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D. Application Procedures

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

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

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

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

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

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

E. Eligible Organizations and Priority of Use

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

Order of Priority:

1. School Facilities

- a. School events, including educational and athletic
- b. School-sponsored events
- c. Items listed under sections 2. a., d., e., f. and g. below**

2. Town Facilities

- a. Town Council, boards, commissions, agencies or departmental activities

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- b. School events, including educational and athletic
- c. School-sponsored events
- d. **Activities of non-profit organizations with principal offices in the Town, other than school related organizations covered by category #2b. and c. above.**
- e. Activities of non-profit organizations operating within the Town, other than school related organizations covered by category #2b. and c. above.
- f. For-profit groups or organizations operating within Town.
- g. All other groups.

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

F. Restrictions on Use of Facilities

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

1. Facilities will be rented to organizations only when a majority of its members are Town of Enfield residents. The organization shall be responsible for any damage to equipment or buildings that occur during its use of the Facility.
2. Users of Facilities must designate a responsible adult supervisor to: be on site before the first participant has arrived; remain throughout the event; and not leave until after the last participant has left the Facility. Supervisors must have cell phones with them during the event.
3. No illegal activities are permitted.
4. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances is not permitted in or on school facilities.
5. Use of tobacco is not permitted within Town buildings. Unauthorized controlled substances are not permitted on Town property. Alcoholic beverages shall not be consumed on Town property or brought into a Town building, without proper permits in place.
6. Refreshments may not be prepared, served or consumed without the proper approvals. If such approval is granted, refreshments may be prepared, served and consumed only in areas designated.
7. Advertising, decorations or materials must be approved by the **Town/School** Administrator.
8. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages are not permitted.

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160 9. Activities that are disruptive of the regular ongoing school or Town business are not
161 permitted.
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163 10. Nothing shall be sold, given, exhibited, or displayed without approval by the Administrator.
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165 11. Any area deemed “off limits” shall not be used.
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167 12. **Town/School** Administrators must make arrangements to hire uniformed police at all school
168 **events** or combination of events for which traffic and parking problems may be expected.
169 Such determination is the prerogative of the **Town/School** Administrator upon review of the
170 rental application. Multiple events requiring uniformed officers shall pro-rate the cost for
171 the uniformed officer(s) to the applicant involved on a basis to be determined by the Public
172 Works Director for Town sites and the Facility Director for school sites.

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174 G. Fees and Other Costs
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176 Users of Facilities shall be responsible for the fees and costs set out in a fee schedule as
177 established jointly by the Town Manager and Superintendent of Schools. Rental fees and/or
178 associated costs otherwise applicable may be waived by the Town Manager or Superintendent of
179 Schools if such waiver is deemed by the Town Manager or Superintendent of Schools to be in the
180 best interest of the Town or the school, respectively. The following guidelines shall be
181 incorporated into such fee schedule:
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Category	Example	Fee Charged Facility Associated Rental Costs	
School-sponsored programs	High School Football, HS Band, etc.	No	No
Activities that Further Educational Objectives of Public Schools	PTO, Booster Clubs, Safe Graduation Committees, etc.	No	No
Town Department or Agency Activity	Council, Social Services, Recreation, etc.	No	No
Non-profits with principal offices located in the Town of Enfield	Enfield Soccer, Ramblers, Thompsonville and Enfield Little Leagues, Loaves and Fishes, etc.	No	No
Non-profits with principal offices located in the Town of Enfield using for purposes of fund raising	Enfield Soccer, Ramblers, Thompsonville and Enfield Little Leagues, Loaves and Fishes, etc.	No	Yes
Non-profits operating in Town	American Red Cross	No	Yes
For-profit organizations operating within the Town	Enfield Federal Savings, Pizza Hut, Retail Brand Alliance	Yes	Yes

212 H. Insurance and Liability

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

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

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

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225 Automobile Liability - \$1,000,000 Combined Single Limit

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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.

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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.

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233 I. Appeal of Denial of Facility Use

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

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

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257 **Adopted by Town Council: July 7, 2008**
258 **Revised: May 16, 2011**
259 **Adopted by Board of Education: July 8, 2008**
260 **Revised:**