

<b>BUILDING USE CHARGES:</b>			
Hourly rental fees are based on a three hour minimum and any 30-minute interval thereafter.			
<b>Facility Fees</b>	<b>Class I</b>	<b>Class II &amp; III</b>	<b>Class IV &amp; V</b>
Grounds (including all athletic fields)	\$0	\$0	\$100
Classroom, first room	\$0	\$0	\$50
Classrooms, each additional rm.	\$0	\$0	\$10
Conference Room-Elementary	\$0	\$0	\$50
Conference Room-Middle School	\$0	\$0	\$50
Library Media Room - High School	\$0	\$0	\$50
Cafeteria/Kitchen, Per Event	\$0	\$0	\$50
Plus, per hour, 3 hour minimum			\$25
Gymnasium - Elementary School	\$0	\$0	\$100
Plus, per hour, 3 hour minimum			\$50
Gymnasium - Middle School	\$0	\$0	\$100
Plus, per hour, 3 hour minimum			\$50
Gymnasium - High School	\$0	\$0	\$100
Plus, per hour, 3 hour minimum			\$50
Auditorium - High School	\$0	\$0	\$100
Plus, per hour, 3 hour minimum			\$50
<b>STAFFING FEES (for events outside regular school hours)</b>			
	<b>COST PER HOUR</b>		
Custodial, after hours - weekdays	\$0	\$0*	\$55
Custodial, Weekends	\$0	\$0*	\$55
Cafeteria Staff	\$0	\$0*	\$25
IT/Audio Visual Certified Staff	\$0	\$0*	\$50
IT/Audio Visual Support Staff	\$0	\$0*	\$25
*Pricing subject to change			

## CLASSIFICATIONS

### Class I

- School related student, teacher and parent groups. (examples: PTO, Student clubs, BOE)

### Class II

- Town of East Haddam, including Parks & Recreation and Youth & Family Services

### Class III

- Youth Organizations. (examples: Boy/Girl Scouts, 4-H, Athletic associations)
- Pre-Approved** Not for Profit, 501(c)3 or 501(c)4 organizations, no admission charged for events.
- For Profit groups and/or private groups that provide educational, charitable, civic or recreational activities at no charge

### Class IV (non-profit only)

- Local or non-East Haddam Not for Profit organizations when charging an admission fee or tuition cost. See policy 1330

### Class V

- All profitable organizations, whether or not charging an admission fee. See policy 1330
- All Class V groups are subject to approval by the Board of Education.

For assistance in determining group classification, please contact East Haddam Public Schools at 860-873-5090.

# EAST HADDAM PUBLIC SCHOOLS

26 PLAINS ROAD, PO Box 401

MOODUS, CT 06469

## USE OF SCHOOL FACILITIES

## POLICIES AND FEES

860-873-5090  
860-873-5092 (fax)  
[www.easthaddamschools.org](http://www.easthaddamschools.org)

rev. 5/17

## Community Relations

### Use of School Facilities

It shall be the policy of the East Haddam Board of Education to make any building, or part thereof, or grounds under Board of Education control available for public use under this policy. The following general guidelines shall be used in determining whether such space shall be made available:

1. The activity shall not interfere with the educational purpose of the facilities.
2. The activity must be sponsored by a community based non-profit group carrying out a worthy educational, social, recreational, or civic program that will benefit East Haddam residents.
3. **Activities intended for gain must be either:**
  - a. Sponsored by a non-profit organization, or
  - b. Intended to raise money for a non-profit activity, or
  - c. Serving a worthy educational, civic, or charitable purpose.
4. The authority to finally approve or disapprove the use of school facilities is reserved for the East Haddam Board of Education.
5. The Board reserves the right to deny access to groups who fail to conform to the requirements of policy or who abuse the privileges.

### USE OF SCHOOL FACILITIES Rules and Regulations

1. Space may be reserved no more than one year in advance. Higher priority events may cause previously scheduled activities to be cancelled or postponed on short notice. Other suitable facilities may be substituted if available. Evening events are automatically cancelled when schools are closed due to inclement weather.
2. Applicants shall provide adequate supervision for all participants and observers. They shall also be responsible for any damage caused to person or property resulting from this use. School staff should not be expected to provide supervision.
3. Application is limited to assigned rooms and adjacent toilets. School telephones may only be used in an emergency.
4. ALCOHOLIC BEVERAGES are prohibited in any school facility and on any school property.
5. SMOKING is prohibited in any school facility and on any school property by students or adults.
6. Police coverage is mandatory at all non-school related functions held for revenue producing purposes where the public is invited or, if in the opinion of the Superintendent, the activity is of such a nature to mandate an officer. If required, coverage must be arranged and paid for by the applicant.
7. The use of cafeteria kitchen equipment requires the presence of a food service employee assigned by the food service supervisor.

8. Custodial services during non-duty hours, if required, will be billed at a minimum of four (4) hours at the Board established overtime rate. Charges for custodial service will normally commence 30 minutes prior to and 30 minutes following the opening/closing of the facility depending on the amount of set-up, breakdown and cleaning required.
9. If specialized personnel are needed, the applicant will be billed for the services. Use of the High School auditorium includes the use of the stage work lights only. Use of additional equipment, lighting or sound systems must be arranged with the Building Principal. Charges will be applied according to Board policy 1330.
10. All East Haddam Schools are equipped with Automated External Defibrillators (AED's). Organizations using school facilities, should review the location of these devices with school staff.
11. Certificate of Insurance: Applicants not directly affiliated with the Town of East Haddam will be required to provide a Certificate of Insurance from a carrier licensed in the State of Connecticut via fax (860-873-5092) or by mail, as follows:
  - a) The Town of East Haddam/East Haddam Board of Education shall be named as an additional insured on the certificate.
  - b) The certificate shall provide for the following coverage:
    - \$1,000,000 of General Liability, Umbrella, and Automobile Insurance
    - Workers' Compensation Insurance as required by CT Law