

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Policy Committee  
of the  
Trumbull Board of Education

Special Meeting

Long Hill Administration Building Conference Room  
Monday, May 21, 2018 – 5:30 p.m.

AGENDA

		<u>Presenter*</u>	<u>Anticipated Action</u>
<b>I.</b>	<b>PRELIMINARY BUSINESS</b>		
	A. Call to Order / Introduction	JB	
	B. Correspondence	JB	
	C. Public Comment	JN	
<b>II.</b>	<b>POLICY REVIEW/DISCUSSION</b>		
	A. Use of Public School Buildings and Sites, Policy Code 1330	JB	to BOE 1 <sup>st</sup> Rdng. 5/22/18

POLICY OVERVIEW FORM

Policy Title: Use of Public School Buildings and Sites

Section: 1000 Category: Community Relations Code: 1330

New:      Revision: X

Initiated by: Jonathan S. Budd, Ph.D., Asst. Super. of Curriculum, Instruction, & Assessments

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Need for New Policy/Revision: Revisions to this policy are necessary to distinguish the governance of "athletic and community fields on school grounds" (which are governed by the Town of Trumbull) from other public school buildings and sites (which are governed by the Board of Education), and then to clarify the regulations and procedures for the latter. Development of this policy revision has been done in concert with representatives from the Board Facilities Department, the Business Manager, and the Athletic Director, as well as representatives from the Town of Trumbull. The proposed language follows the recommendations of CABA (the Connecticut Association of Boards of Education) in all respects.

State Statute if applicable: N/A

Summary of Actions Required by New Policy/Revision: See above.

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Please complete this form and send to the Office of the Superintendent, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611

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**Office Use Only** **Approval**  
Superintendent:  Date: 5/17/18  
Policy Committee Chair:  Date: 5/12/18

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

**1330/Use of Public School Buildings and Sites**  
SECTION: 1000  
CATEGORY: Community Relations  
POLICY CODE: 1330/Use of Public School  
Buildings and Sites

**USE OF PUBLIC SCHOOL BUILDINGS AND SITES**

**Policy Statement**

The Trumbull Board of Education recognizes that the primary function of the district’s school buildings, equipment, and grounds is to support the education of the children and youth of Trumbull.

Use of athletic and community fields on school grounds is governed by the Town of Trumbull in accordance with relevant Town policies and supporting regulations and procedures, provided that programs and activities sponsored by the Trumbull Public Schools shall have priority over all other programs and activities, and that no use of athletic and community fields will be permitted if it interferes with programs or activities of the Trumbull Public Schools as determined by the Superintendent of Schools or his/her designee. Use of public school buildings and sites, apart from athletic and community fields on school grounds, is governed by the Board of Education in accordance with this policy and supporting Regulations and procedures.

**Comment [T1]:** This distinction, which is expanded in Section I of the Regulations (p. 3) is necessary to distinguish the Board’s jurisdiction from the Town’s.

It is the policy of the Board of Education to allow for the use of public school buildings and sites for various civic, religious, recreational, cultural, educational, and charitable activities, provided such use does not interfere in any way with the educational, recreational, or authorized extracurricular programs of the school system or administration thereof. Trumbull groups and organizations shall be granted priority use.

**Comment [T2]:** This paragraph would be replaced by the paragraph that follows based on the current language recommended by CABE.

The Board of Education shall grant the use of public school buildings and sites for activities of an educational, cultural, social, recreational, governmental, or general political nature and other non-commercial uses consistent with the public interest provided that such use does not interfere with programs or activities of the Trumbull Public Schools as determined by the Superintendent of Schools or his/her designee.

All groups wishing to use Board of Education facilities shall make application as provided in the Rules Governing Use of Buildings and Sites Booklet (Rules Booklet). A complete list of category descriptions, fee schedules, and rules and regulations shall be provided in the Rules Booklet. The use of Board of Education buildings and sites shall be administered by the Plant Operations Department within parameters set in the Rules Booklet.

All fee schedules shall be approved by the Superintendent or his/her designee and the Trumbull Board of Education.

**Comment [T3]:** These paragraphs would be replaced by the paragraph that follows to facilitate the timely implementation of updated procedures annually.

The Superintendent of Schools shall cause the development of procedures to support the implementation of this policy, such procedures to include: general rules for using public school buildings and sites; any necessary building-specific or site-specific rules; procedures for application to use such buildings and sites; and fee schedules for using such buildings and sites. Annually, the fee schedules shall be reviewed and approved by the Board of Education prior to

### **1330/Use of Public School Buildings and Sites**

implementation. All procedures to support the implementation of this policy shall be published on the District website.

Adopted: 1/22/1980  
Revised: 1990, 1991, 1993,  
5/8/2001, 9/2/2003, 12/9/2010,  
?/?/2018

#### References

- Title VI of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act as amended by the ADA Amendments Act of 2008
  
- Connecticut Public Act 17-127, “An Act Concerning Discriminatory Practices against Veterans . . .”
- Connecticut General Statutes § 10-239
  
- Trumbull Board of Education Policy Code 0200: Statement of Educational Goals
- Trumbull Board of Education Policy Code 0521: Non-Discrimination
- Trumbull Board of Education Policy Code 1324: Fundraising
- Trumbull Board of Education Policy Code 3513.1: Energy Management and Conservation
- Trumbull Board of Education Policy Code 5131: Student Standard of Conduct
- Trumbull Board of Education Policy Code 5131.6: Student Use and Possession of Smoking Products, Tobacco Products, Drugs, and Alcohol
- Trumbull Board of Education Policy Code 6174: Adult/Continuing Education
  
- ~~Rules Governing Use of Buildings and Sites Booklet (Rules Booklet)~~
- ~~General Statutes of Connecticut, Section 10-239~~
- ~~Connecticut State Title 9~~
- ~~20 U.S.C 7905 (Boys Scouts of American Equal Access Act contained in No Child Left Behind Act of 2001)~~
- ~~Trumbull Board of Education Policies:~~
  - ~~No Smoking Policy, Policy Code: 4118.231~~
  - ~~Trumbull High Concession Stand, Policy Code: 1331~~
  - ~~Fundraising, Policy Code: 1324~~
  - ~~Energy Management and Conservation Policy, Policy Code: 3513.1~~
  - ~~Standard of Conduct, Policy Code: 5131~~

## 1330/Use of Public School Buildings and Sites

### Regulations

#### I. Definitions and Scope

- A. For purposes of this policy, an “athletic and community field on school grounds” is defined as any outdoor location adjacent to a school or building operated by the Trumbull Public Schools, and whose typical purpose is organized recreation, whether amateur or professional. For purposes of this policy, an “athletic and community field on school grounds” shall include tennis courts, as well as track and field complexes. Use of athletic and community fields on school grounds is governed by the Town of Trumbull in accordance with relevant Town policies and supporting regulations and procedures, provided that programs and activities sponsored by the Trumbull Public Schools shall have priority over all other programs and activities, and that no use of athletic and community fields will be permitted if it interferes with programs or activities of the Trumbull Public Schools as determined by the Superintendent of Schools or his/her designee.
- B. Any outdoor location adjacent to a school or building operated by the Trumbull Public Schools, which is not an “athletic and community field on school grounds” as defined by the previous paragraph, is governed by the Board of Education in accordance with this policy and supporting Regulations and procedures. This includes parking lots adjacent to school and District buildings, as well as lawns and playgrounds whose typical purpose is not organized recreation.
- C. Any indoor location of a school or building operated by the Trumbull Public Schools is governed by the Board of Education in accordance with this policy and supporting Regulations and procedures.

**Comment [T4]:** These definitions are necessary to distinguish the Board’s jurisdiction from the Town’s.

#### II. Application Procedures

- A. All requests for the use of ~~facilities~~ public school buildings and sites, with the exception of athletic and community fields on school grounds, for a program or activity sponsored by the Trumbull Public Schools shall be made via the procedures published by the District for TPS-sponsored programs or activities. All requests for the use of ~~facilities~~ public school buildings and sites, with the exception of athletic and community fields on school grounds, by any other organization shall be made by the submission of the appropriate Application for Use of Facilities, with supporting documentation, through to the Principal/administrator ~~designee~~ at of the appropriate school/building site at least three (3) weeks in advance of the date(s) applied for.
- B. As detailed on the Application for Use of Facilities, the applicant must identify one adult member of its group who will be present at the proposed event and who will be the liaison to the Principal/administrator prior to, during, and, if necessary, after the proposed event.
- C. As detailed on the Application for Use of Facilities, the applicant may be required to acquire approvals from the Trumbull Chief of Police and/or the Trumbull Fire Marshal.

**Comment [T5]:** The rest of the Regulations are revisions to the prior Regulations for clarity and consistency.

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- D. As detailed on the Application for Use of Facilities, the applicant may be required to provide certification of insurance for bodily injury, property damage, and/or liability.
- E. All applications will be scheduled by the school/building Principal/administrator according to their status on that Priority list (see B. Eligible Organizations and Priority of Use below) each applying user group’s classification in Section III below, with users in higher classifications having priority over users in lower classifications.

**III. Classification of User Groups**

- A. All programs and activities sponsored by the Trumbull Public Schools shall have priority over all other programs and activities. Programs and activities related to Continuing Education shall be scheduled in accordance with Trumbull Board of Education Policy 6174, “Adult/Continuing Education.”
- B. All users shall be classified into the following user groups:

<b>Classification</b>	<b>Group</b>	<b>Description</b>	<b>Fee Parameters</b>
I	TPS-Sponsored Programs & Activities	TPS-sponsored curricular, co-curricular, & extra-curricular activities; Continuing Education programs in accordance with Trumbull Board of Education Policy 6174, “Adult/Continuing Education”	No rental fee; No associated costs
II	TPS-Related Groups	TPS-recognized parent organizations or athletic booster clubs	No rental fee; No associated costs
III	Town-Related Groups	Departments, boards, commissions, agencies, or departments of the Town of Trumbull	No rental fee; Associated costs
IV	Town Non-Profit Community Service Groups	Not-for-profit community service groups, including religious organizations and non-public non-profit schools, whose organizational centers are within the Town of Trumbull	Reduced rental fee; Associated costs
V	All Other	For-profit groups; Not-for-profit community service groups whose organizational centers are outside the Town of Trumbull; Private groups; Private citizens	Full rental fee; Associated costs; 50% payable upon completion of Application for Use of Facilities; Balance due 1 week prior to event, or approval for event may be rescinded

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- C. As presented in the table above, a user may be assessed “Associated costs,” which shall be defined as any costs related to the event and incurred by the Board of Education. Such costs may include, but are not limited to: the costs for custodial and/or maintenance personnel, including overtime as necessary; the costs for audio-visual and/or technical support personnel, including overtime as necessary; the costs for food services personnel, including overtime as necessary; and the costs for security personnel, including overtime as necessary. Selection and employment of all such personnel shall be at the discretion of the Principal/administrator, the Facilities Manager, and/or the Business Manager, as appropriate, and in accordance with Board policies and relevant collective bargaining agreements and contracts. Anticipated costs related to events will be published to all users, and confirmed to the applicant at the time of application by the Principal/administrator based on conversation with the Facilities Manager and/or Business Administrator, as appropriate. Additional, unanticipated costs related to an event may be assessed at the conclusion of the event.
- D. Cancellation of an event by the user that is within twenty-four (24) hours of the event will be subject to cancellation fees.
- E. Annually, fee schedules consistent with the parameters above shall be reviewed and approved by the Board of Education prior to implementation, and thereafter published on the District website.
- F. At his/her discretion, the Superintendent of Schools, or his/her designee in conjunction with the Superintendent of Schools, may waive or reduce rental fees and/or associated costs.

#### IV. General Guidelines for Use

- A. ~~Groups~~ An organization requesting use of ~~school buildings and facilities~~ public school buildings and sites must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building Principal or responsible administrator, and shall not be used without the express permission of the Principal/administrator.
- B. An organization requesting use of public school buildings and sites must identify the specific dates and hours desired, and approval will be for those specific dates and hours only.
- C. The following restrictions shall apply to the use of public school buildings and sites:
  - 1. Any purpose in conflict with the mission or goals of the District shall not be permitted.
  - 2. Illegal activities shall not be permitted.
  - 3. Use or possession of smoking products, tobacco products, drugs, or alcohol,

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as defined by Trumbull Board of Education Policy 5131.6, "Student Use and Possession of Smoking Products, Tobacco Products, Drugs, and Alcohol," shall not be permitted.

4. Advertising, decorations, or materials that are obscene, or that promote the use of or possession of smoking products, tobacco products, drugs, or alcohol shall not be permitted.
  5. Commercial advertising shall not be permitted.
  6. Activities that are disruptive to the school environment, or injurious to the buildings, grounds, or equipment of the District, shall not be permitted.
  7. The use of drones shall not be permitted.
- D. An organization requesting use of public school buildings and sites must conform to Trumbull Board of Education Policy 0521, "Non-Discrimination."
- E. Refreshments may not be prepared, served, or consumed without the prior approval of the responsible administrator. If such approval is granted, refreshments may be prepared, served, and consumed only in areas designated by the responsible administrator. Use of school cafeterias and/or kitchens for functions, when approved, will be under the general supervision of the Principal/~~administrator designee~~ and ~~Supervisor~~ Director of Food Services and cafeteria manager, as appropriate.
- F. In addition to any fees payable to the Board of Education in accordance with the fee schedule for public school buildings and sites, the organization may be required to pay fees to the Trumbull Police Department, the Trumbull Fire Department, Trumbull Emergency Medical Services, and/or additional security personnel for services deemed necessary by those agencies and/or by the Board.
- G. The organization is responsible for the observance of local and state fire and safety regulations at all times.
- H. Any organization that seeks to charge admission to an event held on a public school building or site is liable for the collection and payment of taxes on admission fees. The Board of Education assumes no responsibility in this matter.
- I. The ~~Trumbull~~ Board of Education assumes no responsibility for properties left on the premises by the ~~applicant~~ organization.
- J. The Superintendent of Schools, or his/her designee in conjunction with the Superintendent of Schools, reserves the right to cancel any approved event if a conflict develops with any program or activity sponsored by the Trumbull Public Schools, if the building or site is closed for the day due to inclement weather or any other reason, or for any other reason. The Board of Education assumes no liability in the case of event cancellation.



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- K. Any violation of this Policy ~~and/or any applicable Administrative Regulations~~ its supporting Regulations and procedures may result in permanent revocation of the privilege to use school facilities public school buildings and sites against the organization and/or individuals involved.

~~The Trumbull Board of Education may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board of Education may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.~~

~~The primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.~~

#### Procedures for Requesting Facilities

~~Conflicts will be resolved by the Principal/designee in consultation with the appropriate organization(s). Once the dates are approved, each request must be formally submitted on a Building Use Form (Appendix A) immediately.~~

~~Exceptions to this procedure will be granted at the discretion of the Principal/designee. Requests for a date not already scheduled should be submitted on a Building Use form at least three weeks (21 days) prior to the date specified facilities are desired. Request for use of school facilities received after the deadline will be handled on a first-come-first-served basis.~~

~~It is the responsibility of the organization to obtain and submit to the appropriate Principal/designee any additional approvals required such as but not limited to police, fire and insurance.~~

~~Organization and groups using school facilities must designate one adult member of its group to be in charge of and responsible for the program or activity at the time application for use of the facilities is made. This person shall in turn be responsible to the Principal/designee of the school in which the event is taking place. This person shall be named Supervisor on the application.~~

~~In the case of any event meetings, the organization shall be required to arrange for both police and fire personnel to be present. Such arrangements must be made with the proper officials with the Chief of Police and Fire Marshall(s). The exact number of policemen and firemen required and rates to be paid will be determined by the Police and Fire Departments. Fees shall be paid if applicable as they are directed.~~

~~No reservation will be finalized until the Building Use Form (Appendix A) is returned with appropriate signatures and approved by the Principal/designee and plant administrator.~~

~~NOTE: No group will be permitted use of school facilities when it interferes with the school programs. The Principal/designee may cancel any approved building use permits, should conflicts with school programs develop. Notification will be given at least one week in advance of a cancellation. (Note: not always possible in the case of make-up games). Risk of cancellation is assumed by the applicant. Therefore, the Town of Trumbull and the Trumbull Board of Education assume no liability.~~

~~Any organization using school facilities to which admission is charged shall be held liable for the collection and payment of taxes on admission, and shall account for any tax due by filing the necessary State of Connecticut forms. Non profit organizations charging admission may be exempt from tax requirements, if they make application for exemption~~

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through the Connecticut State Tax Department. Therefore, the Town of Trumbull and the Trumbull Board of Education assume no responsibility in this matter.

In the event that an organization cancels a use request, and that a notice of cancellation is received on the day of the planned activity, there will be a charge of 3 hours of custodial time if overtime would have been required for the activity. Cancellations received prior to this time will require no custodial charge.

When school is canceled for the day because of inclement weather or system repair, all scheduled use of the building for that day is canceled, unless special permission is granted by the Principal/designee. Risk of cancellation is assumed by the applicant. The Town of Trumbull and the Trumbull Board of Education assume no liability.

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

<u>Facility</u>	<u>Application Submitted To</u>
For use of school buildings	Building Principal
For use of Athletic fields and facilities	Athletic Director
For use of other school facilities	Superintendent of Schools

Application forms for the use of school facilities must be presented to the building Principal at least twenty one (21) days prior to the date of use. Late applications may be accommodated if possible. See Appendix A.

Principals and other responsible administrators shall submit copies to the Plant Administrator for each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

**A. Eligible Organizations and Priority of Use**

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School sponsored programs and activities.
2. Activities of school related organizations (e.g. PTA, Booster Clubs, After Graduation Committees and similar organizations).
3. Town department or agency activities.
4. Activities of non profit organizations operating within the Town, other than school related organizations.
5. Activities of for profit organizations operating within the Town.
6. Out of Town organizations.

**B. Restrictions on Use of School Facilities**

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Obscene advertising, decorations or materials shall not be permitted on school property.
4. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages shall not be permitted.
5. Activities that are disruptive of the school environment are not permitted.

**C. Fees and other Costs**

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent his/her designee and Plant Administrator.

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The following guidelines shall be incorporated into such fee schedule:

~~1. Group I — Board of Education and Municipal groups~~

~~a. School Programs~~

~~School programs are all student activities that are part of the school curriculum and extensions thereof; JV, Varsity and Intramural sports; summer school; school sponsored after-school activities, clubs, etc.; and, all other related student activities.~~

~~*\*No Rental Fee or Associated Costs.*~~

~~b. Trumbull Public School Related~~

~~Trumbull Public School Related groups include all events and programs directly related to the support of school programs, the Board of Education staff, and volunteer organizations that provide direct support for the district (i.e., PTA, parents clubs, boosters, etc.).~~

~~All Continuing Education programs shall use the buildings and sites free of charge during the school year.~~

~~Universities and colleges that run programs coordinated by the Continuing Education Office shall use the school buildings on a contractual basis each session. The Continuing Education Director shall negotiate the rental and custodial fees with each applicant. All contracts must be approved by the Plant Operations Office. The standard application procedures shall not apply.~~

~~*\*No Rental Fee or Associated Costs*~~

~~e. Town Government and Related~~

~~Town Government groups include all departments, boards, or commissions funded by the Town Government. Included in Town Government groups are "Community Service" groups also referred to as "Town Sponsored Group(s)". "Community Service" groups are in town organizations which may have some or all of their custodial/maintenance overtime expenses charged to the Town "Community Service Account" with Town approval.~~

~~The Town shall provide a list of Community Service groups to the Board of Education. The Town shall be responsible for establishing conditions by which these groups must operate to charge overtime expenses to the Town's "community Service Account." The application procedures to be followed related to these conditions shall be established by the Board of Education and the Town. If a Community Service group's request to charge the overtime for a particular event to the Town "Community Service Account" has been denied by the Town, that group may still make application for use of the Board of Education buildings and/or sites, but shall do so as a Group II.~~

~~*\*Associated costs.*~~

~~2. Group II — In Town Nonprofit groups~~

~~These groups include local service groups, non-profit organizations that conduct business in town, clubs, and organizations that serve the interests of a group of citizens of the Town (i.e., service clubs, residential associations, athletic leagues, political committees, churches, schools other than Trumbull Public Schools and senior citizens).~~

~~*\*Associated costs and reduced rental fee per fee schedule.*~~

~~3. Group III — Out of Town, for Profit groups, Businesses, Private groups and Citizens~~

~~*\*Non-Refundable deposit of 50% due upon completion of the Use of Building form)*~~

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~~These groups include in town private organizations or profit making business; open membership service organizations not based in Trumbull that promote regional charitable activities or services where less than 50% of membership resides in Trumbull and/or the organization's address is not in Trumbull; private organizations not promoting any service to the community where less than 50% of membership resides in Trumbull and/or the organization's address is not in Trumbull; private citizens and private clubs. \*Full Rental Fee and Associated Costs.~~

~~NOTE: ——— *Balance due 1 week before the event.*~~

~~*No private for-profit business can use the facilities without special approval of the Plant Administrator.*~~

~~“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, AV Technical Support Staff, food service personnel, security personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. In addition a special surcharge for use of the Trumbull High School Auditorium will be added for the event coordinator's service to ensure the facility is operated properly, including but not limited to lighting/microphone/video/sound room/command center. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.~~

~~D. Responsibility for Damage to Property or Loss of Property~~

~~In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.~~

- ~~● During inclement weather, the decision to use school facilities is at the sole discretion of the school administration;~~
- ~~● Proper liability insurance is required by all groups using school facilities, except when this coverage is already provided by the Board or Town;~~
- ~~● Appropriate crowd and traffic control is required if the activity has over 150 people. This cost will be the responsibility of the organization which sponsors the activity; a~~