



MADISON PUBLIC SCHOOLS
Madison, Connecticut

GENERAL RULES AND REGULATIONS
for
USE OF SCHOOL FACILITIES AND FIELDS

1. All requests for use of a school facility or field approved by the school district in advance of an event / activity will be revocable and will not be considered as a contract or a lease. The School Principal or the Director of Athletic Programs may reject any application or cancel any request in the event that an unforeseeable conflict in use would compromise a school activity, such as a graduation event. **Any use by a public or private agency or institution may be preempted for school-based activities or requirements.** When a scheduled community or agency activity must be displaced by a school-related event, every effort will be made to give at least two weeks written notice to the individual, organization, or agency in order that their members may be informed of the necessity to make alternative arrangements.
2. In case of inclement weather, the school district reserves the right to cancel the request for the use of the school facility. The school's Head Custodian will notify the listed contact person on the *Request for Use of School Facilities Form*.
3. A school district custodian approved by the Director of School Facilities, capable of providing for the security of the school facility and the services required for the event / activity must be on duty whenever district facilities are used by a public or private agency. Custodial fees will be assessed for public restroom facilities for those organizations requesting the use of school fields only. Cost for said services of school custodian, when required on non-school days or hours, is included in the comprehensive rental fee payment, except in the case of field rental when a separate fee is assessed. The basic fee assumes use for four hours, the minimum work period for school custodians who report to work on weekends, non-school weekdays, and / or holidays. Users will be charged an hourly rate for any hour of use beyond the four-hour minimum.
4. Master keys to school facilities will never be issued. When the School Principal finds it necessary to issue a key to a Board employee, the "Key Release Form" will be completed and signed by an authorized employee. Under normal circumstances, keys will not be distributed to non-employees. However, special circumstances may exist where the School Principal may allow a community member to have a key overnight. Such circumstances would include that there is no custodian on duty for specific timeframe. The key must be signed out by the event representative as designated on the rental agreement. The distribution of keys will be the exception rather than the norm and will not occur frequently.
5. Requests for the use of a school facility or field are non-transferable and must be in the name of the individual, organization, or agency using the facility. School facility and fields use are restricted to the stated hours on the *Request for Use of School Facilities Form*. Any changes or cancellations must be made through the appropriate School Principal or the Director of Athletic Programs. Failure to do so may result in an assessment of a charge to the applicant and/or cancellation of permission to use school facilities or fields. Many community groups use the school facilities and fields, so courtesy is expected.
6. Furniture and equipment owned by the school district will not be used or moved from its place of origin unless supervised by the School Principal or another authorized agent of the school district.
7. Individuals, organizations, or agencies 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 for that purpose, the renting individual, organization, or agency must pay an outside moving company for this service. Arrangements for tuning pianos must be made with a tuner approved by the Madison Public Schools' Music Program Coordinator at least ten days in advance of the scheduled tuning. The piano tuner is to be paid directly by the renter.

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8. Any apparatus or other equipment moved into a school facility or onto a field requires prior approval of the School Principal or the Director of Athletic Programs, and must be removed promptly following the event / activity so as to not interfere with the normal school day operations and the safety of students and staff using the school facilities and fields.
9. Any equipment owned by anyone other than the Madison Public Schools or Town of Madison that is intended for use on site must be listed on the rental agreement and approved, in advance, for such use on school property. Installation and use of large equipment or equipment that has the potential to cause excess wear and tear or to consume energy beyond that which is reasonably expected based on the space utilized, may not be permitted. The cost for repair of any damage caused by installation and / or use of such equipment shall be the sole responsibility of the individual or group listed on the facility reservation form. Violation of this provision may result in immediate termination of the use of the facility and / or denial of future requests.
10. Use of a tent on school grounds requires a permit to be issued by the Town of Madison Public Works Department. In such instances, the school district will require a copy of the permit prior to approving the facility use request.
11. Request holders will agree to indemnify the school district for any and all damages by any person or persons attending the activity, and indemnify the school district against any and all liability and any and all damages to any person or persons.
12. The request holder will assume full responsibility for any vandalism, and/or unlawful act committed in the exercise of the request. Use of tobacco products, intoxicating beverages and/or control substances or any kind anywhere in or on the premise of the facility is prohibited. Gambling of any kind is prohibited. This prohibition does not apply to student or PTO activities such as school fairs, PTO Bingo, silent auctions, etc. although these organizations must comply with all relevant local Town policies, Board of Education policies, and state statutes and regulations, as applicable. Disorderly conduct is also prohibited.
13. All local and state ordinances and laws of the police and fire departments must be observed at all times.
14. Arrangements must be made with the Madison Police Department and the Fire Marshal for events involving 200 or more persons. The *Police and Fire Permit Form* must be completed and submitted two weeks prior to the event. Police and firefighters 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.
15. Gymnasiums/auditoriums/commons areas may not be rented for public dances. Elementary school gyms may be used for dance lessons and/or school PTO sponsored dances.
16. No decorations requiring the use of items such as nails, screws and/or bolts may be installed without the prior approval of the School Principal. No tape, wax or glue will be used on any drywall, block construction, walls, doors or wood floors. **Note:** reasonable safety precautions will always be followed in installation of decorations, particularly paper decorations which must meet standards established in fire safety codes.

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17. There is to be no change in wiring or use of additional lighting or other electrical equipment, including extension cords of longer than 15 feet, refrigerators, microwave ovens, or other appliances without advance written permission from the Director of School Facilities and without appropriate permits, if required. If permission is granted, organizations are directed to the Director of School Facilities 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.
18. The School Principal or his/her authorized designee, will have the right to inspect any school facility at any time and require compliance with any rules that may be necessary for the safety of said school facilities and its occupants.
19. Any use of recreational, audio-visual, stage lighting, music or other school equipment, including computers, must be specifically included on the *Request for Use of School Facilities Form* and approved prior to use. Equipment use (without charge) will be limited to what is available in the building. Competent operators of any such equipment, who will be approved by the School Principal or his / her designee, must operate district equipment, and any charges for these operators will be the responsibility of the request holder.
20. The School Principal, or his / her designee, reserves the right to refuse or approve the use of certain school facilities when it determines it would be in the best interest of the school community to do so.
21. All request holders must observe the rules for school facility or field use that are provided in each school.
22. The sale of beverages or food is prohibited unless written permission has been granted as part of the school facility or field use approval process.
23. School kitchens are available only when a regular school cafeteria employee is hired, and then, only for a limited number of uses / functions, all of which are school-related.