

<p align="center">DANBURY PUBLIC SCHOOLS Danbury, Connecticut</p>	<p align="center">REGULATIONS</p>	
<p><i>BUILDING RENTAL BY ORGANIZATIONS</i></p>	<p>Approved: 4/25/07</p>	<p>Policy No. 9-330 Page</p>
<p>1. <i>REQUIREMENTS FOR APPLICATION</i></p> <p>Requests must be made on a "Building Rental Application" form and confirmed on a "Building Rental Agreement" contract.</p> <p>All requests must be made at least two weeks before the building is to be used. Reservations are considered tentative until all Building Rental forms and agreements are completed on a first-come/first-serve basis. <u>Forms required include:</u></p> <ul style="list-style-type: none"> ○ <i>Application (required)</i> ○ <i>Certificate of Insurance (required)</i> ○ <i>City Sponsorship Verification (as needed)</i> ○ <i>Public Safety Verification (as needed)</i> ○ <i>Tax exempt certificate (as needed)</i> <p>The Sites and Facilities Director or his/her designee will determine the required additional supervisory and custodial staff necessary to cover each event. The staff necessary will depend upon size, nature of the function and hours rented.</p> <p>Groups in excess of 200 in attendance will be required to arrange for uniformed fireman and/or policemen at public meetings, assemblies and place of entertainment. Each organization renting a facility shall be responsible for hiring and paying public safety personnel required directly to the Public Safety Departments.</p> <p>2. PURPOSE</p> <p>The public school program has first priority in the use of facilities. The purpose of any activity conducted by an organization renting the facility should be educational, civic, recreational, political, charitable or religious. The second priority for the use or rental of school facilities is to those organizations that serve children.</p>		

<p align="center">DANBURY PUBLIC SCHOOLS Danbury, Connecticut</p>	<p align="center">REGULATIONS</p>	
<p><i>BUILDING RENTAL BY ORGANIZATIONS</i></p>	<p>Approved: 4/25/07</p>	<p>Policy No. 9-330 Page</p>
<p>3. AVAILABILITY</p> <p>A school building is available for rental use until the hour of 10:00 P.M. A waiver of this regular closing time must be secured from the Superintendent or his/her designee for any activity that will extend beyond that time.</p> <p>School buildings may not be used for rental purposes when school is closed or dismissed early due to a building emergency or inclement weather, except by permission of the Superintendent or his designee.</p> <p>4. CANCELLATIONS</p> <p>In the event that a conflict should develop between the use of a school program or a rental request, the right is reserved to cancel the rental reservation at least five (5) days in advance of the scheduled date.</p> <p>Renting organizations may cancel confirmed Building Rental Agreement, without penalty, up to seventy-two (72) hours in advance of beginning time. All costs incurred through tardy cancellation notification or "no show" at the building must be paid by the renting organization. These fees include: application fee and/or custodial fees, according to contractual salary based on a two (2) hour minimum.</p> <p>5. EQUIPMENT</p> <p>Use of schools, in its general sense, does not include the use of school's equipment i.e. athletic, audio-visual, musical, etc. When permission is granted for the use of equipment by the department supervisor, the organization using the building will be responsible for the payment of services of a district approved operator and/or equipment fee.</p> <p>The using organization must secure the approval of the Director of Sites and Facilities when it plans to wire its own light or sound system into the facility being</p>		

<p align="center">DANBURY PUBLIC SCHOOLS Danbury, Connecticut</p>	<p align="center">REGULATIONS</p>	
<p><i>BUILDING RENTAL BY ORGANIZATIONS</i></p>	<p>Approved: 4/25/07</p>	<p>Policy No. 9-330 Page</p>
<p>rented. Appropriate city inspections will be required prior to approval.</p> <p>6. CHARGES</p> <p>A building rental fee will be charged in accordance with the scale and schedule established by the Board of Education. A \$100 deposit for facility rental, plus four hours of custodial time, plus fees for light/sound technician if needed, must be paid forty-eight (48) hours in advance of scheduled rental. Failure to provide said fees could result in denial of request.</p> <p>The organization sponsoring a function will be charged for any custodial or supervisory personnel needed to hold the activity. Billing to the using organization for this personnel will include total time, to include opening the building prior to the commencement of the activity, set-up time, and such time after the activity as is needed to clean the area, rest rooms, hallways, etc. The minimum charge will be for four (4) hours of custodial/supervisory time payable in advance. Hourly rates will be determined annually and will include all FICA, pension and bookkeeping costs. Time and a half or double time rates will be charged where appropriate per negotiated settlements. You will be billed for any extra charges that are incurred beyond the original estimated bill within seven (7) days of the activity and payment is expected within ten (10) days.</p> <p>The groups which fall under the Parks and Recreation department and/or district sanctioned athletic groups will not pay the facilities usage fee. However, all custodial fees incurred for that time will be the responsibility of that group or Parks and Recreation. Under certain instances (i.e., other athletic or city-sanctioned groups scheduled during the same time) custodial costs will be shared. The second group will not incur custodial charges unless that time exceeds the originally scheduled custodial time.</p> <p>There will be a Fuel/Utility Surcharge, where applicable, for those organizations</p>		

<p align="center">DANBURY PUBLIC SCHOOLS Danbury, Connecticut</p>	<p align="center">REGULATIONS</p>	
<p><i>BUILDING RENTAL BY ORGANIZATIONS</i></p>	<p>Approved: 4/25/07</p>	<p>Policy No. 9-330 Page</p>
<p>required to pay a Building Rental Fee.</p> <p>7. NON-PAYMENTS</p> <p>Non-payment of said fees within a thirty days period would result in a small claims suit against individuals signing the application form and the prohibition of future use of school facilities by the individual or organization. Checks should be made payable to the Danbury School Rental Fund and sent to 49 Osborne Street, Danbury, CT 06810.</p> <p>In the event that legal action is filed in court to collect unpaid fees and charges, the using organization and/or the individual signing the application will also be liable for attorney's fees in the amount of seventy-five dollars (\$75.00), together with court costs.</p> <p>8. DRUGS AND ALCOHOL</p> <p>Use of drugs and/or alcoholic beverages in any form are prohibited on all school property.</p> <p>9. SMOKING</p> <p>Board policy prohibits smoking and use of tobacco products on school facilities and grounds at any time. Refer to Board of Education Policy Statement 4-301: Smoking and The Use of Tobacco Products on School Premises.</p> <p>10. INSURANCE</p> <p>The Board of Education will require proof of insurance naming the Board and City as additional insured in all cases where:</p>		

<p align="center">DANBURY PUBLIC SCHOOLS Danbury, Connecticut</p>	<p align="center">REGULATIONS</p>										
<p><i>BUILDING RENTAL BY ORGANIZATIONS</i></p>	<p>Approved: 4/25/07</p>	<p>Policy No. 9-330 Page</p>									
<p>1. Admission is charged 2. Physical activity is involved 3. Continual, regularly scheduled events are planned</p> <p>The minimum limits are \$100,000/\$300,000 Bodily Injury and \$100,000 Property Damage or \$300,000 Combined Single Limit. This coverage should be obtained through the group's own agent and evidence of such coverage must accompany the application for permission to rent the facilities, but must arrive no later than 48 hours prior to the event. Such policy is subject to review by the City's Risk Manager prior to approval of request.</p> <p>All other requests will be subject to review on an individual basis. In signing the application, the group and/or individual thereby agrees to indemnify the Board of Education and City of Danbury for any damage or loss resulting from stated use by group.</p> <p>11. SUPERVISION</p> <p>All organizations renting school facilities must provide adult supervision for their activities especially when children are present. No children will be allowed to enter a building until adult supervision is present. An adult supervisor must remain until all children have left the premises.</p> <p>Supervisory requirements:</p> <table border="0" data-bbox="354 1514 1360 1665"> <tr> <td>0 – 75</td> <td>people in attendance</td> <td>1 Supervisor</td> </tr> <tr> <td>76 – 150</td> <td>people in attendance</td> <td>2 Supervisors</td> </tr> <tr> <td>200 +</td> <td colspan="2">to be determined, based upon nature of activity, by the Sites and Facilities Director or his/her designee</td> </tr> </table> <p>12. LIGHT/SOUND TECHNICIAN</p> <p>Any group using Danbury High School, Rogers Park Middle School or Broadview Middle School auditorium must contact the Light/Sound Technician for a determination of personnel necessary to operate sound, lighting, and other stage</p>			0 – 75	people in attendance	1 Supervisor	76 – 150	people in attendance	2 Supervisors	200 +	to be determined, based upon nature of activity, by the Sites and Facilities Director or his/her designee	
0 – 75	people in attendance	1 Supervisor									
76 – 150	people in attendance	2 Supervisors									
200 +	to be determined, based upon nature of activity, by the Sites and Facilities Director or his/her designee										

DANBURY PUBLIC SCHOOLS Danbury, Connecticut	REGULATIONS	
<i>BUILDING RENTAL BY ORGANIZATIONS</i>	Approved: 4/25/07	Policy No. 9-330 Page
<p>equipment. Technician can be contacted through the Rental Office at 797-4799. Fees for these services are due 48 hours prior to the event.</p> <p>13. SCENERY, PROPS AND EQUIPMENT</p> <p>All scenery, props and equipment must be removed from the rented facility immediately following the activity.</p> <p>14. REFRESHMENTS</p> <p>With the consent of the Sites & Facilities Director, refreshments may be sold or consumed in designated areas with such consent not to be unreasonably withheld.</p> <p>15. ADVERTISING</p> <p>Any group advertising the use of our facilities for their program must name a contact person, phone number and the hours of their performances, shows, etc. with copies made available to the Building Rental office upon request.</p> <p>16. ITINERANT VENDORS, PEDDLERS, TEMPORARY BUSINESS</p> <p>All activities subject to the definition of the above must comply with Section 11-4 of the Danbury Code of Ordinances. Proof of compliance must be submitted prior to approval of request for rental of facility. For purposes of this section, the following definitions apply:</p> <p>A. Itinerant Vendor shall mean any person, whether principal or agent, who engages in a temporary or transient business, either in one location or traveling from place to place, selling goods, wares and merchandise and who, for the purpose of carrying on such business, hires, leases or occupies any building or structure in the City for the exhibition and sale of such goods, wares and merchandise.</p> <p>B. Peddler shall mean any person, whether principal or agent, who goes from town to town or from place to place in the same town selling or bartering or carrying for sale or barter or exposing, therefore, any goods, wares or</p>		

<p align="center">DANBURY PUBLIC SCHOOLS Danbury, Connecticut</p>	<p align="center">REGULATIONS</p>	
<p><i>BUILDING RENTAL BY ORGANIZATIONS</i></p>	<p>Approved: 4/25/07</p>	<p>Policy No. 9-330 Page</p>
<p>merchandise, either on foot or from any animal or vehicle.</p> <p>C. Temporary or Transient Business shall mean any exhibition and sale of goods, wares and merchandise which is carried on in any tent, booth, building or other structure, unless such place shall be open for business during usual business hours for a period of at least nine (9) months in each year.</p> <p>The office of the Corporation Counsel of the City of Danbury shall be the final determining authority on the applicability of referenced ordinances to planned activity. No application will be approved without approved permits or authorization from that office.</p> <p>17. FUTURE RENTAL</p> <p>The Board of Education, through the Superintendent or his/her designee, reserves the right to deny future rental of the school facilities by any group or individual who fails to abide by all provisions of the Board of Education Rental of Facilities Policy and their rules and regulations. Any organization with outstanding Rental Fees will be denied future rental of buildings until such fees are paid in full.</p> <p>18. FEES</p> <p>Building Rental fees are established annually in June for the following school year by the Danbury Board of Education. Please refer to a current year's listing of the Building Rental Fees (attached).</p> <p>19. BUILDING RENTAL FEE SCHEDULE</p> <p><u>NO FEE</u></p> <p>No rental fee will be charged for school activities; i.e., PTO/PTA activities, school concerts, parent meetings and Board of Education programs, or programs sponsored by the City with proof of Sponsorship.</p> <p>No rental fee will be charged to educational, municipal or approved youth</p>		

<p align="center">DANBURY PUBLIC SCHOOLS Danbury, Connecticut</p>	<p align="center">REGULATIONS</p>	
<p><i>BUILDING RENTAL BY ORGANIZATIONS</i></p>	<p>Approved: 4/25/07</p>	<p>Policy No. 9-330 Page</p>
<p>organizations when these organizations do not charge participants and the activity is held during hours when custodians are normally present in the building.</p> <p><u>CUSTODIAL FEE ONLY</u></p> <p>Fees for custodial time will be charged to educational, municipal or approved youth organizations when no admission or fee is charged to participants, or when such a fee is charged by the approved youth organization, that said fees is charged to offset the operational costs associated with providing such youth programs. Fees for custodial</p> <p>time will be charged when the activity is held during hours when custodians are not normally present in the building including weekends and school holidays.</p> <p><u>SCALE I RENTAL FEE</u></p> <p>Scale I rates will be charged for educational, municipal or youth organizations that charges their participants' a fee and charge an admission fee.</p> <p><u>SCALE II RENTAL FEE</u></p> <p>Scale II rates will be charged for community and religious organizations that charge admission or a fee to the activity, it is open to the general public, and profits earned benefit the citizens of Danbury. These rates will also be charged to non-community organizations when they do not charge admission or a fee to the activity but it is open to the general public.</p> <p><u>SCALE III RENTAL FEE</u></p> <p>Scale III rates will be charged for any non-profit-making or profit-making organization when the activity is for the exclusive benefit of its membership and not open to the general public. Non-profit groups must provide a 501-c3 certificate.</p>		

<p align="center">DANBURY PUBLIC SCHOOLS Danbury, Connecticut</p>	<p align="center">REGULATIONS</p>	
<p><i>BUILDING RENTAL BY ORGANIZATIONS</i></p>	<p>Approved: 4/25/07</p>	<p>Policy No. 9-330 Page</p>
Empty content area		