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 and approved by the Council.

(cf. 1330 - Use of School Facilities)

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes.


20 U.S.C. 7905

Policy adopted: February 17, 2021

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 as approved by the Council.

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 or custodial fee during the scheduled hours unless use would require services beyond that of normal custodial duties:

   A. School affairs sanctioned by the school principal.
   
   B. PTA/PTO and other school related meetings.
   
   C. Municipal agencies, Boards and commissions of the town, which the school serves.
   
   D. 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 at the discretion of the Executive Director/designee may use CREC property upon payment of suitable fees and costs according to the Board approved fee schedule.

   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 exempt by Executive Director or designee.

4. 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.
5. Groups receiving permission are restricted to the dates and hours approved and to the
built area and facilities specified, unless requested changes are approved by the
Executive Director or designee.

6. Groups receiving permission are responsible for the observance of local and state fire and
safety regulations at all times.

7. The following activities are prohibited:

   A. Use of property to individuals or organizations whose activities are of a subversive
      nature.

   B. Use of premises for non-school activities during school hours.

   C. Smoking anywhere in buildings or on grounds.

   D. Use of buildings for games of chance.

   E. Use of buildings for public social activities, except when plans have been approved
      by the Executive Director or designee.

   F. The granting of further use of premises to any person or organization which fails or
      refuses to pay for any damage sustained by its use.

   G. The opening of the building when the building is normally closed, unless a custodian
      and security guard is provided.

   H. Use for activities which engender racial or religious prejudices or which are inimical
      to democracy.

   I. The use of alcoholic beverages.

8. 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
prepare for civil defense.

9. 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.

10. CREC will approve and periodically review a fee schedule for use of facilities, grounds and
equipment.
11. In situations where there is no cost factor 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 extended usage for a long period of time is required, rates may be set at a contract price.

12. CREC reserves the right to revoke permission for use previously granted.