

**COMMUNITY USE OF SCHOOL FACILITIES**

The Board of Education believes the schools belong to the people of Manchester. Funds that establish, maintain and operate these facilities are largely provided by local taxes. The Board accepts the responsibility for making its facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities as long as these activities do not interfere with school programs. Among responsible organizations shall be included employee organizations recognized by the Board. The Superintendent of Schools or designee shall have the authority to deny the use of school facilities for such activities that are judged inappropriate to take place in a school setting.

**Conditions Applicable to All Groups**

- 1) Use of the facilities is not to interfere with the school program.
- 2) Use of the facilities must be within the hours of regular custodial service. Otherwise, custodial fees apply.

**Nonpaying groups only.**

- 3) Use of facilities by nonpaying groups will not create unreasonable additional supervisory or custodial requirements. These groups will be required to provide and/or pay for supervisory and/or custodial coverage if the group exceeds 100 people or extends to periods of time when custodial coverage is not normally available.
- 4) Organizations will provide sufficient supervision to restrict use to permitted areas. It is required that all groups will set up and reset the facilities for school use.
- 5) Organizations will provide a Certificate of Insurance, in the amount of \$2,000,000 single limit coverage, and name the Town of Manchester Board of Education as additional insured.
- 6) Requested use of a school facility is for the current school year. Users may reapply annually.
- 7) The Manchester High School Varsity Football/Soccer field will not be rented for any purpose. Any exception must be by written request to the Superintendent or his/her designee.

**Fee Schedule for Use of Buildings, Grounds or Other Facilities of the School District**

Free use of school facilities may be granted to the following Manchester organizations or groups provided that membership is composed of not less than 75% local residents and the activity is of a nonprofit nature.

COMMUNITY USE OF SCHOOL FACILITIES (2)

Group I - No Fee

- a) PTA, Union activity associated with the school system, scholarship associations, school committees, booster clubs, and school staff functions directly related to education and student benefits.
- b) Youth service - school sponsored scouting organizations, 4-H, YWCA, etc.
- c) Officially appointed groups of municipal government, local citizen groups meeting for Town related business. Utility and custodial costs related to the activity are charged to the Town for reimbursement and insurance requirements still apply.
- d) Afternoon nonpublic school athletics. Evening and days when school is not in session, practice sessions for local athletic groups are charged actual utility, labor and material costs.

Group I organizations are encouraged not to plan activities for Saturdays or Sundays. Any organizations in Group I contemplating a weekend activity must have clearance from Buildings and Grounds at least two (2) weeks prior to the date of the contemplated activity. Organizations in this group, using facilities for fund-raising purposes, will be required to pay service costs and custodial fees.

Group I organizations that request use of facilities for Saturdays, Sundays, holidays, or any other permit table time requiring extra custodial help, cafeteria help, police or technicians shall be charged the extra costs incurred.

Group II - Fee

- a) Fees shall be charged for the use of school facilities by approved charitable, philanthropic, cultural groups, service clubs, fine arts associations, theater groups, and other organizations not operating for profit and devoted to community interest and child welfare (see schedule of fees).
- b) Fees shall be charged for use of school facilities by organized groups and individuals within the community for profit when such profit is used by the group for advancement of the group or by individuals for personal gain (see schedule of fees).

Group III - Fee

- a) Fees shall be charged for all approvable applicants not within the community. Fees for these applicants shall be at two times (2X) the rate shown on the fee schedule. Building use applications must be signed by a local individual or organization who will assume responsibility.

**COMMUNITY USE OF SCHOOL FACILITIES (3)**

- b) In case of damage to the facilities of a religious group or while the planning for construction of new facilities is in progress, temporary use of school facilities may be permitted to local religious groups, a majority of whose membership is composed of Manchester residents. Fees shall be charged in accordance with the adopted schedule. At the time of reapplication, the religious group, as part of the application process, will attach a progress report indicating a tentative timetable when they will vacate to their own facility.

Miscellaneous:

Any activity where more than 250 people are involved will require a police officer. The cost for the officer will be the responsibility of the agency using the facility.

**BAILEY AUDITORIUM –PUBLIC USE POLICY**

The Auditorium, Choral Room, Orchestra Room, Band Room, Drama/Dance Room, Practice Rooms as well as the Performing Arts Wing will be made available for musical, theatre, social and community events subject to the regulations listed below.

**A. Priority and Eligibility**

1. Manchester High School’s sponsored programs and activities
2. Illing Middle School, Bennet Academy, and the Elementary School’s sponsored programs and activities
3. Activities that further the educational objectives of the public schools (e.g. PTO, Booster Clubs, Safe Graduation Committee and similar organizations)
4. Town department or agency activities
5. Activities of non-profit organizations operating within the Town, other than school-related organizations
6. Activities of for profit organizations operating within the Town
7. Out-of-Town profit and/or non-profit groups and organizations

**A. Regulations**

1. Any organization or group who has been granted use of the Bailey Auditorium shall accept full responsibility for care of such property and the conduct of those in attendance. Costs incurred from property damage, theft or loss of supplies and equipment arising from occupancy of the school facilities will be charged against the permit holder. **No tap shoes will be allowed unless the stage floor is protected by a spring floor or a floating floor.** Failure to adhere to this regulation can result in the loss of the use of the facility.
2. **AT NO TIME**, are you authorized to make any adjustments or modifications to this facility.

## COMMUNITY USE OF SCHOOL FACILITIES (4)

3. Any agency renting the auditorium will be required to play electronically or announce the following statement: *“Welcome to the Manchester High School’s Bailey Auditorium. We are glad that you have joined us for this special event and we hope you will enjoy this evening’s performance. We would like to request that members of the audience enter and exit the auditorium during intermissions only. We also ask that you disengage any cell phones, pagers, and wristwatch alarms to minimize the distractions for both the performers and the audience around you and to improve our chances of making a quality recording. In addition at this time, we ask you to please take a moment to locate any fire exits nearby. In the unlikely event of an emergency, move quickly and calmly to the nearest exit. Before we begin, we want to thank you for attending tonight’s event and hope this visit for you is one of many. Enjoy the program.”* Upon the sounding of an alarm, the program will immediately stop and all individuals will exit the building. In the absence of police or fire personnel, the event coordinator will contact 911 to report the alarm. The Lessee must have adult staff available to help patrons leave in an orderly and safe manner.
4. The right is reserved to assess your event for the need to hire police and fire personnel for public safety matters, traffic and the monitoring of the facility during the event. Such hiring would be an additional cost to you.
5. Parking is allowed only in the designated areas located in the front of the school or the rear of the school, as well as legal parking on street parking areas. **ABSOLUTELY NO PARKING** will be allowed on the lawn, athletic field areas, or in the fire lanes. The Manchester Police Department will strictly enforce any violation.
6. If the school district personnel are required to be on duty outside of their normal work schedule when the auditorium is in use, the charges for such work time will include, in addition to the actual time of the event, the time to open, clean-up, and close the facility. The Auditorium Manager and the Buildings and Grounds Department shall make determination of the use of school personnel.
7. **PROHIBITED ACTIVITIES:**

**The following ACTIVITIES ARE PROHIBITED and it will be the responsibility of the renter to make sure that they do not occur.**

- A) Gambling, intoxicating beverages and illegal/or controlled substances
- B) Activities advocating the overthrowing of the United States, the State of CT or local government.
- C) Smoking and tobacco products are prohibited in all school buildings and on all school property.
- D) Any activity that is inconsistent with the health and welfare of the public and/or the policies delineated by the Board of Education.

## **COMMUNITY USE OF SCHOOL FACILITIES (5)**

E) Any activity that promotes violence or violent behavior.

F) Any activity that is discriminatory in nature.

8. Activities must be confined to those parts of the facilities and to such equipment as specified on the permit and/or the Auditorium Stage Needs Request Form.
9. No food or beverages, other than bottled water are allowed in the Auditorium during a rehearsal or production. No food or beverages, other than bottled water (in squirt bottles, or water bottles) allowed on stage.
10. Arrangements for use or equipment used in connection with the auditorium, stage productions, musical productions, concerts, dance recitals, or other performances must be made in advance with the Auditorium Manager.
11. The Light Booth and Sound Booth are off limits to all except authorized personnel approved by the Auditorium Manager. Only trained Manchester High School students/faculty/staff will operate and focus lights. A light technician is required when lighting changes are necessary. A sound technician is required when sound (mics, CDs, etc.) is required.
12. Five (5) working days notice is required to cancel a permit. Non-use or failure to secure cancellation does not excuse payment of costs that may be incurred in preparation of the facility use.

### **A. Application Procedures**

1. Groups or Organizations desiring to use the Bailey Auditorium, Choral Room, Orchestra Room, Band Room, Drama/Dance Room, Practice Rooms, or Performing Arts Wing shall file an application with the Building & Grounds Department at least 90 days prior to the date requested.
2. If approved, the permit holder who filed the application will be notified by the Building & Grounds Department and be required to sign the contract prior to use of the facility. In addition, proof of liability insurances (workers compensation if applicable), in an amount deemed as appropriate by the District, and in a format acceptable to the District, will be required.
3. In order to insure Bailey Auditorium's safe and well-maintained condition, the Auditorium Manager will conduct a pre-inspection, as well as a post-inspection after you have utilized the facility. In addition, a one hundred dollar maintenance fee will be applied to all users of the auditorium (see fee schedule). These funds will be used to offset the normal wear and tear on the facility.
4. Fees are assessed per event and must be paid when the bill is received. Fees will be assessed according to the auditorium and equipment use costs. Please refer to fee schedule.

## **COMMUNITY USE OF SCHOOL FACILITIES (6)**

### **FEE NOTES:**

1. The fee schedule in effect at the time that an individual application is approved by the administration will prevail throughout the school year of the application. Any changes in fees will not go into effect until July 1 of the year following adoption.
2. The Board of Education will review the fee schedule for all facilities at least every two (2) years.
3. If the auditorium is used after 11:00p.m, there will be an additional charge. Any extra custodial work before or after the event will be charged overtime rates.
4. If a group necessitates a complete tear down and set-up of the stage, they will be billed the current overtime rate in effect at that time.

Adopted: March 8, 1976  
Revised: March 12, 1979  
Revised: July 16, 1979  
Revised: November 23, 1987  
Revised: May 9, 1994  
Revised: May 10, 2004  
Revised: April 22, 2008

<p><b>SCHEDULE</b></p> <p><b>RECOMMENDED</b></p> <p><b>CHANGES</b></p>
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**ELEMENTARY SCHOOL**

	<b>1ST 4 HOURS</b>	<b>EACH ADD HR</b>
KITCHEN (cafeteria worker required)	\$ 60.00	\$ 12.00
GYMNASIUM (extra charge set-up & tear down)	\$ 150.00	\$ 36.00
CAFETERIA	\$ 120.00	\$ 24.00
CLASSROOM (only academic classrooms)	\$ 42.00	\$ 6.00
CONFERENCE & FACULTY ROOMS	\$ 30.00	\$ 6.00

**MIDDLE SCHOOLS**

KITCHEN (cafeteria worker required)	\$ 96.00	\$ 18.00
CAFETERIA--AUDITORIUM @ ILLING	\$ 150.00	\$ 36.00
STAFF DINING ROOM	\$ 36.00	\$ 6.00
CAFETERIA--@ BENNET	\$ 48.00	\$ 6.00
GYMNASIUM	\$ 150.00	\$ 36.00
1-LOCKER & SHOWER ROOM	\$ 48.00	\$ 6.00
CLASSROOM (only academic classrooms)	\$ 42.00	\$ 6.00
CONFERENCE & FACULTY ROOMS	\$ 30.00	\$ 6.00
CHORAL ROOM	\$ 42.00	\$ 12.00

**HIGH SCHOOL**

GYMNASIUM	\$ 210.00	\$ 42.00
POOL (Lifeguards Required)	\$ 168.00	\$ 42.00
LOCKER/SHOWER ROOM	\$ 42.00	\$ 12.00
CLASSROOM (only academic classrooms)	\$ 42.00	\$ 12.00
CAFETERIA (extra charge set-up & tear down)	\$ 168.00	\$ 48.00
KITCHEN (cafeteria worker required)	\$ 96.00	\$ 30.00
G-47 GYM	\$ 144.00	\$ 36.00
PRESENTATION ROOM	\$ 75.00	\$ 18.00

**BAILEY AUDITORIUM**

AUDITORIUM - PERFORMANCE	\$ 300.00	\$ 72.00
AUDITORIUM - REHEARSAL	\$ 144.00	\$ 36.00
AUDITORIUM--MAINTENANCE (per performance)	\$ 100.00	
AUDIO/LIGHTING TECH-- <b>HRLY RATE \$70.00</b>		
AUDITORIUM TECH-- <b>HRLY RATE \$50.00</b>		
LIGHT PANEL OPERATOR-- <b>HRLY RATE \$30.00</b>		
STUDENT ASSISTANT-- <b>HRLY RATE \$16.00</b>		
CHORAL ROOM, ORCHESTRA ROOM	\$ 42.00	\$ 12.00
BAND ROOM, DRAMA/DANCE ROOM	\$ 54.00	\$ 12.00
PRACTICE ROOMS--PERFORMING ARTS WING	\$ 42.00	\$ 12.00