

DARIEN PUBLIC SCHOOLS FACILITY USE GUIDELINES

The Board of Education has adopted a revised 2014-15 facility rental/usage rate structure for all of our facilities that will go into effect on January 1, 2015.

We will be requiring accurate information from all user groups on a yearly basis, and this includes, but is not limited to the following:

Non-Profit local sport groups need to provide:

- The group must present a 501C-3 certification
- The group must be based in Darien
- 66% or more of the participants must be Darien residents (roster must be presented)
- No individual or group shall be permitted to misrepresent their facility use under the guise of a non-profit group in order to receive non-profit fees. All facility use requests must be received directly from the non-profit organization.
- Proof of insurance (sample provided) and no facility use will be permitted until Certificate of Liability is received by the Board of Education and reviewed for accuracy.

Sport Clinics & Clubs:

- Will provide insurance certificate and submit a roster of participants prior to scheduling any facilities. If all participants are Darien residents, this group will pay the “camper” fee rate per the Approved Fee Schedule.

The following guidelines will apply:

- Minimal Rental: 1 hour on school days, 3 hours on non school days (applies when building must be opened for only one group).
- There will be no facility use if district is closed due to a holiday or inclement weather.
- Town of Darien Waiver: The hourly rental rates are waived for Town of Darien use of facilities (excluding summer camps).
- Girl/Boy/Cub Scouts rental rate exempt during school days. Non-profit rates and custodial fees apply on weekends.