

## Use of School Facilities

Requests for the use of school facilities by individuals or groups, other than those that are a part of the school program, shall be first made using the SchoolDude Facilities Scheduling program <https://www.communityuse.com/default.asp?acctnum=205981696>. After the request has been approved by the building Principal it will be forwarded to Central Office for approval by the Superintendent of Schools/designee. All approved programs/use shall have educational or community value. No program will be scheduled if it interferes with the normal use of the school facility for school or Board of Education purposes. A copy of the fee schedule is posted on Ledyard.net (Schedule 1330 S). Approval of use, as well as cancelations notification will be emailed to the address entered on the online building use application.

***Please Note: All groups must have liability insurance of \$1,000,000 listing Ledyard PublicSchools as an additional insured. If you do not have liability insurance event liability insurance can be purchased through any insurance broker. You must submit a certificate of insurance from your insurance carrier prior to the event being scheduled.***

## Regulations for the Use of School Facilities

1. All posted occupancy limits must be observed; and in the event that a fire alarm is triggered for any reason, it is the responsibility of the organization's representative to ensure the building is vacated immediately. The building will then be under control of the fire official in charge and may not be re-entered until said official gives authorization.
2. Organizations using the school facilities will be responsible for any damage to school property during its use. A certificate of insurance naming the Town of Ledyard, Board of Education, as additional insured must be submitted one week prior to the scheduled event in the amount of \$1,000,000 for property damage/bodily injury.
3. Organizations may be required to obtain the services of Ledyard police officers or firemen if such is considered necessary for the protection of school property and/or traffic safety. It will be the responsibility of the organization to make arrangements directly with the applicable town agency if their presence is deemed necessary by the Superintendent's Office.
4. Alcohol and/or illegal drugs are NOT PERMITTED at functions held on school property.
5. Use of any tobacco product including e-cigarettes or vaping products are NOT PERMITTED in school buildings or on school grounds.
6. Use of the building by the requesting organization will be confined to those areas specifically requested and approved by the Superintendent of Schools.

7. At the beginning of any public gathering at which 25 or more persons will be present for the entire time, an announcement shall be read regarding emergency exits, clear aisles and smoking regulations.
8. Each applicant organization is responsible for the conduct and supervision of all participants and/or guests. Representatives from the applicant organization must remain on the premises throughout the function and must maintain control at all times. Names and addresses and cell phone numbers of all designated persons in charge must be submitted with the application; they will be held responsible for the supervision of the participants and any property damage. School staff are not a supervisor of children or adults during use, but may stop the event in case of damage to property or safety concerns..
9. **Rental fees must be paid two weeks in ADVANCE of the scheduled event.** All other fees, with the exception of fire, police and kitchen personnel, will be billed by the Superintendent's Office. Fees will be charged as listed on the attached Schedule of Fees, and financial obligations are to be met within two weeks following receipt of the invoice.
10. Custodial fees if applicable will be based on the pay rate of the custodian or custodians employed and are in addition to the rental and utility fees.
11. The use of kitchens will be permitted after a review of the application by the district's food service vendor. Notice of approval will be forwarded to the applicant with the standard approval form. If staffing of the kitchen is required, financial arrangements will be handled directly with the food service vendor.
12. The use of a school facility does not include school equipment, except that which is already a part of the facility. Permission may be granted to use equipment (i.e., projectors, microphones, etc.) if specifically requested on the Request For Use of Facilities Form. If an administrator determines an operator is required, the requesting organization will be billed accordingly.
13. Those areas used for approved activities in the evening or on weekends will have the temperature maintained at night cycle settings, unless a specific request is noted on the application.
14. Only UL approved, grounded, heavy-duty extension cords may be used. No nails or screws may be driven into any part of the facility without approval. All cords must be installed and maintained in a manner to prevent tripping or obstruction of egress routes.
15. Nothing shall be displayed or exhibited by any group without prior permission from the building Principal.
16. No scenery, ramps, extensions or the like will be constructed in such a manner as to hinder emergency exits.

- 17.** No pet shows or other activities involving animals will be permitted within school buildings without specific and written approval from the Superintendent.
- 18.** If schools are closed due to inclement weather, the facility use is automatically canceled. All prepaid fees will be returned in that case, or the event can be rescheduled.
- 19.** It is expected that the facility used will be completely cleared within 24 hours or before the start of the next scheduled school day.
- 20.** The use of a school facility will be evaluated at the conclusion of the event. Any disregard of the regulations or failure to clean up after the event may result in the refusal of any future use by the sponsoring organization.
- 21.** Any exception to the above regulations must be granted by the Superintendent prior to the use of the facility.
- 22.** All organizations using the facilities must do so in accordance with all Ledyard Public Schools policies and regulations.
- 23.** For outdoor field rentals during the non-academic year, porta-john rentals may be required by organizations hosting games or tournaments on campus.

Attachments:

Request for Use of School Facilities- Form 1330  
Fee Schedule for Use of School Facilities- 1330 S

Regulation approved: October 4, 2005  
Revised: March 29, 2021

LEDYARD PUBLIC SCHOOLS  
Ledyard, Connecticut