

Joshua P. Starr, Ed.D.
Superintendent of Schools



Stamford Public Schools

EXCELLENCE IS THE POINT.

Board of Education
Facilities Management Department

P. O. Box 9310, Stamford, CT 06904
888 Washington Blvd., 3rd. Floor, Stamford, CT 06901
Phone (203) 977-4525 - Fax (203) 977-5547

Al Barbarotta
AFBCM
Facilities Management

Dave Cornett
AFBCM
Facilities Management

Interoffice Memo

To: All Committee Members
From: Al Barbarotta, AFBCM Facilities Management
Date: February 6, 2008
Re: Field / Building Use Policy Revision

Attached please find a "Draft" copy of:

1. Building Use Permit
2. New proposed "Stamford School Rental Rates" (dated 2/6/2008)
3. Permit Rules and Guidelines
4. Stamford Board of Education Facilities Use Rules
5. Stamford School Sponsored Event Form
6. Buildings and Grounds Usage Rental Fees.... other towns
7. List of Committee Members

We have now had five (5) meetings with the major user involved with the use of BOE Facilities; everyone has had an opportunity to present their issues and concerns with the cost and use of our facilities.

I am very pleased with the progress we have made and believe the information I am presenting will allow all our Stamford organizations to operate their programs and pay their "fair share" to support the maintenance of our facilities.

The goal of the Stamford BOE is to promote the use of our facilities to address the needs of all Stamford youth and adult programs.

We will continue to work together to meet the needs of all Stamford programs. We must now implement this official BOE policy and continue to improve our management to accommodate each and every program. The new rates will be implemented immediately for the spring and summer seasons.


Permits can be picked up at the BOE Facilities Department on the 3rd floor of the Government Center, 888 Washington Boulevard, our phone # is (203) 977-4525.

Thank you for your cooperation.

Sincerely,

cc: Joshua P. Starr, Ed.D., Superintendent of Schools
William Dunn, Chief Financial Officer

Stamford School Rental Rates

2/6/2008


	*1	*2	*3	*4
High schools	Non-Profit	Profit	Commercial	Preferred Stamford Youth Groups
Auditorium	150	250	1000	0
Gymnasium	0 / 50 adult	200	1000	0
Cafeteria	50	150	500	0
Kitchen	50	100	500	0
Library	30	100	500	0
Classroom	0 / 25 adult	50	250	0
Pool	125	200	1000	0
Parking Lots	50	100	500	0
Fields	0 / 50 adult	100	500 / 1000	0
Energy Surcharges	0	40 hourly	40 hourly	0
Custodial OT/Hr	48.5 / 64	48.5 / 64	48.5 / 64	48.5 / 64

	*1	*2	*3	*4
Middle/Elementary	Non-Profit	Profit	Commercial	Preferred Stamford Youth Groups
Auditorium	100	200	1000	0
Gymnasium	0 / 50 adult	150	1000	0
Cafeteria	50	150	500	0
Kitchen	50	100	500	0
Library	30	100	500	0
Classroom	0 / 25 adult	50	250	0
Parking Lots	50	100	500	0
Fields	0 / 50 adult	100	500	0
Energy Surcharges	0	40 hourly	40 hourly	0
Custodial OT/Hr	48.5 / 64	48.5 / 64	48.5 / 64	48.5 / 64

	*1	*2	*3	*4
Boyle Stadium	Non-Profit	Profit	Commercial	Preferred Stamford Youth Groups
With Lights	200	500	3000	0
Without Lights	100	400	2000	0
Custodial OT/Hr	48.5 / 64	48.5 / 64	48.5 / 64	48.5 / 64

	*1	*2	*3	*4
Westhill Stadium	Non-Profit	Profit	Commercial	Preferred Stamford Youth Groups
No Lights	200	400	2400	0
Custodial OT/Hr	48.5 / 64	48.5 / 64	48.5 / 64	48.5 / 64

All groups using schools facilities shall be charged the fixed hourly rates for custodians and Stage Management personnel when required. Energy surcharges will be charged when AC is required and on weekends, holidays, or anytime school would normally be closed.

PTO Fund Raiser: There are no rental fees for PTO Sponsored Events. PTO will be responsible for custodial charges unless principal agrees to approve it as School Sponsored Event.

All groups will be required to submit the following to assist Facilities with grouping determination:

- 1) Rosters. 2) Financial Statements. 3) Proof of Scholarship Program 4) Insurance Certificate. 5) 501-C-(3) verification if applicable.

*1 - Non-Profit: Not a 501-C-(3) Organization but can demonstrate a Not for Profit Status and/or sponsored by the City Parks and Recreation Department not determined to be for profit or commercial. Adult programs will be charged as noted.

*2 - Profit: Any group without a non-profit tax ID. These would include, dance companies, Chinese language school, Young Artists Philharmonic. Camps that collect their own fees and distribute expenses

*3 - Commercial: These would include private for profit summer camps, circus, carnivals, World Wrestling Entertainment (WWE), other sporting events and movie productions.

*4 - Preferred Stamford Youth Group: 501-C-(3) approved by state - 95% Stamford youth participation - Must provide own liability insurance (Policy must be approved by City of Stamford Risk Management Department) - 10% Scholarship for under privileged Stamford residents.

Regulation Adopted: 11/26/1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended: 12/28/2000

7/22/2003

1/15/2008

Stamford School Rental Rates

High Schools	Non-Profit	Profit	Commercial
Auditorium	200	500	1,000
Gymnasium	100	500	1,000
Cafeteria	75	400	500
Kitchen	50	200	500
Library	30	350	500
Classroom	20	125	250
Pool	125	200	1,000
Parking Lots	75	200	500
Fields	75	200	500-1,000

Middle/Elementary	Non-Profit	Profit	Commercial
Auditorium	100	400	1,000
Gymnasium	75	400	1,000
Cafeteria	50	300	500
Kitchen	50	200	500
Library	30	250	500
Classroom	25	110	250
Parking Lots	75	200	500
Fields	75	200	500

Boyle Stadium	Non-Profit	Profit	Commercial
With Lights	500	2,000	3,000
Without Lights	250	1,500	2,000
Westhill Stadium			
No Lights	250	1,500	2,000

All groups using schools facilities shall be charged the fixed hourly rates for custodians and Stage Management personnel when required.

*Profit – Any group without a non-profit tax Id. These would include, dance companies, Chinese Language School, Young Artists Philamonic, etc....

**Commercial – These would include private summer camps, circus, carnivals, World Wrestling Entertainment (WWE), other sporting events.

Regulation Adopted:
November 26, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
November 28, 2000
July 22, 2003

School Building & Field Use Committee

Al Barbarotta – Committee Chairman
Michele O'Brien – BOE Facilities
Danny DiBlasio – BOE Facilities
Kevin Iassogna – BOE Facilities
Tom McIntosh – SBOEEA Union President
Mickey Docimo – City of Stamford Parks & Recreation
Pepi Barbarotta – City of Stamford Parks
Laurie Albano – City of Stamford Recreation
Bob Pepi – Stamford Youth Soccer
Tom Pia – Stamford Youth Basketball
Charlie Pia – Stamford Babe Ruth Softball
Jerry Pia – Northrop Baseball/All for Kids
Paul Tusch – North Stamford Little League
Michael Beldotti – Stamford American Little League/Stamford Babe Ruth
Scott Brown – Springdale Little League
Mark Lyons – Stamford Youth Foundation
Steve Ehrlich – Youngtimers Basketball
Colleen/Mike Hennessey – Stamford Junior Wrestling

Committee Purpose: To review, update, and make recommendations to the Superintendent and Board of Education Members for the School Building and Field Use Policies

Joshua P. Starr, Ed.D.
Superintendent of Schools



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Stamford Board of Education Facilities Use Rules

Using Stamford public school facilities is a privilege so please treat our facilities accordingly by respecting the property and our rules.

- Adult supervision is required at all times.
- No alcoholic beverages or controlled substances for any reason are allowed on school property.
- No smoking in school buildings at any times.
- No guns/weapons may be brought on to school property.
- No dogs or other pets, except for Seeing Eye dogs are allowed on school property. For those allowed, the City Leash law is required to be followed. The renting organization is responsible for cleaning up after the animal(s).
- No motorized vehicle, bikes, or roller skates/blades are permitted in school buildings, gym, athletic fields, or tracks.
- Parking is allowed in designated parking areas only.
- Whenever the auditorium is used, the services of the stage manager are required.
- Scenery and props belonging to the school may no be adapted for any outside organization.
- Audio-visual equipment, microphones and sound systems may only be used under the direction of the stage Manager.
- Putting up decorations or scenery, changing of wiring, or curtains, or other permanent fixtures, moving of pianos or other furniture is prohibited unless special permission is granted by the Superintendent of Schools or his designee.

All such activity must be under the direct supervision of the school custodian or employee.

- Audio-visual equipment may be used, by other than school groups, only in school buildings, and only when a school designated operator is charge of the equipment.
- Groups using outside facilities are responsible for the clean-up if no custodians have been hired.
- Field use of Boyle Stadium requires that all participants wear sneakers or appropriate footwear that must be approved by the Stamford High School Athletic Director.
- Permits issued for Boyle Stadium do no include use of locker rooms or the concession stand unless approved by the Stamford High School Principal.
- Request for cancellation by renter must be made at least 24 hours in advance or payment will be forfeited.
- The right to revoke a permit at any time is reserved by the school authorities.
- The Board of Education is not responsible for damage or injury as the result of use of school property.
- Permits for use of cafeteria kitchens, requires the approval of the contracted food service vendor.

I have read these rules and, on behalf of my organization, agree to obey the rules and disseminate them to participants. The person or organization granted use of school property shall assume full liability for any damages to the property, or damage of loss of equipment.

Signature

Position

Organization

Date

Note:

USE OF BOARD OF EDUCATION FACILITIES IS SUBJECT TO BOARD POLICY #1330. PLEASE REFER TO THIS POLICY FOR ADDITIONAL REGULATIONS.



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Permit Rules and Guidelines

- ❑ A **School Building Use** permit is required in order to obtain a reservation for the use of any school facility including but not limited to athletic fields, auditoriums, gymnasiums, cafeterias, kitchens, libraries, classrooms, pools, and parking areas.
- ❑ All inquiries, reservations, and applications for **School Building Use** permits will be managed by the Facilities Department of the Board of Education. The Facilities Department will maintain a Master Schedule of reservations in accordance with the use of all school facilities.
- ❑ It is imperative that no individual, school administrator, athletic director, or teacher accept or allow an individual, group or agency to reserve any school facility or space.
- ❑ All Stamford scholastic activity shall receive first priority for the use of school facilities space.
- ❑ All groups using school facilities and space shall pay for all custodial overtime incurred as well as all rental fees, and energy surcharges.
- ❑ Fees will be determined based upon the users classification as a non-profit, profit, or commercial user.
- ❑ All **School Sponsored Events** such as P.T.O meetings or open house require a principals signature for final approval and shall be submitted to the B.O. E. Facilities Department in order for the event to be entered into the Rec-Trac master scheduling module.
- ❑ All approved applicants must provide a certificate of insurance naming the City of Stamford as an additional insured.
- ❑ The B.O.E. reserves the right to determine all fees including but not limited to rent, energy surcharge, and custodial overtime.



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STAMFORD SCHOOL SPONSORED EVENT

DATE OF APPLICATION: _____ DATE OF EVENT: _____

SCHOOL: _____

ROOMS RESERVED: _____

EVENT START TIME: _____ EVENT END TIME: _____

NUMBER OF PARTICIPANTS: ADULTS _____ CHILDREN: _____

APPLICANT NAME: _____

TELEPHONE NUMBER: _____

EVENT DESCRIPTION: _____

ADDITIONAL REQUIREMENTS: _____

PRINCIPAL SIGNATURE: _____

THIS FORM MUST BE SUBMITTED TO THE BOARD OF EDUCATION FACILITIES OFFICE,
STAMFORD GOVERNMENT CENTER, 3RD. FLOOR

ONLY FOR USE OF THE BOARD OF EDUCATION FACILITIES OFFICE CUSTODIANS OVERTIME APPROVAL

Number of Custodians
per Day = _____

Number of Hours per Custodian
per Day = _____

Total Overtime Hours
Approved per Day = _____

BOE Facilities Office Signature

Date

Date Received: _____

Date Distributed: _____

- Distribution:
- BOE Facilities, 3rd. Floor
 - Applicant
 - Head Custodian
 - School Main Office

Police Yes No

Fire Yes No

EMT Yes No



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Phone (203) 977-4612 - Fax (203) 977-5547

PERMIT # 10414

SCHOOL BUILDING USE APPLICATION FOR OUTSIDE COMMUNITY & ORGANIZATIONS

MAILING ADDRESS: Stamford Public Schools, Facilities Department, 888 Washington Blvd., Stamford, CT 06901

Name of School Requested for Event:		Space Desired:	Purpose:
Anticipated # of People: Adults: _____ Children: _____		Organization's Name:	Non-Profit Tax ID#:
Person in Charge of Payment for the Event:			
Billing Address:			Phone Number:
Event Date(s): <input type="checkbox"/> Multiple Days <input type="checkbox"/> Single Day	Event Start Time: AM/PM		Event Ending Time: AM/PM
Event Description:			
Will there be food at this event?:		Food type/location:	
What time would you like the building open?:		Time building will be completely vacated:	
Additional requests for the event (tables, chairs, bleachers, podium, etc.):			

Principal _____	Date _____	Fire Marshall _____	Date _____
Police Department _____	Date _____	Facilities Department _____	Date _____
Risk Manager _____	Date _____	Applicant's Signature _____	Date _____

Required Total Custodian Hrs. _____

Custodians Fee	Rental Fee	Energy Surcharge Fee
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Required Payment: _____ Date Paid: _____ Cash/Check #: _____

Full payment required before permit application is approved. Custodian costs and Energy Surcharge are estimates. Additional charges maybe assessed after the event due to additional work hours required, these hours will be billed accordingly. The Building Use Regulations on the attached permit will be strictly enforced.