

58 D. Application Procedures

59
60 An application for use of a school Facility shall be submitted to the school Administrator during the
61 school year. In the absence of the school Administrator, and during summer vacation, the
62 application shall be submitted to the Town's Facilities Director.

63
64 An application for use of a Town Facility shall be submitted to the Town Administrator for the Town
65 Facility. The Town Manager shall determine the appropriate Administrator for Town Facilities.

66
67 The application shall specify the Facility requested. All school or Town equipment shall not be
68 used without the express written permission of the Administrator.

69
70 The school Administrator shall forward to the Town's Facilities Director each application for the use
71 of school buildings and/or portions therein, with a recommendation, as to approval or denial. The
72 Town's Facilities Director shall review the applications, determine the amount of fees to be
73 collected, and forward approved requests to the School Administrator for scheduling. Approval of
74 the use of the school Facility may be revoked at any time by the Superintendent of Schools or his
75 or her designee.

76
77 The school Administrator shall forward to the Town's Facilities Director each application for the use
78 of school grounds, including athletic fields, with a recommendation, as to approval or denial. The
79 Town's Facilities Director shall review the application, determine the amount of fees to be collected,
80 and forward approved requests to the Director of Public Works for final approval and scheduling.
81 Approval of the use of the school grounds may be revoked at any time by the Town Manager or his
82 or her designee.

83
84 The Town Administrator shall forward to the Director of Public Works each application for the use
85 of town facilities with a recommendation as to approval or denial. The Director of Public Works
86 shall make a final determination whether to approve the application. For those applications
87 approved, the Director of Public Works shall determine scheduling and the amount of fees to be
88 collected. Approval of the use of a Town Facility may be revoked at any time by the Town Manager
89 or his or her designee.

90
91 E. Eligible Organizations and Priority of Use

92
93 Administrators responsible for reviewing and recommending requests for use of Facilities will use
94 the following guidelines regarding priority use.

95
96 Order of Priority:

97
98 1. School Facilities

- 99
100 a. School events, including educational and athletic
101
102 b. School-sponsored events
103
104 c. Items listed under sections 2. a., d., e., f. and g. below

105
106 2. Town Facilities

- 107
108 a. Town Council, boards, commissions, agencies or departmental activities
109
110 b. School events, including educational and athletic
111
112 c. School-sponsored events
113
114 d. Activities of non-profit organizations with principal offices in the Town, other than
115 school related organizations covered by category #2b. and c. above.

- 116 e. Activities of non-profit organizations operating within the Town, other than school
117 related organizations covered by category #2b. and c. above.
- 118
- 119 f. For-profit groups or organizations operating within Town.
- 120
- 121 g. All other groups.
- 122

123 In the event of the cancellation of any Town or school sponsored event or activity as set forth
124 above, due to weather or any other unforeseen circumstance, the event or activity may be
125 rescheduled to a convenient date that may require the “bumping” of an outside organization’s
126 reservation. The outside organization shall be provided with an alternate date.

127

128 F. Restrictions on Use of Facilities

129

130 In addition to the restrictions set forth in section 54-1 et seq. of the Town Code, the restrictions below shall
131 apply to the use of Facilities. Any violation of this Policy or any applicable Administrative Regulations may
132 result in permanent revocation of the privilege to use Town or school Facilities by the organization and/or
133 individuals involved.

- 134
- 135 1. The organization shall be responsible for any damage to equipment or buildings that occur
136 during its use of the Facility.
- 137
- 138 2. Users of Facilities must designate a responsible adult supervisor to: be on site before the first
139 participant has arrived; remain throughout the event; and not leave until after the last participant
140 has left the Facility. Supervisors must have cell phones with them during the event.
- 141
- 142 3. No illegal activities are permitted.
- 143
- 144 4. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances is
145 not permitted in or on school facilities.
- 146
- 147 5. Use of tobacco is not permitted within Town buildings. Unauthorized controlled substances
148 are not permitted on Town property. Alcoholic beverages shall not be consumed on Town
149 property or brought into a Town building, without proper permits in place.
- 150
- 151 6. Refreshments may not be prepared, served or consumed without the proper approvals. If such
152 approval is granted, refreshments may be prepared, served and consumed only in areas
153 designated.
- 154
- 155 7. Advertising, decorations or materials must be approved by the Town/School Administrator.
- 156
- 157 8. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco
158 products, or alcoholic beverages are not permitted.
- 159
- 160 9. Activities that are disruptive of the regular ongoing school or Town business are not permitted.
- 161
- 162 10. Nothing shall be sold, given, exhibited, or displayed without approval by the Administrator.
- 163
- 164 11. Any area deemed “off limits” shall not be used.
- 165
- 166 12. Town/School Administrators must make arrangements to hire uniformed police at all school
167 events or combination of events for which traffic and parking problems may be expected.
168 Such determination is the prerogative of the Town/School Administrator upon review of the
169 rental application. Multiple events requiring uniformed officers shall pro-rate the cost for the
170 uniformed officer(s) to the applicant involved on a basis to be determined by the Public Works
171 Director for Town sites and the Facility Director for school sites.

172 G. Fees and Other Costs

173

174 Users of Facilities shall be responsible for the fees and costs set out in a fee schedule as
 175 established jointly by the Town Manager and Superintendent of Schools. Rental fees and/or
 176 associated costs otherwise applicable may be waived by the Town Manager or Superintendent of
 177 Schools if such waiver is deemed by the Town Manager or Superintendent of Schools to be in the
 178 best interest of the Town or the school, respectively. The following guidelines shall be incorporated
 179 into such fee schedule:

			Fee Charged		
Category	Example	Facility Rental	Associated Costs		
185 School-sponsored programs	High School Football, HS Band, etc.	No	No		
187 Activities that Further Educational Objectives of Public Schools	PTO, Booster Clubs, Safe Graduation Committees, etc.	No	No		
190 Town Department or Agency Activity	Council, Social Services, Recreation, etc.	No	No		
193 Non-profits with principal offices located in the Town of Enfield and athletic organizations listed on Schedule A.	Enfield Soccer Club, Ramblers, Enfield Little League Loaves and Fishes, etc.	No*	No		
198 Non-profits with principal offices located in the Town of Enfield and athletic organizations listed on Schedule A using for purposes of fund raising.	Enfield Soccer Club, Ramblers, Enfield Little League Loaves and Fishes, etc.	No*	Yes		
204 Non-profits operating in Town	American Red Cross	No*	Yes		
206 All other entities, including, but not limited to, individuals, groups, associations, organizations and/or businesses.		Yes	Yes		

210 * Outdoor athletic facilities are subject to Rental Fees as set forth on the attached Schedule A.

213 H. Insurance and Liability

215 The Facility user assumes all responsibility and liability for any injury to persons, and for damage
 216 to and loss of school or Town property in connection with the use of the Facility. The user holds
 217 the Town and school employees and the Town Council and Board of Education harmless for any
 218 such losses or damages. Responsibility and indemnification are detailed in the rental agreement.

220 Users must provide a certificate of insurance with their application. The minimum limits of liability
 221 are as follows:

223 General Liability - \$1,000,000 Each Occurrence
 224 \$2,000,000 Aggregate

226 Automobile Liability - \$1,000,000 Combined Single Limit
 227 Users having either volunteer workers or paid employees must provide Workers Compensation
 228 coverage, including Employers Liability Coverage in the amount of \$100,000/500,000/100,000.

230 Individual users are required to provide a copy of their homeowner's or apartment dweller's
 231 insurance policy declarations page. Minimum personal liability coverage of \$300,000 is required.

232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280

I. Appeal of Denial of Facility Use

Any applicant denied use of a Town-owned facility or whose use has been revoked, shall have the right to appeal such denial or revocation to the Facility Use Appeals Committee. The Committee shall be comprised of five members as follows: the Mayor shall appoint two (2) members of the Town Council; the Chair of the Board of Education shall appoint two (2) members of the Board of Education; the fifth member shall be the Town Manager. All appeals shall be submitted in writing to the Town Manager's Office.

J. Upon review of an application for use of a Facility, including its proposed duration, location and type of use, the application may be referred to and review by the Town Attorney to determine if the proposed use of the facility should be subject to a lease or other agreement which may be subject to approval by the Town Council.

281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336

SCHEDULE A

Rental Fees for Outdoor Athletic Facilities
Includes Baseball, Softball, Football and Soccer Fields

Artificial Turf Fields (not subject to Tournament Fees):

\$1000.00 for up to four (4) hours (mandatory minimum fee). Lights Included
\$250.00 per hour for every hour, or part thereof, after the first four (4) hours. Lights Included

Grass Fields: \$75.00 per game (Tournament Fees listed below).
\$400.00 per season for practices (maximum of two practices per week)

Spring Season is defined as May through July.
Fall Season is defined as August through October.

Lights at Grass Fields: \$25.00 per game (Tournament Fees listed below).

Tournaments:

Definition: A series of contests and/or games between 4 or more invited teams held over a one to three-day period.

Tournaments must be approved by the Facilities Manager and/or his/her agent. The Town may require that the sponsoring organization provide at its own expense services including, but not necessarily limited to, police, security, trash removal and additional sanitary facilities as deemed necessary.

Non-Exempt Organizations: \$1000.00 per day per field.
Exempt Athletic Organizations (listed below): \$500.00 per day per complex.

For an exempt athletic organization's tournament, a complex is one or more outdoor athletic fields located on one property.

Lights for Tournaments: Included in Tournament Fee.

Athletic Organizations Exempt from the
Rental Fees Listed Above

Enfield Little League	Enfield Girls' Softball Association	Enfield Soccer Club
Enfield Men's Softball	Greater Enfield Men's Softball League	Allied Enfield Stars
Enfield Ramblers Football	Enfield Women's Softball League	Enfield Men's Over 30 Soccer
Enfield Fireballs	American Legion Baseball – 15U, 17U and 19U	

A team can file a written application to the Town Manager's Office for exemption status for a term of one year, if the team meets the following criteria:

1. 90% of the players on the roster have Enfield residency, and
2. The organization provides proof of not-for-profit status.

The written applications will then be reviewed by the Public Works Subcommittee. Recommendations will be brought before the Town Council for final decision. The list of exempt teams will be reviewed by the Town Council in December of each year.

Teams that are approved for exemption status will be eligible for a refund of field rental fees or a reduction of tournament fees, provided that the above-referenced application for exemption is filed with the Town Manager's Office no later than 30 (thirty) calendar days after the payment of such fees.

337 **SECONDARY SCHOOLS (EHS, ENFIELD ANNEX AND JFK)**

338 AUDITORIUM

339 \$300.00 For A Four Hour Minimum
340 \$75.00 Per Hour for Each Additional Hour

341
342 GYMNASIUM:

343 \$200.00 For A Four Hour Minimum
344 \$50.00 Per Hour Each Additional Hour

345
346 BAND ROOM OR CHORUS ROOM:

347 \$100.00 For A Four Hour Minimum
348 \$25.00 Per Hour for Each Additional Hour

349
350 CLASSROOM:

351 \$50.00 For A Four Hour Minimum
352 \$15.00 Per Hour for Each Additional Hour

353
354
355 ENFIELD ANNEX AND JFK POOLS:

356 \$200.00 For A Four Hour Minimum
357 \$50.00 Per Hour for Each Additional Hour

358
359 **ELEMENTARY SCHOOLS**

360 CAFETERIA OR GYMNASIUM:

361 \$100.00 For A Four Hour Minimum
362 \$25.00 Per Hour for Each Additional Hour

363
364 CLASSROOM:

365 \$50.00 For A Four Hour Minimum
366 \$15.00 Per Hour for Each Additional Hour

367
368 **ASSOCIATED COSTS**

369 Field Monitor	\$12.00 Per Hour
370 Gym Monitor	\$12.00 Per Hour
371 Buildings and Grounds Staff Member	\$40.00 Per Hour
372 Uniformed Police Officer	\$58.00 Per Hour
373 Lifeguards (Three Minimum)	\$50.00 Per Hour
374 Custodian	\$40.00 Per Hour

375
376 Fees are computed on a daily rate basis. For example, the fee for a Friday and Saturday event running
377 under four hours each day in the Enfield Annex is \$600.00 (\$300 per day). The fee for a Friday and
378 Saturday event running six hours each day in the Enfield Annex is \$900.00 (\$450.00 per day for the six
379 hours each day) plus any associated costs levied.

380
381 **TOWN HALL**

382 COUNCIL CHAMBERS

383 \$100.00 For A Four Hour Minimum
384 \$25.00 Per Hour for Each Additional Hour

385
386 ENFIELD ROOM

387 \$50.00 For A Four Hour Minimum
388 \$25.00 Per Hour for Each Additional Hour

389
390
391 THOMPSONVILLE ROOM

392 \$50.00 Per For A Four Hour Minimum
393 \$15.00 Per Hour for Each Additional Hour

394

395		
396	Adopted by Town Council:	July 7, 2008
397	Revised:	May 16, 2011
398	Adopted by Board of Education:	July 8, 2008
399	Revised:	March 18, 2019
400	Revised:	August 5, 2019
401		