



NEW HAVEN PUBLIC SCHOOLS

New Haven Public Schools Building Use Program

FY 2022-2023

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Director of Events



What is a Building Use Permit?

This is approval for an established and properly insured organization to host a program or event which takes place in a NHPS location.



WHO CAN USE NHPS FACILITIES?

- Internal NHPS programs
- NHPS partnership programs
- Community programs / members
- Outside / commercial organizations

All groups must meet insurance requirements.

How do I Obtain a Building Use Permit?



APPLICATION

A "Building Use Request Form" must be completed and submitted for review at least (3) weeks in advance of the start date or event date.



ACCEPT RULES & FEES

The requester must confirm that they will abide by the rules and regulations set forth in the "Permit Fees and Rules" document



TIER ASSIGNMENT

All organizations are assigned to Tier I, Tier II or Tier III classifications depending on the structure of their organization and the details of their event.

These tiers are outlined in detail in the NHPS rules and fees document.



PROOF OF INSURANCE

A valid certificate of insurance must be submitted at least (10) business days prior to start date.

\$1M Commercial General Liability and \$1M Abuse and Molestation coverage is required.



PAYMENT IN ADVANCE

Payment must be made in full within (10) business days prior to the event it applicable.


Certified bank check or money orders payable to New Haven Public Schools are acceptable.

Building Use Application

Requests must be submitted (3) weeks in advance



2022-2023
Permit Application



NEW HAVEN PUBLIC SCHOOLS

(475) 220-1647
375 Quinipiac Ave
New Haven, CT 06513

Application must be submitted 3 weeks in advance for all use of NHBOE Facilities

General Information

Primary Contact Name *

First Name (Please print clearly) Last Name

Program/Organization Name *

Email Address *

Have you previously used or held a program at a NHPS location?

☐ YES
☐ NO

Organization Address *

Street Address (NO PO BOXES)

Street Address Line 2

City

State / Province

Postal / Zip Code

Organization Phone Number *

Area Code

Phone Number

Location Request Details

Name of School Requested (1st choice) *

Frequency

☐ One day request
☐ Recurring

Areas Requested

☐ Auditorium
☐ Outdoors Only
☐ Lobby
☐ Library
☐ Gym
☐ Pool
☐ Cafeteria
☐ Classrooms
☐

Start Time

End Time

What days would your program operate?

☐ Mon
☐ Tues
☐ Wed
☐ Thurs
☐ Fri
☐ Sat
☐ Sun

Requested Start Date

Month Day Year

Requested End Date

Month Day Year

Do you have any setup requests?

Program Overview

Is this a *

☐ School Sponsored
☐ City Sponsored
☐ Outside Organization
☐

Is your program geared towards

☐ NHPS Students
☐ Adults
☐ Community Members
☐

If your program services children, what age range?

Is your program licensed by the DEC?

☐ YES
☐ NO

Are you a 501 (c)(3)

☐ YES
☐ NO

Do you charge admission?

☐ YES
☐ NO

Explain the cost of participating in your event or program:

How many adult participants? *

Adults Participating

How many child participants? *

Children Participating

How many Spectators or Attendees

What type of program are you offering

☐ Academic
☐ Arts / Performing Arts
☐ Athletic
☐ Religious
☐

What percentage of participants are New Haven residents? *

☐ 100% live in New Haven (program not open to non-residents)
☐ 75% live in New Haven
☐ 50% live in New Haven
☐ Less than 50% live in New Haven
☐ None are from New Haven

Is your program sponsored by or in partnership with the NHPS? Please provide documentation of partnership.

☐ YES (If so, describe below)
☐ NO

If a partnership exists, please describe

Description of program or event

Insurance (certificate required 10 days in advance of start date)

Policy Effective Date

Policy Expiration Date

Insurance Policy #

Name of Insurance Company

Coronavirus & Health Protocols

Please explain what precautions you are taking to screen participants for wellness and uphold physical distancing requirements:

Explain your procedure if there is a suspected case within your program?

Name of Designated Daily Staff Screener:

First Name Last Name

Do you conduct temperature screenings daily?

☐ YES
☐ NO

If said permission is granted we hereby agree to strictly comply with the rules and regulations of the Board of Education governing the use of public school buildings, to take the utmost care in the use of the school property, to make good any damage to or loss of school property arising from our occupancy of any portion of the building. The New Haven Public Schools reserves the right to terminate any permit due to district needs of the facility, misconduct, or due to non compliance of rules and regulations of building use.

Requests must be received in this office at least three (3) weeks prior to the start date. Programs will be approved based upon merit and perceived value to students of the New Haven Public Schools and the New Haven Community. Approvals are NOT solely based on "first come, first serve" basis.

If application is approved and payment applies, payment in full must be received at a MINIMUM of (10) business days prior to event/program start date in the form of a certified bank check or money order.

CASH IS NOT ACCEPTED.

The NHPS reserves the right to require security, audio visual, or other staff based upon details and specifications of program. Permit will be issued following receipt of payment. Any permit changes, including cancellations, must be requested and approved seventy-two (72) hours before the event. Failure to comply may result in additional charges. We recommend not advertising your event until the permit has been finalized. By signing below, you affirm that you have received, read and agree to comply with the NHPS Building Use Rules and Regulations.

APPLICATION TO: heather.barbarotta@new-haven.k12.ct.us

Applicant

Date

Month Day Year

Office Initials

1

2

3

4

A close-up photograph of a person's hands holding a black smartphone. The phone's screen displays a digital version of the 'Building Use Application' form, showing the 'General Information' and 'Location Request Details' sections. The person's thumb is visible at the bottom of the phone, and their fingers are wrapped around the sides. The background is a solid orange color.

The Tier System



Tier I Fully Subsidized	Tier II Partially Subsidized	Tier III Not Subsidized
<p>School, Student, Teacher, Parent, and Government Sponsored events</p> <p>Student clubs, school athletics, parks & recs programs. Special meetings sponsored by the school system which are of general interest, educational, parent-teacher organizations, elections, aldermanic meetings, special board meetings, health fairs, youth groups: scouts, athletic association, public sector groups and/or private groups that provide educational, civic, recreational or charitable activities that take place on weekdays, or evenings when schools are open and do not charge an admission.</p>	<p>Events that are of public interest non-governmental or non school related events.</p> <p>New Haven based, non-profit organizations, fundraising events, church services or meetings and other requests that are not covered in Tier I. Examples: Parent /Teacher Organization fundraisers, New Haven based commercial or business requests, New Haven based organized community groups that occur on weekends, holidays or hours when schools are not normally open or that charge an admission fee and/or when majorities of the group are not residents of the city.</p>	<p>Market Rate / Commercial</p> <p>Commercial, external organizations: Non New Haven organizations, for profit events or private events (recitals, parties, celebrations, religious fundraising events, AAU events, movie productions, sports tournaments, private dance companies.</p>



NHPS Hourly Rates by Tier

STAFFING AND ROOM RENTALS

		TIER I	TIER II	TIER III			TIER I	TIER II	TIER III
HOURLY STAFF & UTILITIES CHARGES	Custodial (Hourly)	✕	\$48	\$96	RENTAL RATES (FLAT FEES)	Auditorium (High School)	✕	\$350	\$850
	Security (Hourly)	✕	\$48	\$96		Auditorium (Middle School)	✕	\$200	\$700
	Cafeteria Worker (Hourly)	✕	\$48	\$96		Gymnasium (High School)	✕	\$400	\$1000
	AV Technician (Hourly)	✕	\$50	\$100		Gymnasium (Middle School)	✕	\$250	\$800
	Energy Surcharge (Hourly)	✕	\$40	\$80		Cafeteria (High School)	✕	\$300	\$500
				Cafeteria (Middle School)		✕	\$200	\$400	
				Kitchen (High School)		✕	\$300	\$500	
				Kitchen (Middle School)		✕	\$250	\$400	
				Classroom (High School)		✕	\$50	\$100	
				Classroom (Middle School)		✕	\$50	\$75	
				BRAMS Hall		✕	\$200	\$500	
				Auditorium (High School)		✕	\$300	\$500	
				Auditorium (Middle School)		✕	\$100	\$150	

Benefits of Building Use

- Buildings accessible to community and residents
- Provide stable environment for at-risk youth
- Opportunity to further education outside of school
- Physical activity and wellness programs for youth and adults



Challenges of Building Use

- Vandalism
- Liability / risk exposure
- Wear and tear on systems
- Expenses for staffing, utilities and maintenance
- Security implications opening doors to public





**WHY IS IT SO
IMPORTANT TO MANAGE
BUILDING USE IN
SCHOOLS?**



ASSET PROTECTION & RISK MITIGATION

RISK MANAGEMENT

All parties must be insured, providing protection to self-insured City of New Haven

ACCOUNTABILITY

The district is not on the hook to pay for damages. Claims for repairs are filed with organizations agency.

SAFETY

General awareness of building occupants in the event of Lockdown or other emergency.

FINANCIAL

Permitting fees by tier II and tier III organizations help to offset operational costs

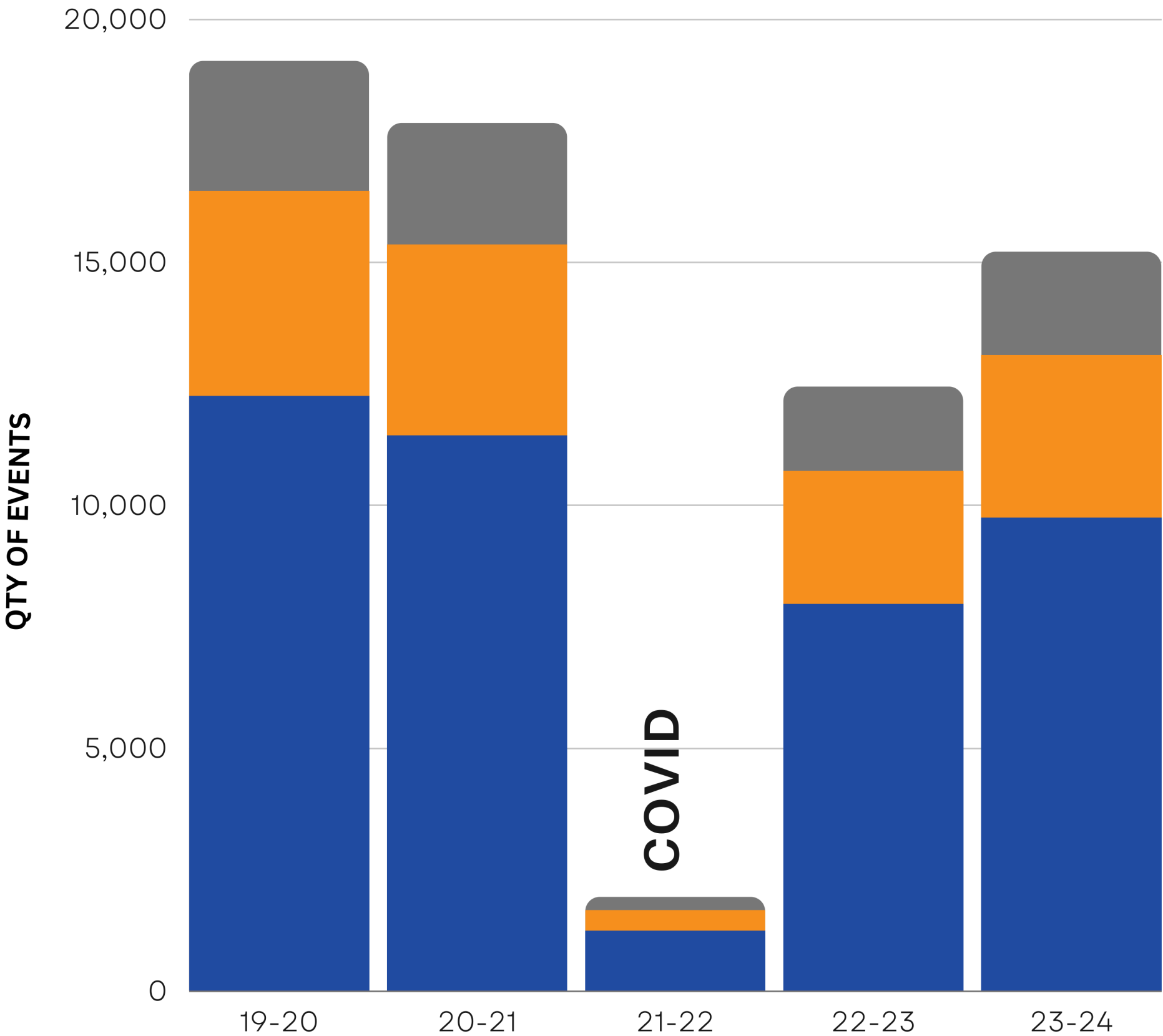
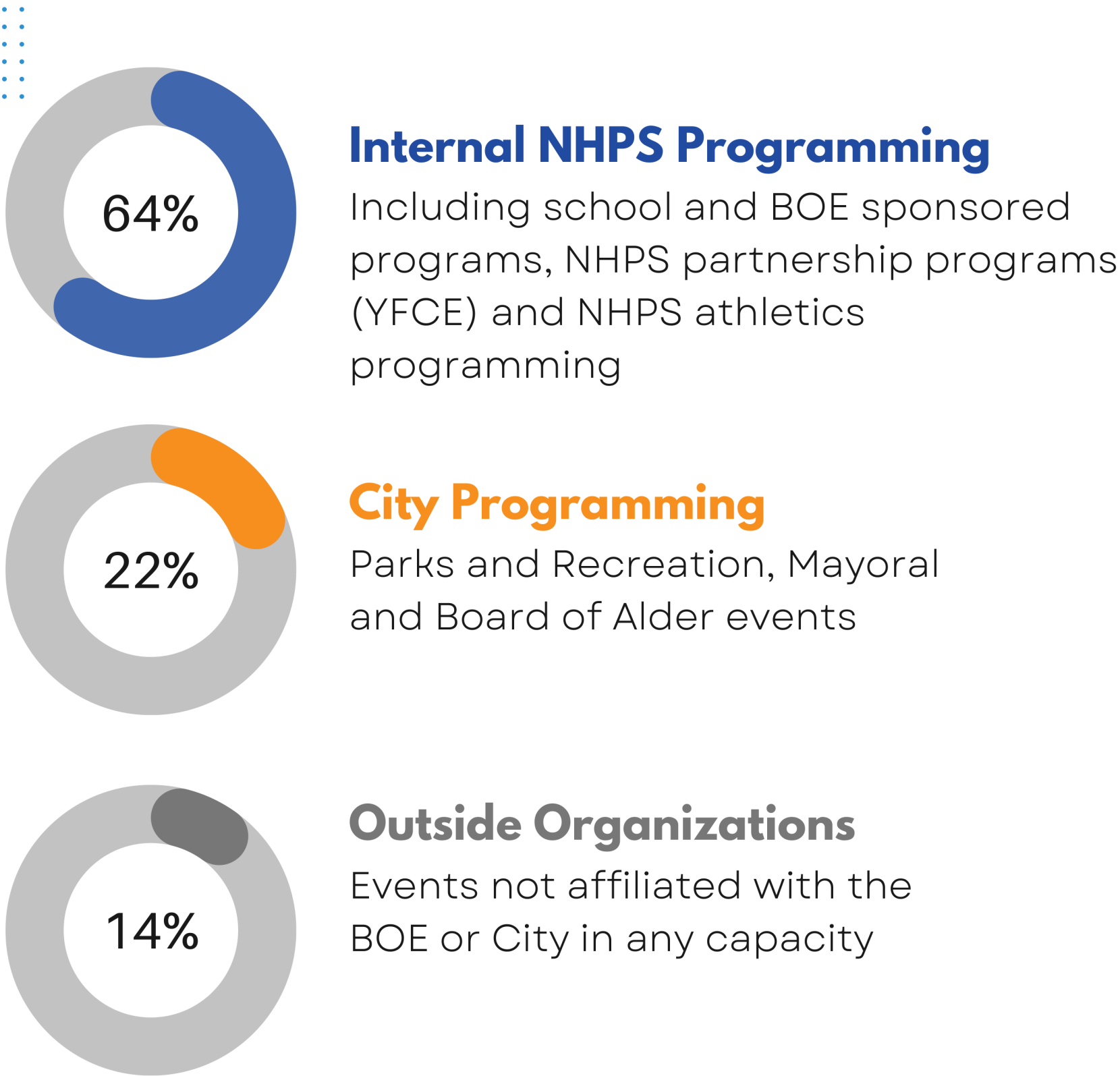
ASSET PROTECTION

Formal scheduling of building use allows for proper staffing of custodial and security. This reduces theft and damage in the buildings.



School Buildings Districtwide

Volume of Building Use in NHPS



[Home](#) [Calendar](#) [Availability](#) [New Schedule](#) [Documents](#) [Account Setup](#)Search for [GO](#) [Advanced Search](#)[Services](#) | [Help](#)Actions: [Add](#) | [List](#) | [Graph](#) | [Report](#)

Calendar

Shortcuts ▾

Legend ▾

Month View

Select Month/Year

April ▾ 2023 ▾



Print This!

INSTRUCTIONS: To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Calendar"

Area

-- Select Area -- ▾

Location

ORGANIZATION WIDE ▾

Building

-- Select Building -- ▾

Room

-- Select Room-- ▾

Start Time

(Use the CTRL key to select multiple rooms.)

1 ▾ 00 ▾ AM ▾ and greater

Event Status

ALL events ▾

Organization

Refresh Calendar




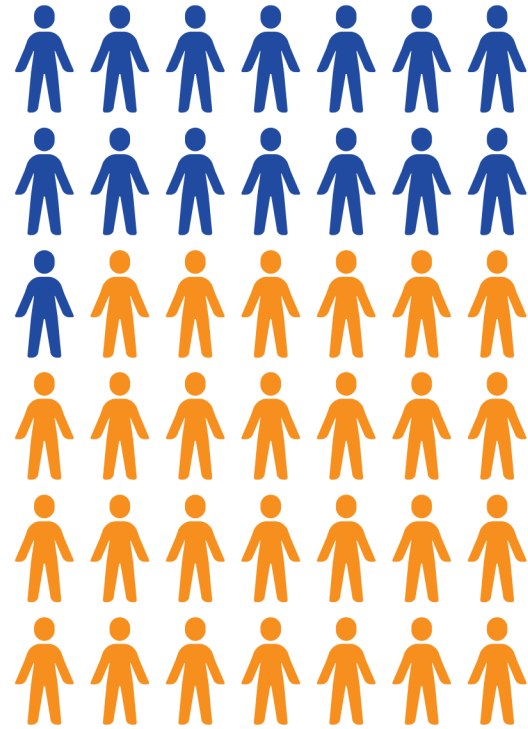
Event Calendar for April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 ☒ \$ ☑ Easter Egg Hunt (Vox) 🟢 2023 PickelBall Tourney- (Win Oppel) 🟢 Career Robotics Team (Sat)

Actual Schedule of Events April 2023


Overtime Cost to District for Events (\$)

Events that take place on the weekends incur district costs for utilities, custodial & security overtime

				
	Custodial (OT)	Security (OT)	Utilities (Hr)	
Average Hourly OT Rate	\$44.38	\$45.00	\$37.71	
Approximate Annual OT Hours	3,900	3,900	3,900	
Approximate Annual OT Cost to District	\$173,082	\$175,500	\$147,069	
				=
				
				\$495,651

Hourly Cost for OT
Staff and Utilities
\$127.09/hr

Schedules - District Cost - Fees Collected



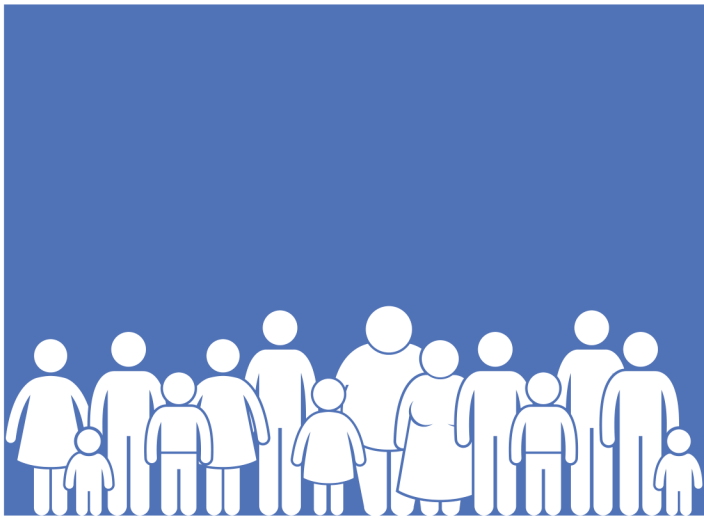
Fiscal year	Recurring Schedules	Event Days	Estimated Cost to District	Fees Collected	Shortfall
2018-2019	2,150	19,135	\$495,651	\$229,715	\$(265,936)
2019-2020	1,681	17,856	\$462,521	\$198,109	\$(264,412)
2020-2021	427	1,930	\$49,992	\$27,602	\$(22,131)
2021-2022	1,158	12,431	\$321,998	\$47,522*	\$(274,476)
2022-2023	1,219	15,207	\$320,314	\$79,782*	\$(240,532)

*Grant funding has enabled many programs to be offered at no cost to students = less fees collected by district
Total does not include revenue generated at FLAC or COOP HS

Frequently Used Facilities



		Sum of Total Events by FY					
Location		18-19	19-20	20-21	21-22	22-23	Grand Total
1	Wilbur Cross HS, 181 Mitchell Dr.	2,249	1,421	344	1,021	1,137	5,894
2	Mauro/Sheridan, 191 Fountain St	1,052	392	30	1,552	854	3,880
3	James Hillhouse HS, 480 Sherman Pwky	862	971	235	845	830	3,743
4	Career HS, 140 Legion Ave.	1,153	845	155	485	594	3,232
5	Wexler/Grant, 55 Foote St.	955	1,024	44	257	800	3,080
6	L.W. Beecher, 100 Jewell St.	1,239	1,069	68	238	273	2,887
7	John Martinez, 100 James St.	566	1,036	34	280	573	2,489
8	Troup Academy, 259 Edgewood Ave.	327	852	46	592	487	2,304
9	East Rock Magnet, 133 Nash Street	666	695	5	415	294	2,075
10	Coop Arts, 177 College St.	600	545	43	358	418	1,964
11	King/Robinson, 150 Fournier St	505	447	52	327	585	1,916
12	Floyd Little Athletic Center, 480 Sherman Pkwy	522	400	179	444	340	1,885
13	Betsy Ross, 150 Kimberly Ave	507	639	162	213	222	1,743
14	Fair Haven, 164 Grand Ave.	472	527	43	399	291	1,732
15	Clinton Ave., 293 Clinton Ave.	297	509	28	499	325	1,658



UNIQUE ORGANIZATIONS SERVED	
18-19	457
19-20	370
20-21	97
21-22	235
22-23	361



**HOW DO NHPS RENTAL
FEES COMPARE TO
SIMILAR DISTRICTS?**

District Comparison

New Haven Public Schools / Bridgeport Public Schools



New Haven Public Schools	Statistic	Bridgeport Public Schools
42	Total Schools	36
19,827	Students Enrolled	19,276
90%	District Minority Enrollment	90%
49.6%	Percent Economically Disadvantaged	50.8%

Rates From Similar Sized District

(Bridgeport Public Schools)



*Base covers a 4-hour minimum for building usage.

Area of Use	FY 18-19		FY 19-20		FY 20-21		FY 21-22	
	Base Fee	Add. Hr.	Base Fee	Add. Hr.	Base Fee	Add. Hr.	Base Fee	Add. Hr.
Auditorium	\$340.00	\$90.00	\$350.00	\$95.00	\$360.00	\$100.00	\$370.00	\$105.00
Gymnasium	\$340.00	\$90.00	\$350.00	\$95.00	\$360.00	\$100.00	\$370.00	\$105.00
Pool	\$460.00	\$120.00	\$480.00	\$125.00	\$500.00	\$130.00	\$520.00	\$135.00
Cafeteria	\$170.00	\$45.00	\$175.00	\$45.00	\$180.00	\$50.00	\$185.00	\$50.00
Multipurpose Room	\$170.00	\$45.00	\$175.00	\$45.00	\$180.00	\$50.00	\$185.00	\$50.00
Athletic Field (Daytime Event Only)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Athletic Field (Addt'l for Night Time)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Classroom	\$40.00	\$20.00	\$40.00	\$20.00	\$45.00	\$25.00	\$45.00	\$25.00

Type of Service	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Overtime Custodial Service *	\$61.43 per hour	\$63.27 per hour	\$65.17 per hour	\$67.13 per hour
Holiday Custodial Service*	\$78.78 per hour	\$81.14 per hour	\$83.57 per hour	\$86.08 per hour
Overtime Security Service*	\$43.78 per hour	\$45.09 per hour	\$46.44 per hour	\$47.83 per hour
Holiday Security Service*	\$61.80 per hour	\$63.65 per hour	\$65.56 per hour	\$67.53 per hour
BOE Police Service	\$73.13 per hour	\$75.32 per hour	\$77.58 per hour	\$79.91 per hour
Holiday Police Service	\$95.58 per hour	\$98.45 per hour	\$101.40 per hour	\$104.44 per hour

* Surcharge - Police (Vehicle, Gas, Insurance and Maintenance) \$5.00 per hour

*Note: There is a 4-hour minimum for custodians and security on weekends and holidays. There may also be other times when a minimum of 4 hours for custodians & security is required.



Sample Rental Fee Comparison

New Haven Public Schools / Bridgeport Public Schools

Sample Request

A community based group is requesting to run a basketball tournament and lunch at a high school gym. They have requested the gym and cafeteria space on a Saturday from 9am-5pm.

To the right, you will see the fees that the NHPS district would charge for this request and the fees that Bridgeport Public Schools would charge.

Fee Category	New Haven Public Schools	Bridgeport Public Schools
Gym Rental	\$400	\$790
Cafeteria	\$300	\$385
Custodial	\$384	\$537
Security	\$384	\$382
Utilities	\$320	\$0.00
Total Quoted Price	\$1,788	\$2,094



OPENING & CLOSING DATES FOR SUMMER REQUESTS

Seeking approval to announce April 1st as the date that we start accepting summer requests from outside organizations. Close date June 1st. All requests must be submitted by June 14th

FEE ADJUSTMENTS

Requesting approval to adjust the rental fee structure to hourly rather than flat rate.

Currently and organization pays the same rental fee for (1) hour of use as the would for (10) hours of use.

Most surrounding districts implement hourly rental rate structures.

ROSTER SUBMISSION

Seeking permission to request student rosters for programming to verify that the majority of students are NHPS.



For Consideration from the Board

Seeking Approval from BOE to Modify the Existing Permit Program

Thank you.



In Partnership With



NEW HAVEN PUBLIC SCHOOLS

