Department of Parks & Recreation that there are no other activities scheduled at the school during the car wash time period.

Signature of Applicant: _____ Date: _____

Signature of Principal _____ Date: _____

Signature of Business Office _____ Date: _____

Signature of Parks & Recreation (car washes only) _____ Date: _____