



**USE OF SCHOOL FACILITIES**

In accordance with Conn. Gen. Stat. § 10-239, the Lisbon Board of Education (the “Board”) may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

**A. Application Procedures**

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

<u>Facility</u>	<u>Application Submitted To</u>
For use of school buildings and facilities	Building Principal and/or designee

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of

school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

**B. Eligible Organizations and Priority of Use**

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (*e.g.*, PTO, Booster Clubs, After Graduation Committees and similar organizations).
3. Town department or agency activities.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.
5. Activities of for-profit organizations operating within the Town.
6. Out-of-town organizations.

**C. Restrictions on Use of School Facilities**

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, vapor products, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.

4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

#### **D. Fees and Other Costs**

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education.

1. The following users shall not be charged a rental fee or custodial fee during the hours of 3:30 p.m. to 10:00 p.m. on regularly scheduled school days:
  - Educational programs
  - Student activities
  - Administrative, faculty or staff activities (includes PTO)
  - Town government meetings

However, the Board of Education reserves the right to charge the above groups standard custodial and other applicable fees when additional staffing or significant extra cleaning is required.

2. The rental fees for out of town non-contracted, non-profit groups will be collected monthly and will be set by the Board of Education (out of town refers to groups with less than 60% Lisbon residents as participants):
  - Gymnasium: \$40.00/hour
  - Cafeteria: \$40.00/hour
  - Classrooms: \$20.00/hour
  - Custodial fee: \$28.00/hour (weekend)

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

#### **E. Responsibility for Damage to Property or Loss of Property**

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

#### **F. Health and Safety Protocols**

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.

#### Managing Life-Threatening Food Allergies in the School

The focus of a District Wide Food Allergy Management Plan shall be prevention, education, awareness, communication, and emergency response. The management plan shall strike a balance between the health, social normalcy and safety needs of the individual student with life-threatening food allergies and the education, health and safety of all students. Food allergy is an exaggerated response by the immune system to a food that the body mistakenly identifies as being harmful. Students with life-threatening food allergies are at risk for anaphylaxis, a severe reaction that can lead to death in a matter of minutes requiring immediate emergency medical treatment. At present time, there is no cure for food allergy and avoidance is the only way to prevent an allergic reaction. It is recognized however that the school district cannot guarantee the elimination of allergens from the school environment. In order to provide a safe learning environment for students with life-threatening food allergies, the Lisbon Central School Board of Education establishes the following administrative regulations:

#### School Responsibilities

The District and its school personnel shall not be responsible for determining food allergens and/or those foods or ingredients in foods that are safe to consume for a student with an identified food allergy. For all life-threatening food allergens relative to identified students in the school, the Board of Education will make every attempt to:

1. Designate allergen-free zones as determined by the Food Allergy Team, to decrease exposure to allergens, such as the student's desk in the classroom, and allergy free table(s) in the lunchroom or cafeteria. This may also include designating certain classrooms as "allergen free", specific to the allergy present within that classroom. There shall be clear signage to indicate these areas.
2. Provide signage throughout the school to promote awareness of life-threatening allergies.

3. Establish effective sanitation and cleaning measures, such as cleaning of lunch table and classroom surfaces with disposable paper towel/cleaning cloths and cleaning products known to effectively remove allergens.

**Legal References:**

Conn. Gen. Stat. § 10-239  
Conn. Gen. Stat. § 10-215f  
Conn. Gen. Stat. § 10-221q  
Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905  
Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.

ADOPTED: 11/15/2004 – Lisbon Board of Education  
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