
**Use of Public School Buildings, Grounds and Equipment
Procedure (MTC-P008)
Milford Public School District**

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Milford Public Schools processes the use of public school buildings, grounds and equipment for nonprofit and for-profit groups and organizations.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations
2.2 Director of Facilities
2.3 Building Principal
2.4 Athletic Directors

Authorized Signature on File

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Superintendent of Schools

4.0 DEFINITIONS:

- 4.1 School Affiliated Nonprofit: Groups whose purpose is to support the mission of the Milford Public Schools, ie: PTAs, PTOs, athletic clubs.
- 4.2 Nonprofit in-district Youth Groups: Exclusively for Milford youths 20 years of age or younger with open enrollment and open participation of all ability levels, ie: scouting organizations, soccer leagues, little leagues, etc.
- 4.3 Nonprofit out-of-district Youth Groups: Exclusively for non-resident youths 20 years of age or younger with open enrollment and open participation of all ability levels, ie: scouting organizations, soccer leagues, little leagues, etc.
- 4.4 Select nonprofit in-district Youth Groups: Exclusively for Milford youths 20 years of age or younger whose participants are selected on a competitive or tryout basis and whose activities are not open to youth of all ability levels.
- 4.5 Nonprofit in-district Adult Groups: Adult Milford residents whose group's prime focus is the interest and needs of the adults of the local community; which includes adult organizations with a nonprofit status, adult organizations approved by United Way and adult activities sponsored by government agencies, ie.: adult recreational sports, homeowners associations, government agencies and organized community groups.
- 4.6 Non profit out-of-district Adult Groups: Adult non-residents whose group's prime focus is the interest and needs of the adults.
- 4.7 For-profit Groups: Includes all commercial and/or promotional activities such as for-profit presentations, ie: insurance informational meetings, wedding receptions and private parties.

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5.0 PROCEDURE:

- 5.1 All organizations (both nonprofit and for-profit) wishing to use a Milford Public School field, building or equipment must fill out MTC-F004, Application for Use of Public School Buildings, Grounds and Equipment.
 - 5.1.1 Forms are available at each school site and can also be obtained on-line at www.milforded.org under Process Management.
 - 5.1.2 At the time of application, a certificate of insurance must be submitted naming the Board of Education of the City of Milford as an insured interest.
 - 5.1.3 Application for use of any school building, grounds or equipment must be made at least **sixty (60)** in advance of the event. **Any exceptions must be approved by the Maintenance Department.**
 - 5.1.4 Application based on dates of availability and adherence to set guidelines will be approved/denied by building principal for internal school programs.
 - 5.1.4.1 Applications presented to the building principal by outside groups/programs must be approved/denied by the Milford Board of Education at a regularly scheduled meeting.
 - 5.1.4.2 Denied applications will be returned to the building principal.
 - 5.1.4.3 Applicants will be notified within 48 hours of availability.
- 5.2 Sports and activities sponsored by Milford Public Schools will have first consideration of use in all school buildings, on all school fields (i.e.: football, soccer, softball, baseball, etc.) and with all school equipment.
 - 5.2.1 Milford Public School athletics/activities will have first consideration of use on all school fields for re-scheduled games/activities due to any cancellations/postponements. Outside groups would then need to be re-scheduled.
- 5.3. Completed and approved forms from the school site and/or Board of Education are forwarded to the Maintenance Department.
- 5.4 The Maintenance Department determines whether the form needs to be approved at a higher level.
 - 5.4.1 Higher-level approval (Superintendent or Designee) would be necessary for use of a school site on a Sunday, to an out of district organization or camp.
- 5.5 Maintenance assigns a number to the application and determines if any fees are applicable.
 - 5.5.1 Examples of fees are, but not limited to, the following:
 - 5.5.1.1 Weekends when custodial help is not available.
 - 5.5.1.2 Groups of over 75 require additional custodial help and notification to the police and fire departments.
 - 5.5.1.3 When supervision/custodial or technical services are required.

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- 5.6 The completed application is forwarded to the Director of Facilities for final approval.
 - 5.6.1 If restrictions are required, the group is called to identify any issues of concern.
- 5.7 If police or fire services are required, it is the responsibility of the applicant to arrange and confirm these services will be in place for the event.
- 5.8 If field house kitchen facilities are used, a local Health Department permit must be obtained. This requires that a certified safe-food handler be present.
- 5.9 A refundable deposit is required in lieu of supervision or custodial services.
- 5.10 All fees for services, and or the deposit, must be paid to the Board of Education by the organization one business day prior to the event or the requested facility will not be available.
 - 5.9.1 When additional custodial services are incurred during the event (extra hours), billing will occur after the event or on a monthly basis.
- 5.11 The approved application is then disbursed to the following:
 - 5.11.1 to the organization
 - 5.11.2 to the maintenance department
 - 5.11.3 to the school site
- 5.12 Maintenance department logs the application by numeric and organizational order.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Maintenance Logs
- 6.2 MTC-F004 – Application for Use of Public School Buildings, Grounds and Equipment
- 6.3 Administrative policy 1330
- 6.4 Administrative policy 1330(a)-(e)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Log	Maintenance Files	2 years	Discard as desired	Locked Office
MTC-F004	Maintenance Files	1 year	Discard as desired	Locked Office

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/22/2005	A	Initial Release
01/10/2006	B	Add/delete staff to 2.0 and update titles
5/1/2007	C	Change title in 2.2 and 5.6; change number of attendees in 5.5.1.2; add new requirement for Health Dept. 5.8; change language in 5.10; omit flow chart
09/19/2008	D	Remove participation role of Supervisor of Administrative Services and replace with proper language to reflect Board approval in 5.1.4.1 and in 5.3.
6/22/2009	E	Change 5.1.3 to reflect 60 days' notice from 14 days' notice and add language "the approval of any change must be approved by the Maintenance Department".

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