

Community/Board Operation

Use of School Facilities

It shall be the policy of the Board to encourage the community use of school facilities when such use does not conflict with school activities.

A. Use of School Facilities

School Facilities shall be available for use by the following organizations:

1. South Windsor Public Schools, including extra-curricular activities approved by the Superintendent and conducted under the direction of one or more adults who are employees of the school system.
2. Official Town boards, agencies, committees, departments, etc., when carrying out official business of the Town government. All official Town agencies conducting official town business are entitled to the free usage of the school facilities, but not free labor when this labor is required outside of normal working hours.
3. Locally organized nonprofit, noncommercial, political, civic, educational, fraternal, charitable, social and religious groups, or similar non-local organizations having a substantial amount of members residing in South Windsor under the direction of one or more adults who shall be responsible. The Boy Scouts of America and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule.

B. Reservations for Facility Use

Reservations for governmental use as provided in Section A-2 shall be made through the Superintendent or his/her designee, and if the desired facilities are already reserved by another organization, the Superintendent shall not be required to cancel such prior reservations but shall suggest alternate dates or alternate facilities for use by the governmental group.

All applications for use of school facilities by all organizations described in Sections A-2 and A-3 shall be submitted in writing to the Superintendent or his/her designee on an application form to be supplied by the Community Use Office. Applications must be received at least ten (10) days in advance of the date, or the first of a series of dates, covered by the application, unless waived by the Superintendent or his/her designee.

C. Payment for Facility Use

Organizations described in Section A-3 shall, however, make payment according to use by check payable to the Board of Education, Town of South Windsor.

1. The Board of Education shall delegate to the Superintendent the authority to set the use rate for facilities. (Use rate fee)
2. In addition, labor for custodial or cafeteria services shall be at the hourly rate of such employees as prescribed in the bargaining unit contract. (Labor rate fee)
3. Community use fees may be waived by the Superintendent but only if the Superintendent is satisfied that the use of school facilities by such group will be under the direct supervision of responsible adult leadership, during hours when the building is normally covered by a custodian, and on days when school is in session.
4. Community use fees may be waived by the Superintendent for PTO-sponsored functions.

D. Other Provisions Regarding Use

1. Whenever the superintendent or his/her designee believes that it would be advisable to have police supervision, it shall be furnished at the expense of the user of the school facilities.
2. Use of school facilities will not be permitted when such use is likely to damage grounds or facilities.
3. School principals shall promulgate and, when necessary, post at each school a notice as to the areas, if any, where refreshments may be served, and any other special rules or regulations designed to safeguard the use of school property.
4. The Superintendent or his/her designee shall have the right to refuse to approve any application and to revoke any application.
5. Mechanical or non-mechanical devices potentially hazardous in nature shall not be allowed on any school property at any time.

E. Use of the Wapping School Building

Use of any portions of Wapping School by the Town for public, educational or other purposes shall not be subject to the requirements of this policy, but shall be managed through a Memorandum of Understanding between the Board and the Town.

F. Health and Safety Protocols

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to facilities.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

10-222a Board to have use of funds from payment for custodial services for use of school facilities.

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in “No Child Left Behind Act” of 2001)

Policy Adopted: January 22, 2019

Policy Revised: November 23, 2021

Community/Board Operation

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Use of School Facilities – South Windsor High School Stadium Track & Field

REGULATIONS

These regulations have been established to govern the use of the SWHS stadium field. Exceptions to these regulations may be made by the Superintendent, or his or her designee, when deemed to be in the best interest of the South Windsor Public Schools or South Windsor Community. State and Federal laws, as well as local ordinances, shall supersede the policy and regulations.

Hours of Operation

The track and field will only be used during daylight hours as there is no lighting on the field.

Use of the South Windsor Stadium Track and Field by Community

All community groups seeking to use the track and field are required to follow the application process set forth by Board of Education Policy #1330, with the exception of youth sports. In addition, individual walkers or runners are permitted to use the track during daylight hours when the facility is open and not in use by the school or permitted groups. No sound sources other than headsets are permitted in this instance.

Use of the South Windsor Stadium Track and Field by Youth Sports

In order to streamline the process for reservations of the track and field by youth sports, youth sports representatives will be required to submit requests through the South Windsor Parks and Recreation Department. The Parks and Recreation Department will submit requests to the Community Use Office of the South Windsor Public Schools on their behalf.

Hours of Use - South Windsor High School

South Windsor High School hours of use for curriculum instruction, including physical education classes, will be from 7:00 AM to 2:00 PM whenever school is in session. High School Athletics use on days when school is in session will typically be from 2:00 PM to 6:30 PM, but may extend until 8:00 PM as needed. High School athletics use when school is not in session will be Monday through Saturday from 8:00 AM to 8:00 PM. Typically the high school athletics program does not hold practices or games on Sunday, but when Sunday use is needed, the hours will be from 9:00 AM to 8:00 PM.

Any special events on the field must be completed within daylight hours and no later than 9:00 PM.

Hours of Use – Community Groups

Community use of the track and field will be Monday through Saturday from 8:00 AM to 8:00 PM and Sunday from 9:00 AM to 8:00 PM.

Lighting

No lighting other than security lights will be permitted.

Audio System – Community Use

The installed public address system will be the only source of amplified sound permitted for use at the high school stadium field. The public address system will be controlled and operated by school personnel. Community users wishing to use this system must hire school staff to operate it. Hours of use for the sound system on weekends cannot commence prior to 9:00 AM on Saturdays and 10:00 AM on Sundays.

Audio System – District Use

Amplified sound, other than the installed public address system, is limited to special events for the South Windsor Public Schools or South Windsor community.

*These regulations are unique to the South Windsor High School Stadium Field and were developed in anticipation of increased use of the newly acquired asset of a synthetic turf field and refurbished track. Like all regulations, they are subject to change.

Regulation Approved: October 13, 2015