

CHESHIRE PUBLIC SCHOOLS
29 MAIN STREET
CHESHIRE CT 06410
203-250-2400

**RULES AND REGULATIONS FOR THE USE OF CHESHIRE PUBLIC SCHOOL
BUILDINGS FOR OTHER THAN REGULAR SCHOOL PURPOSES**

1. All Cheshire Public School buildings are under the direct control of the Cheshire Public School System for all activities outside of school hours and for regular school program. Applications for the use of public school buildings must be submitted to the Cheshire Public Schools on the form prescribed for that purpose, and must define the facilities requested and the purpose and nature of the activity for which the building is to be used. Organizations applying for school building use will authorize an agent (or agents) to enter into an agreement to hold the organization responsible for damage or loss of property arising from the organization's use of the designated building.
2. The Cheshire Public Schools reserves the right to authorize an assigned custodian (or any duly - appointed agent) to supervise the conduct of activity participants and to halt the activity when found to be in violation of these rules and regulations or conditions stipulated on the application.
3. The Director of Management Services or designee of the Cheshire Public Schools shall be the agent for the Board of Education and shall determine the conditions applicants must meet before permission is granted for the use of the building.
4. Conditions controlled by the agent of the Board of Education shall include: the need for liability insurance by the applying organization; the need for police protection and traffic control; the need for a kitchen representative when any kitchen facilities are to be used; the need for custodian(s); the need of a representative of the Cheshire Fire Department; and the need for the applicant - organization - organization to be registered with the State Tax Department.
5. All rental fees and custodial fees due shall be paid directly to the Cheshire Public Schools. Kitchen representatives' fees shall be paid directly to the Director of School Lunch Program. A minimum kitchen and/or custodial fee of three (3) hours will be charged. The custodian will open the facility one-half hour prior to the opening of the meeting and be on duty for clean-up after the meeting adjourns. Fees for required firemen and/or policemen shall be payable directly to their respective departments.
6. Specific restrictions in the use of public school buildings are:
 - a. Organizations owing money to the Cheshire Public Schools for previous school building use will not be eligible for future school building use until that indebtedness is removed.
 - b. Intoxicating liquors will not be brought onto public school property or consumed thereon without expressed permission granted by a majority vote of the Board of Education in regular session.
 - c. No food or refreshments are to be served or consumed in public school buildings unless specifically allowed on the application form when approved.
 - d. Smoking anywhere within any school building and any areas of public assembly is prohibited.
 - e. The building is to be used only on the date specified and for the purpose named in the permit. A permit is not transferable.
 - f. Whenever a cancellation is made for use of school facility, for reasons other than inclement weather, it will be necessary to notify the Cheshire Public Schools office 24 hours prior to the meeting date or three (3) hours custodian's time will be charged to the organization.
 - g. A permit can be cancelled without notice provided its provisions or intent are violated in any way, and the Board of Education or its agent shall be sole judge of such violation. A permit is not valid unless signed by the Director of Management Services or designee.
 - h. Any organization needing to dispose of any material shall notify the Director of Management Services or designee to arrange for a dumpster and/or recycling instructions.