

**SCOTLAND BOARD OF EDUCATION**  
**Board Policy**

**Community Use of School Facilities**

The Board recognizes that the school, building and grounds, is a community center and a valuable public resource. The Board is committed to making these facilities available to the community as much as possible under proper and appropriate conditions when such use does not conflict with school activities and functions. The Board shall grant the use of school facilities for activities of an educational, cultural, and civic and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities.

Any use of the school building and grounds by recognized community groups or organizations must be approved by the Superintendent of Schools or his/her designee.

The Superintendent of Schools, or his/her designee, is authorized to use his/her discretion in approving or disapproving applications under this policy.

The Superintendent of Schools, or his/her designee's, decision to disapprove an application under this policy may be appealed to the Board of Education.

School facilities will be allocated according to the following priorities with all possible efforts to adjust schedules for mutual convenience and maximum usage.

1. School functions under the direction of the Principal and/or teachers.
2. Meetings and programs sponsored by the Scotland Board of Education, Scotland Board of Selectmen, Scotland Recreation Commission, Scotland Parent Teacher Organization or other Scotland town governmental or Scotland agencies.
3. Other Scotland community groups composed of local residents.

The non-authorized use of school facilities by individuals, private groups and organizations or non-community groups is prohibited.

Applications for the use of school facilities and grounds must be made in writing and submitted to the Superintendent of Schools at least one (1) week before the date of the intended use. Agencies using the school on a long-term basis must submit applications annually.

Any group or agency affiliated with the Scotland Board of Education, Scotland Board of Selectmen, Scotland Recreation Commission, Scotland Parent Teacher Organization or other Scotland town governmental or Scotland agencies may have use of the school facilities and grounds without the presence of a school custodian. It will be the responsibility of the sponsoring organization to choose one (1) adult to whom the identification pass card and code to the alarm system will be issued. The person to whom the identification pass card and code to the alarm system is issued must be present whenever the organization to which they have been issued uses the facility. If the person to whom the

identification pass card and code to the alarm is not present for the entire time the specific organization has access to the facility the identification pass card and code to the alarm will be deactivated the next day. The organization will have to reapply for access to the facility. The decision to reissue the identification pass card and access code will be made by the Scotland Board of Education at its next regularly scheduled meeting. Any use of the school facilities and grounds is revocable at any time by the superintendent of schools or his/her designee. The Superintendent will bring any application of concern to the Scotland BOE for review at the next regularly scheduled meeting of the Scotland Board of Education. The identification pass card will be activated only for the time period and the area of the facilities specified in the organization's application for use of the facilities or grounds. The identification pass card will be deactivated once the time period specified in the organization's application for the use of the facilities and grounds has expired.

For any group or agency not affiliated with the Scotland Board of Education, Scotland Board of Selectmen, Scotland Recreation Commission, Scotland Parent Teacher Organization or other Scotland town governmental or Scotland agencies a custodian must be present when the school building is being used to insure building security, proper maintenance, and to see that it is used appropriately and left in proper order. Any group or agency not affiliated with the Scotland Board of Education, Scotland Board of Selectmen, Scotland Recreation Commission, Scotland Parent Teacher Organization or other Scotland town governmental or Scotland agencies will be required to pay an hourly rate for custodial services when and if a custodian's time extends beyond regular employment hours. Any group or agency not affiliated with the Scotland Board of Education, Scotland Board of Selectmen, Scotland Recreation Commission, Scotland Parent Teacher Organization or other Scotland town governmental or Scotland agencies will be required to pay a building usage fee. Any damage done to the building will be billed to the organization responsible. Each June, The Board will establish a fee structure for the following school year.

Any group or agency not affiliated with the Scotland Board of Education, Scotland Board of Selectmen, Scotland Recreation Commission, Scotland Parent Teacher Organization or other Scotland town governmental or Scotland agencies must show proof of insurance, covering liability for staff and participants. The Town of Scotland's liability coverage will not apply to a privately sponsored activity/program.

Policy adopted by the Board: January 7, 2014

Policy amended September, 2019

SCOTLAND SCHOOL DISTRICT  
Scotland, Connecticut