



NEW HAVEN PUBLIC SCHOOLS

# New Haven Public Schools Facilities Use Guide 2022-2023

*Cost and Protocol for Permit Approval*



It is the policy of the New Haven Public Schools that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder, learning disability and/or physical disability.

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# CLASSIFICATIONS

## TIER I

School, Student, Teacher, Parent and Government Sponsored Events

### Fully Subsidized

Examples: 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 organizations: scouts, athletic association, public sector groups and/or private groups that provide educational, civic, recreational or charitable activities And that take place on weekdays, or evenings when schools are open and do not charge an admission.

## TIER II

Events that are of public interest non-governmental or non school related events.

### Partially Subsidized

New Haven based, non-profit organizations, fundraising events, church services/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.

## TIER III

Market Rate or Commercial

### Not Subsidized

Non-New Haven services/meetings, non- profit organization fundraising events, for profit events, fees are charged and other requests not covered in Category I or Category II.

Examples: Movie productions, recitals, parties or celebrations, personal or non-community events, sports tournaments, religious fundraising events, AAU events.

### STAFF CHARGES (HOURLY)

	TIER I	TIER II	TIER III
CUSTODIAL (HOURLY)	\$0	\$48	\$96
SECURITY (HOURLY)	\$0	\$48	\$96
CAFETERIA WORKER (HOURLY)	\$0	\$48	\$96
AV TECHNICIAN (HOURLY)	\$0	\$50	\$100
ENERGY SURCHARGE (HOURLY)	\$0	\$40	\$80

### RENTAL RATES (FLAT RATE)

	TIER I	TIER II	TIER III
AUDITORIUM- HIGH SCHOOL	\$0	\$350	\$850
AUDITORIUM- MIDDLE SCHOOL	\$0	\$200	\$700
GYMNASIUM- HIGH SCHOOL	\$0	\$400	\$1000
GYMNASIUM- MIDDLE SCHOOL	\$0	\$250	\$800
CAFETERIA- HIGH SCHOOL	\$0	\$300	\$500
CAFETERIA- MIDDLE SCHOOL	\$0	\$200	\$400
KITCHEN- HIGH SCHOOL	\$0	\$300	\$500
KITCHEN – MIDDLE SCHOOL	\$0	\$250	\$400
CLASSROOM-HIGH-SCHOOL	\$0	\$50	\$100
CLASSROOM – MIDDLE SCHOOL	\$0	\$50	\$75
BRAMS HALL	\$0	\$200	\$500
PARKING LOTS	\$0	\$100	\$150
POOL	\$0	\$300	\$500

**STAFF FEES WILL BE CHARGED FOR ALL EVENTS THAT OCCUR ON WEEKENDS, HOLIDAYS OR HOURS WHEN SCHOOLS ARE NOT NORMALLY OPEN**

EVENTS FOR OUT OF CITY GROUPS WILL NOT BE SUBSIDIZED

Facilities Department has sole discretion for placing groups into the categories listed. For assistance in determining group classification please contact the Permitting office at (475) 220-1647



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# Rules and Regulations

- **ALL EVENTS AND PROGRAMS MUST HAVE AN APPROVED BUILDING PERMIT** issued by the BOE Facilities Department. This includes BOE\school sponsored events, City of New Haven events and outside organizations.
- **Insurance is required for all permits. See “insurance requirements” on page 4 of this document.**
- To obtain an event permit, an application must be completed and submitted to the facilities department at 375 Quinnipiac Avenue. This can be done via:
  - Mail:** 375 Quinnipiac Avenue, New Haven, CT 06513
  - Email:** heather.barbarotta@new-haven.k12.ct.us
  - Drop off:** 375 Quinnipiac Avenue, New Haven, CT 06513
- All individuals and groups utilizing Board of Education space must comply with State, City and District mandates regarding vaccination for COVID-19. Vaccine records, exemption forms and COVID-19 testing results must be maintained and current at all times and are subject to audit by the State without notice at any given time. (
- Permits are issued for only the dates, hours, and area and equipment specified. Permit holders shall not transfer or sublet the permit to another organization.
- Applications shall be filed with the Department of Facilities **a minimum of three weeks before** the day for which the application is made. Application must have ALL fields completed, including telephone number, email address and billing address of the applicant. PO box is not acceptable for a billing address.
- Priority of use goes to school related and government sponsored activities. Permits must be submitted with advanced notice in order to be considered for priority use.
- Weapons of any kind are not permitted on any NHPS property
- All security and custodial personnel must be hired through the NHBOE. Private companies are prohibited.
- The use of tobacco, alcohol, marijuana, or any illegal substance is not allowed in any of the New Haven Public School Facilities. There can be no advertising or decoration promoting such substances. Smoking and vaping are prohibited on all Board of Ed
- All activities **must be under competent supervision at all times** by a member of the organization using the facilities whom assumes full responsibility. This leader will insure proper use of the facilities by the participants, and audience. Participants are never to be left unattended.
- Damages or theft of school property deemed to be caused during an event or activity will be charged to the applicant.
- New Haven Public Schools reserves the right to determine if a custodian or security/police officer is required.
- No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- Inflatables are prohibited inside of any NHPS facility (including but not limited to bounce houses, pools, balloons etc...)
- All appliances or electrical equipment must be listed on permit request application for approval
- Vending of food or any other items is not permitted unless authorized by the City of New Haven's Permit & License Center (203-946-8388).
- Rental charges shall be made in accordance with the schedule of rental rates. Rates are charged at the sole discretion of the department of facilities for New Haven Public Schools. All fees for rental and custodial labor are estimated costs prior to use. Actual fees for rental and custodial labor are determined after the event has taken place.



# Rules and Regulations

- Special sound and audio visual equipment must be operated by a designated NHPS technician.
- The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in the permit.
- When use of Audio Visual or Television equipment is needed, details must be communicated precisely on application to determine if an AV technician is required.
- Events will not be "penciled in". Permits are not issued without an appropriate application submitted and approved.
- The Permitting Office must be notified if the number of attendees changes from that on the application submitted.
- If a partnership is indicated on your permit application, documentation from the district must be provided.

## **INSURANCE REQUIREMENTS**

You are required to provide a certificate of insurance for your event. If your organization does not currently have a minimum \$1M active commercial general liability policy **AND** \$1M Abuse & Molestation policy, you will need to acquire at a minimum a single-day policy for the date of your event (additional days of coverage if setup is prior to the event date or if your program or event spans multiple days). Homeowners insurance or medical insurance does not meet the insurance requirements.

The insurance certificate must have the following listed as additionally insured:

1. **The New Haven Public Schools**  
**54 Meadow Street**  
**New Haven, CT 06519**
2. **The City of New Haven**  
**200 Orange Street**  
**New Haven, CT 06510**

