



NEW HAVEN PUBLIC SCHOOLS

Use of New Haven Public Schools Facilities 2020

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 not covered in Category 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 New Haven Public Schools at (203) 691-3900.



NEW HAVEN PUBLIC SCHOOLS

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.
- In order to receive a permit the building use form must be completed and returned to the facilities department at 654 Ferry Street.
- 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 at least **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.
- 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.
- The use of tobacco, alcohol, 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.
- 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.
- 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.
- Rental changes 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.
- Special sound and audio visual equipment must be operated by a designated NHPS technician.
- Food and drink must not be transported from the area designated on the permit.
- Rental of the café space DOES NOT include use of kitchen space or equipment. Special permission and staff is required for use of kitchen.
- An organization's equipment that is to be used in conjunction with the activity must appear on permit application, be authorized on the permit approval and removed immediately thereafter.
- All ordinances pertaining to public assemblies will be enforced.
- Rooms and areas used shall be left in the same condition they were prior to permitted use.
- A cancellation fee equal to 2 hours custodial overtime will be charged **to every and all permit holders** if event is cancelled within 48 hours of the event. Refunds are given in the event of inclement weather, and when events are cancelled with 48 hour notification. Events or activities may be automatically cancelled due to inclement weather.
- Violation of rules or regulations can result in the loss of building use.
- All permits are considered revocable and not a guarantee of usage. The board of education may reject any application or revoke any permit.
- All groups must provide a certificate of insurance in order to use a building operated by New Haven Public Schools.
- Payment in full must be received **(7) business days before** your scheduled event.
- **Payment ONLY in the form of Certified Bank Check or Money Order** will be accepted. Cash or personal checks are NOT an acceptable form of payment.

INSURANCE REQUIREMENTS

You are required to provide a certificate of insurance for your event(s). If your organization does not currently have a minimum \$1M active liability 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). The insurance certificate must have the following listed as additionally insured:

1. The New Haven Public Schools
2. GoTo Services

