

1 ENFIELD TOWN COUNCIL & ENFIELD BOARD OF EDUCATION
2 ENFIELD, CONNECTICUT
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5 USE OF SCHOOL & TOWN FACILITIES

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7 A. Policy Statement
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9 Subject to section 54-1 et seq. of the Town Code, the Town Council and the Board of Education may
10 permit the use of any Facility for educational or community purposes.
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12 B. Definitions
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- 14 1. Administrator for the school means a Principal or his or her designee; for the Town this
15 means the Director of the Facility, or his or her designee.
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17 2. Associated Costs means, but is not limited to, fees for the services of any custodial
18 personnel, field monitoring or setup personnel, Audio Visual technician, utilities, supplies,
19 security personnel or other personnel deemed by the responsible Administrator to be
20 necessary in connection with the use of Facilities. Such costs shall be at the rates set
21 forth in the fee schedule.
22
23 3. Business Day means normal hours of operation of the Facility.
24
25 4. Community purpose means that which may serve or benefit the Town's residents in some
26 manner.
27
28 5. Facility means, but is not limited to, any building, meeting room, conference room,
29 athletic field, cafeteria, gymnasium, park, playground, recreational area, owned or
30 maintained by the Town of Enfield or the Enfield Board of Education.
31
32 6. Non-profit means (1) an organization recognized as such by the State of Connecticut or
33 the United States Internal Revenue Code or (2) the Town Committee of a major or minor
34 political party as defined by Conn. Gen. Stat. §9-372.
35
36 7. Political campaign activity means an event, gathering, rally or similar assembly either in
37 support of or in opposition to a candidate or group of candidates in an upcoming election.
38
39 8. Resident means an individual whose domicile is the Town of Enfield and shall include
40 other legal entities located within the Town.
41
42 9. School Year means that period of time beginning on the first day that school is in session
43 and ending on the last day that school is in session and includes school year vacations.
44
45 10. Town means the Town of Enfield, a municipal corporation located in Hartford County, in
46 the State of Connecticut, and includes the Town Council, Town boards, commissions,
47 agencies, departments and divisions.
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49 C. Establishment of Rules and Procedures
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51 The use of any Facility for educational or community purposes shall be governed by the following
52 rules and procedures and shall be subject to such restrictions as the Town Manager or
53 Superintendent of Schools or their designee(s) consider(s) expedient. This policy is read in
54 conjunction with section 54-1 et seq. of the Town Code. If there is any conflict between this
55 policy and the Town Code, the Code provisions will prevail. This policy shall not apply to the use
56 of school buildings and/or portions therein, during the business day of the school.
57

58 Consistent with this policy, the Town Manager and Superintendent of Schools shall promulgate
59 Administrative Regulations and associated forms for the use of buildings and Facilities. Since the
60 primary purpose of public school facilities is for public educational activities, including athletic
61 events, such activities will have priority over all other requested uses of school Facilities.
62

63 D. Application Procedures

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65 An application for use of a school Facility shall be submitted to the school Administrator during
66 the school year. In the absence of the school Administrator, and during summer vacation, the
67 application shall be submitted to the Town's Facilities Director.
68

69 An application for use of a Town Facility shall be submitted to the Town Administrator for the
70 Town Facility. The Town Manager shall determine the appropriate Administrator for Town
71 Facilities.
72

73 The application shall specify the Facility requested. All school or Town equipment shall not be
74 used without the express written permission of the Administrator.
75

76 The school Administrator shall forward to the Town's Facilities Director each application for the
77 use of school buildings and/or portions therein, with a recommendation, as to approval or denial.
78 The Town's Facilities Director shall review the applications, determine the amount of fees to be
79 collected, and forward approved requests to the School Administrator for scheduling. Approval of
80 the use of the school Facility may be revoked at any time by the Superintendent of Schools or his
81 or her designee.
82

83 The school Administrator shall forward to the Town's Facilities Director each application for the
84 use of school grounds, including athletic fields, with a recommendation, as to approval or denial.
85 The Town's Facilities Director shall review the application, determine the amount of fees to be
86 collected, and forward approved requests to the Director of Public Works, or their designee, for
87 final approval and scheduling. Approval of the use of the school grounds may be revoked at any
88 time by the Town Manager or his or her designee.
89

90 The Town Administrator shall forward to the Director of Public Works, or their designee, each
91 application for the use of town facilities with a recommendation as to approval or denial. The
92 Director of Public Works or their designee shall make a final determination whether to approve
93 the application. For those applications approved, the Director of Public Works or their designee
94 shall determine scheduling and the amount of fees to be collected. Approval of the use of a Town
95 Facility may be revoked at any time by the Town Manager or his or her designee.
96

97 Facilities for athletic and/or sports events shall be assigned to outside organizations based on
98 need and roster size with non-profit teams comprised of 90% Enfield residents taking priority,
99 followed by other non-profit groups, for-profit groups, and all other groups. Assignment of facilities
100 for athletic and/or sports events will be based on the number of Enfield residents on the team. No
101 out-of-town residents will be counted for assignment purposes. All organizations shall
102 electronically submit proof of insurance, rosters including names and residence of participants,
103 schedule and location request to the Director of Public Works, or his designee. All materials shall
104 be submitted by the following dates for each sports season:

- 105 i. Spring: February 15
- 106 ii. Summer: April 15
- 107 iii. Fall: August 15
- 108 iv. Winter: November 15

109
110 Facilities for non-athletic and/or non-sports events will be assigned in order of receipt of the
111 application AND upon receipt of the required deposit as set forth below.
112

113 All approved applications must be secured by a deposit of 20% of the Rental Fees set forth in
114 Schedule B within 15 days of such approval. The balance shall be paid no later than 30 days
115 prior to the date of the activity or event. Failure to pay the deposit and balance when due shall

116 result in the cancellation of the approval. The deposit and any additional payments toward the
117 balance of the rental fees will be refundable only if the applicant provides written notice of
118 cancellation to the Facilities Director, which notice must be received no less than 30 days prior to
119 the date of activity or event.
120

121 E. Eligible Organizations and Priority of Use
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123 Administrators responsible for reviewing and recommending requests for use of Facilities will use
124 the following guidelines regarding priority use.
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126 Order of Priority:
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128 1. School Facilities
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- 130 a. School events or activities, including educational and athletic
- 131 b. School-sponsored events or activities
- 132 c. Town events or activities
- 133 d. All other organizations
- 134
- 135
- 136
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138 2. Town Facilities
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- 140 a. Town events or activities
- 141 b. School events or activities, including educational and athletic
- 142 c. School-sponsored events or activities
- 143 d. All other organizations
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148 In the event of the cancellation of any Town or School sponsored event or activity as set forth
149 above, due to weather or any other unforeseen circumstance, the event or activity may be
150 rescheduled to a convenient date that may require the "bumping" of an outside organization's
151 reservation. Bumping will occur in order of priority listed above. The outside organization shall be
152 provided with an alternate date.
153

154 F. Restrictions on Use of Facilities
155

156 In addition to the restrictions set forth in section 54-1 et seq. of the Town Code, the restrictions below
157 shall apply to the use of Facilities. Any violation of this Policy or any applicable Administrative Regulations
158 may result in permanent revocation of the privilege to use Town or school Facilities by the organization
159 and/or individuals involved.
160

- 161 1. The organization shall be responsible for any damage to equipment or buildings that occur
162 during its use of the Facility.
163
- 164 2. Users of Facilities must designate a responsible adult supervisor to: be on site before the first
165 participant has arrived; remain throughout the event; and not leave until after the last
166 participant has left the Facility. Supervisors must have cell phones with them during the
167 event.
168
- 169 3. No illegal activities are permitted.
170
- 171 4. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances is
172 not permitted in or on school facilities.
173

- 174 5. Use of tobacco is not permitted within Town buildings. Unauthorized controlled substances
 175 are not permitted on Town property. Alcoholic beverages shall not be consumed on Town
 176 property or brought into a Town building, without proper permits in place.
 177
 178 6. Refreshments may not be prepared, served or consumed without the proper approvals. If
 179 such approval is granted, refreshments may be prepared, served and consumed only in
 180 areas designated.
 181
 182 7. Advertising, decorations or materials must be approved by the Town/School Administrator.
 183
 184 8. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco
 185 products, or alcoholic beverages are not permitted.
 186
 187 9. Activities that are disruptive of the regular ongoing school or Town business are not
 188 permitted.
 189
 190 10. Nothing shall be sold, given, exhibited, or displayed without approval by the Administrator.
 191
 192 11. Any area deemed "off limits" shall not be used.
 193
 194 12. Town/School Administrators must make arrangements to hire uniformed police at all school
 195 events or combination of events for which traffic and parking problems may be expected.
 196 Such determination is the prerogative of the Town/School Administrator upon review of the
 197 rental application. Multiple events requiring uniformed officers shall pro-rate the cost for the
 198 uniformed officer(s) to the applicant involved on a basis to be determined by the Public
 199 Works Director for Town sites and the Facility Director for school sites.
 200
 201 13. Political campaign activities are not permitted inside town-owned property. This does not
 202 include bi-partisan or non-partisan public information sessions, constituent services, or
 203 photographing of candidates in the Joseph E. O'Conner Gazebo.
 204

205 G. Fees and Other Costs

206
 207 Users of Facilities shall be responsible for the fees and costs set out in a fee schedule as
 208 established jointly by the Town Manager and Superintendent of Schools. Rental fees and/or
 209 associated costs otherwise applicable may be waived by the Town Manager or Superintendent of
 210 Schools if such waiver is deemed by the Town Manager or Superintendent of Schools to be in the
 211 best interest of the Town or the school, respectively. The following guidelines shall be
 212 incorporated into such fee schedule:

213 Category	214 Example	215 Fee Charged	
		216 Facility Rental	217 Associated Costs
218 School-sponsored programs	219 High School Football, HS Band, etc.	No	
220 Activities that Further Educational	221 PTO, Booster Clubs, Safe Graduation	No	
222 Objectives of Public Schools	223 Committees, etc.		
224 Town Department or Agency Activity	225 Council, Social Services, Recreation, 226 etc.	No	No
227 Non-profits with principal offices	228 Enfield Soccer Club, Ramblers, 229 Enfield Little League 230 Loaves and Fishes, etc.	No*	No
231 located in the Town of Enfield and athletic organizations listed on Schedule A.			

232				
233				
234	Non-profits with principal offices	Enfield Soccer Club, Ramblers,	No*	Yes
235	located in the Town of Enfield and	Enfield Little League		
236	athletic organizations listed on	Loaves and Fishes, etc.		
237	Schedule A using for purposes of			
238	fund raising.			
239				
240	Non-profits operating in Town	American Red Cross	No*	Yes
241				
242	All other entities, including, but not		Yes	Yes
243	limited to, individuals, groups, associations,			
244	organizations and/or businesses.			

245
246 * Outdoor athletic facilities are subject to Rental Fees as set forth on the attached Schedule A.

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248 H. Insurance and Liability

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

254
255 Users must provide a certificate of insurance with their application. The minimum limits of liability
256 are as follows:

257
258 General Liability - \$1,000,000 Each Occurrence
259 \$2,000,000 Aggregate

260
261 Automobile Liability - \$1,000,000 Combined Single Limit

262
263 Users having either volunteer workers or paid employees must provide Workers Compensation
264 coverage, including Employers Liability Coverage in the amount of \$100,000/500,000/100,000.

265
266 Individual users are required to provide a copy of their homeowner's or apartment dweller's
267 insurance policy declarations page. Minimum personal liability coverage of \$300,000 is required.

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269 I. Appeal of Denial of Facility Use

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271 1. Any applicant denied use of a Town facility, including an athletic field or fields, or whose
272 use has been revoked, shall have the right to appeal such denial or revocation to the
273 Public Works subcommittee. All appeals shall be submitted in writing to the Town
274 Manager's Office.
275 2. Any applicant denied use of a school facility, excluding an athletic field or fields and
276 gymnasiums, or whose use has been revoked shall have the right to appeal such denial
277 or revocation in writing to the Superintendent's Office.
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279 J. Upon review of an application for use of a Facility, including its proposed duration, location and
280 type of use, the application may be referred to and reviewed by the Town Attorney to determine if
281 the proposed use of the facility should be subject to a lease or other agreement which may be
282 subject to approval by the Town Council.
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SCHEDULE A

Rental Fees for Outdoor Athletic Facilities
Includes Pickleball Complex, Baseball, Softball, Football, Field Hockey, Lacrosse, 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 Soccer Association	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. Thereafter, on an annual basis, the list of exempt teams will be reviewed by the Director of Public Works, or their designee.

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

347 the Town Manager's Office no later than 30 (thirty) calendar days after the payment of such fees.

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SCHEDULE B

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Rental Fees for Indoor Facilities

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ENFIELD HIGH SCHOOL AND JFK MIDDLE SCHOOL

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AUDITORIUM

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\$500.00 For Up to Four Hours for Entities with principal offices in the Town of Enfield

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\$125.00 Per Hour for Each Additional Hour for Entities with principal offices in the Town of Enfield

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\$1000.00 For Up to Four Hours for out-of-town organizations

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\$250 Per Hour for Each Additional Hour for out-of-town organizations

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Additional Cost:

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\$200.00 for Board of Education or Town of Enfield Audio Visual (AV) Technician for up to Four

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Hours

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\$50.00 Per Hour for Each Additional Hour

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366

GYMNASIUM:

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\$500.00 For Up to Four Hours

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\$125.00 Per Hour for Each Additional Hour

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BAND ROOM OR CHORUS ROOM:

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\$275.00 For Up to Four Hours

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\$69.00 Per Hour for Each Additional Hour

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CLASSROOM:

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\$225.00 For Up to Four Hours

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\$57.00 Per Hour for Each Additional Hour

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ENFIELD ANNEX

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AUDITORIUM

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\$500.00 For Up to Four Hours

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\$125.00 Per Hour for Each Additional Hour

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384

GYMNASIUM:

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\$450.00 For Up to Four Hours

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\$113.00 Per Hour for Each Additional Hour

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388

BAND ROOM OR CHORUS ROOM:

389

\$275.00 For Up to Four Hours

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\$69.00 Per Hour for Each Additional Hour

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392

CLASSROOM:

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\$225.00 For Up to Four Hours

394

\$57.00 Per Hour for Each Additional Hour

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396

ELEMENTARY SCHOOLS

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398

CAFETERIA OR GYMNASIUM:

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\$250.00 For Up to Four Hours

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\$63.00 Per Hour for Each Additional Hour

401

402

CLASSROOM:

403

\$225.00 For Up to Four Hours

404

405 \$57.00 Per Hour for Each Additional Hour

406

407 **ASSOCIATED COSTS**

408 Audio Visual Technician \$50.00 Per Hour

409 Buildings and Grounds Staff Member \$51.01 Per Hour

410 Uniformed Police Officer \$62.12 Per Hour

411 Custodian \$42.08 Per Hour

412

413 Fees are computed on a daily rate basis. For example, the fee for a Friday and Saturday event running
414 under four hours each day in the Enfield Annex is \$1000.00 (\$500 per day). The fee for a Friday and
415 Saturday event running six hours each day in the Enfield Annex is \$1500.00 (\$750.00 per day for the six
416 hours each day) plus any associated costs levied.

417

418 **ENFIELD PUBLIC LIBRARY (CENTRAL – 104 MIDDLE ROAD)**

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420 Large Community Room

421 \$275.00 For Up to Two Hours

~~422~~ \$69.00 Per Hour for Each Additional Hour

424 **SENIOR CENTER**

425

426 Large Community Room

427 \$275.00 For Up to Two Hours

~~428~~ \$69.00 Per Hour for Each Additional Hour

430 **TOWN HALL**

431

432 **COUNCIL CHAMBERS**

433 \$275.00 For Up to Four Hours

434 \$69.00 Per Hour for Each Additional Hour

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436 **ENFIELD ROOM**

437 \$200.00 For Up to Four Hours

438 \$50.00 Per Hour for Each Additional Hour

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440 **THOMPSONVILLE ROOM**

441 \$150.00 For Up to Four Hours

442 \$38.00 Per Hour for Each Additional Hour

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444 **Adopted by Town Council: July 7, 2008**

445 **Revised: May 16, 2011**

446 **Adopted by Board of Education: July 8, 2008**

447 **Revised: March 18, 2019**

448 **Revised: August 5, 2019**

449 **Revised: September 17, 2019**

450 **Adopted by Town Council August 2, 2021**