

Business/Non-Instructional Operations

Community Use of CREC Facilities

CREC facilities are available for community use under guidelines established by the Executive Director or designee.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes.

Equal Access Act, 20 U.S.C. ss 4071-4074.

20 U.S.C. 7905

Policy adopted:
Re-adopted: February 17, 2021
Revised: January 18, 2023

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

Business/Non-Instructional Operations

Community Use of CREC Facilities – Procedures

The use of CREC buildings, grounds, equipment and facilities will be authorized by the Executive Director or designee in conformity with the following regulations governing their use.

1. Application forms for the use of CREC facilities must be presented to the Operations Office or designee at least 14 days prior to the date of use.
2. The use of CREC facilities for purposes such as meeting of students, alumni associations, parent-teacher associations and other organizations affiliated with CREC have precedence over all others. Requests for CREC facilities for school programs must be cleared with the building school principal or designee or the Executive Director or designee, or both, should the nature of the request so justify.
3. The following users shall not be charged a rental fee during the scheduled hours unless use would require services beyond that of normal custodial duties:
 - A. School programming sanctioned by the school principal/program director.
 - B. PTA/PTO and other school related meetings.
 - C. Municipal agencies, boards, and commissions of the town which the school/program serves.
4. The Boy Scouts of America, Big Sisters of America, Boys and Girls Club of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use CREC property upon payment of suitable fees and costs according to the CREC approved fee schedule.
5. Where additional staffing or significant extra cleaning is required or when use extends beyond normal custodial hours, fees shall be charged to all users at a rate established by the Executive Director/Designee.

All users shall pay both the rental fee and any additional fees such as custodial, security, etc. for use of CREC facilities on Saturdays, Sundays, and holidays, unless exempted by the Executive Director or designee.

6. All activities must be under competent adult supervision approved by the Executive Director/designee. In all cases, the supervisor will be present. The group using the facilities will be responsible for any damage to the building or equipment.

7. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Executive Director or designee.
8. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.
9. The following activities or uses are prohibited:
 - A. Unlawful activities
 - B. Activities whose purpose conflicts with CREC's mission or goals.
 - C. Use of property by individuals or organizations whose activities are of a subversive nature.
 - D. Use of premises for non-school activities during school hours.
 - E. Smoking anywhere in buildings or on grounds.
 - F. Use of buildings for games of chance.
 - G. Commercial advertising
 - H. Fund-raising campaigns, except as permitted by the Executive Director/designee.”)
 - I. Activities which may be injurious to the buildings, grounds or equipment of the schools.
 - J. Use of buildings for public social activities, except when plans have been approved by the Executive Director or designee.
 - K. Granting of further use of premises to any person or organization which fails or refuses to pay for any damage sustained by its use.
 - L. Opening of the building when the building is normally closed, unless a custodian and security guard is provided.
 - M. Use for activities which engender racial or religious prejudices, discrimination on the basis of membership in a protected class, or which are inimical to democracy.
 - N. Use of alcoholic beverages.

10. CREC will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
11. Proper liability insurance in an amount approved by CREC, or an insurance waiver, will be required by all groups given permission to use facilities, except where this coverage is already provided by CREC Council. A copy of the policy or the rider naming CREC as additional insured shall be furnished to the Executive Director or designee.
12. CREC will approve and periodically review a fee schedule for use of facilities, grounds and equipment.
13. In situations where there is no cost to CREC, or in situations where a mutual exchange of facilities is possible between CREC and the organization, fees may be modified or eliminated by the Executive Director/designee. In situations where usage for an extended period of time is required, rates may be set at a contract price.
14. CREC reserves the right to revoke permission for use previously granted.

Regulation issued:
Revised: January 20, 2021
Revised: November 16, 2022

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