



## REGULATIONS FOR USE OF SCHOOL FACILITIES

The use of all school facilities and grounds must be confirmed by the Reservation Office at Central Office at least seven (7) days in advance of the event. The Superintendent or his/her designee retains the right to refuse the use of facilities when it is deemed not in the best interest of the school district.

APPLICATION FORMS are available at Central Office or school offices. Before completing forms, please check available dates by calling 255-8374. The "Request for Use of School Facilities" forms must be completed and signed before the booking will be confirmed. Certificate of insurance and 50% of estimated fee must accompany the completed application.

CANCELLATIONS - The public school program has first priority in the use of facilities. In the event that a conflict should develop, the Fairfield Public Schools reserves the right and will make every effort to cancel the reservations at least seven (7) days in advance of the scheduled date. Renting organizations may cancel confirmed reservations without penalty no less than seven (7) business days prior to the event. All costs incurred through tardy cancellation notification must be paid by the renting organization.

DAMAGES - Renters of school facilities must assume full responsibility for any damage to the property or loss of equipment.

INSURANCE - Special events will require the Renter to provide insurance. Please refer to the Administrative Regulations on Community Use of School Facilities obtainable on the Fairfield Public Schools web site, Central Office, and the main office at all schools.

KITCHEN USE - Arrangements for cafeteria workers and use of kitchen facilities and/or equipment must be made through the district's Food Services Office and are available only during the school calendar year. Reservations can be made by calling 255-8370. **A CAFETERIA WORKER IS REQUIRED WHEN SCHOOL KITCHENS AND/OR EQUIPMENT ARE USED.**

PAYMENTS - Checks are to be made payable to the Fairfield Public Schools and mailed to P. O. Box 320189, Fairfield, CT 06825. Bills will be rendered within thirty (30) days of the activity and payment is due immediately upon receipt of the bill.

PERMITS Certain classes of entertainment require a permit, especially where there is an admission fee or donation. For details, call the Police Department, 259-3312.

### PROHIBITIONS

- Illegal substances are prohibited.
- Smoking is prohibited.
- Alcoholic beverages are prohibited.
- Private parties are prohibited.
- Private professional services are prohibited.
- Events that present a major risk will not be permitted e.g., martial arts, live animals, contact sports, (wrestling, boxing, etc.) except when a bona fide part of the school curriculum.
- Individuals, organizations, or events whose activities are of a subversive nature, engender racial or religious prejudices, or are inimical to democracy will not be permitted.
- Non-Fairfield businesses and organizations will not be permitted.

PROPERTIES - Schools shall not be responsible for damage or theft of Renter's properties left unsupervised on the premises.

STAGE SCENERY Stage scenery may be left overnight by making arrangements with the custodian. The Renter shall assume full responsibility. All of the scenery must be stored at rear of backdrop or wings. When available, microphone, slide projector, and/or overhead projector will be provided if requested in advance. Stage and spot lighting require the services of stage personnel as determined by the principal or his/her designee.

SUPERVISION - Usage must be strictly limited to the activity and space listed in the application. Adult supervision is required throughout all youth programs by the Renter or their designee. If the Renter is not in attendance at each function, a designee must be assigned to supervise. (Minimum standard is one (1) adult per thirty (30) children.) The Renter must be at least twenty-one (21) years of age and a bona-fide resident of the Town of Fairfield.