

# DANBURY PUBLIC SCHOOLS

Danbury, Connecticut

## POLICY

### ***BUILDING RENTAL BY ORGANIZATIONS***

Adopted: 6/14/00  
Revised: 4/25/07

Policy No. 9-330\*

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1. Non-school groups shall be permitted to rent school facilities for worthwhile purposes when such uses will not interfere with school programs.
2. All religious organizations in Danbury shall be eligible to use school facilities for religious exercises and religious instruction at times outside the school day on the same basis as other community groups and shall confirm to this policy and regulations as adopted by the Board of Education.
3. Any non-school organization seeking to rent school facilities will comply with the following procedures.
  - a) Requests for rental of school facilities must be made on an application form mailed to the School Rental Department.
  - b) The Sites & Facilities Director, or his designee, will act upon all requests for rental of school facilities by non-school groups.
  - c) Proof of insurance naming the Board and City as additional insured in all cases where admission is charged, physical activity is involved, or continual/regularly scheduled events are planned.
4. Rules and regulations concerning the rental of school facilities, charges to be made for rental and services rendered by school personnel will be developed and approved by the Board of Education.
5. A report, showing the rental of school facilities by non-school groups, will be made annually to the Board of Education.
6. A rental fee shall be charged, whenever admission or a fee is charged by the organization renting the facility. However, the Superintendent may waive, ***with Board of Education approval***, any and all charges if the renter can show evidence that the fees being assessed do not result in the organization making a profit or, the use to which the facility is to be put warrants a waiver because the function benefits the community. Special consideration will be given to organizations that support the children of Danbury.