

## **SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES GUIDELINES**

- 1) Requests for use of school facilities should be submitted to the Superintendent's Office prior to the anticipated activity. Authorization to use school facilities by outside groups will be granted on a "first come-first serve" basis. At least two weeks advance notice to the Superintendent's Office is recommended.
- 2) Maintenance personnel shall be on duty at all times when facilities are in use.
  - a) Student Organizations – no charge
  - b) Not For Profit Organizations – no charge
  - c) For Profit Organizations – hourly fee to be established annually by the Superintendent of Schools and approved by the Board of Education

Every effort will be made to schedule facility use by outside groups during normal staffed hours in order to minimize cost to the district.

- 3) The School District may not aid or perpetuate discrimination on the basis of race, creed, color, country of national origin, religion, sex, age, marital status or disability. Community groups and organizations should review their use of school facilities request for conformity. The District reserves the right to require evidence of compliance with civil rights law.
- 4) All activities conducted on school property shall conform with New York State law and municipal ordinances.
- 5) Organizations authorized to use school facilities assume responsibility for the conduct of both participants and spectators. Each group shall designate a responsible adult representative who must be present at all times. Arrangements for supervision of anticipated crowds must receive prior approval of the building principal.
- 6) School facilities must be left in the same condition as they are found. Desks, displays, etc. should not be disturbed. All electrical equipment or movable properties owned by the District shall at all times remain under the control of the District.
- 7) The District will assume no responsibility for equipment or property belonging to a community group or organization. Such property shall not be stored on school property, unless specifically approved by the Superintendent or his/her designee.
- 8) Community groups shall be liable for any damage to school property resulting from activities they sponsor. A check of the school facility shall be made before and after each activity by the "person in charge" and the staff member assigned.
- 9) If the pool is to be used, an adult lifeguard, with a valid American Red Cross advanced Life Saving and Water Safety Certificate must be on duty. Each group is responsible for paying for the lifeguard(s) assigned by the district. Rules for use of the pool are posted in the pool room and must be strictly observed.

(Continued)

# REGULATION

2009

3280R

3-11-09

2 of 2

Community Relations

## **SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES GUIDELINES (Cont'd.)**

- 10) If audio-visual services are requested, organizations are required to pay for district assigned personnel.
- 11) Kitchen facilities are not available for use.
- 12) Vehicles are not allowed on grassed areas or athletic fields. Parking for any large event should be controlled by sufficient personnel. Use of auxiliary police for this purpose may be required.
- 13) Admission charges, approved registration fees, or concessions may only be administered as stated on the request.
- 14) Except for rest room facilities, participants and spectators should remain in the area or room assigned for an activity.
- 15) The District assumes no liability for injuries resulting from community group activities. The District may require submission of a certificate of liability or insurance bond to the Superintendent or his/her designee.
- 16) The School District or its representative must have free access to all facilities at all times.
- 17) The District reserves the right to revoke authorization to use school facilities at any time.
- 18) **A Use of Facility Form with all required attachments must be submitted before any space is reserved.**
- 19) The Superintendent of Schools shall in the event of a contingent budget determine appropriate use fees to be charged after the close of school each day and on non-school days, to satisfy legal requirements related to contingent budgets.

### **Smoking, Drugs and Alcoholic Beverages**

Smoking is prohibited in school buildings and on school grounds. No person shall knowingly have in his/her possession, upon any premises to which these rules apply, any alcoholic beverages and/or illegal or non-prescribed "controlled substance." ("Controlled substance" as defined by Penal Law Section 220.00.)