

PUBLIC USE OF SCHOOL FACILITIES REGULATION

1. Application forms for the use of school buildings or grounds can be obtained from the Business Office. Such applications must be signed by a responsible person over 21 years of age and submitted, in quadruplicate, to the Office of the School Business Administrator at least two weeks prior to the function for single events, by February 15 for summer/fall sports, and by August 15 for winter/spring sports.
2. Groups, which are associated with or sponsored by the district, shall have first preference.
3. The Superintendent of Buildings and Grounds on duty is to be regarded as the representative of the Board of Education.
4. There shall be no use, possession, sale or distribution of alcohol or controlled substances as defined in Board policy 5312.1, Drug and Alcohol Abuse, at any time in the school buildings or on school property.
5. There shall be no smoking on school property.
6. Regular gym shoes must be worn when sports or games are conducted on the gymnasium floors.
7. Children's activities must be under strict supervision of adult sponsors at all times. Sponsoring organization officers are responsible for insuring adequate supervision.
8. The Building Principal under whose supervision the event is scheduled shall determine the number of police, fire personnel, school employees and chaperones required to maintain adequate security.
9. When school and PTA sponsored events are held, the Principal or his/her designee shall be present at the event and shall be responsible for approving and supervising the chaperons and police and fire personnel to be used.
10. When non-school sponsored events are held, the person signing the request for use of the buildings or grounds will be responsible for maintaining security in lieu of the Principal or his/her designee.
11. The Business Administrator shall be responsible for contracting all required security personnel such as police and fire personnel.
12. Any group using school facilities is required to pay for the security (i.e., police and fire personnel) required by the Building Principal and contracted for by the Business Administrator. In the case of the Parent-Teacher Association and Board-approved booster organizations, the Board will provide up to \$500 in security cost in any one school year. In addition, the Board will provide up to \$500 for security and custodial costs to each Building Principal for approved student organizations.
13. Any group using building facilities for fund raising activities are required to pay for the services of custodians, as well as police and fire personnel.
14. Responsibility for order and safety must be assured by the applicant. Any damage to school property shall be reimbursed by the organization using same.
15. The space used shall be vacated no later than 11 p.m., unless a specific exception is granted in the permit.

16. A detailed financial statement showing total receipts and expenses for each use of building(s) or grounds for which admission is charged must be available on request.
17. It shall be understood that the Superintendent of Schools or designee has sole authority to grant or reject requests for the use of school facilities and equipment.
18. Any group using school facilities is required to present evidence of liability insurance, with the district named as an additional insured, in an amount deemed adequate by the Superintendent or Business Administrator.

Permitted Uses

District facilities may be used for the purposes listed below, subject to the conditions and restrictions set forth in this policy.

1. Instruction in any branch of education, learning or the arts.
2. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
3. Social, civic and recreational meetings and entertainments, or other uses pertaining to the welfare of the community so long as such uses are non-exclusive and open to the general public.
4. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
5. Polling places for holding primaries and elections, for the registration of voters and for holding political meetings.
6. Civic forums and community centers.
7. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
8. Child-care programs when school is not in session, or when school is in session for the children of students attending schools of the district and, if there is additional space available, for children of employees of the district.
9. Graduation exercises held by not-for-profit elementary and secondary schools.

Prohibited Uses of School Buildings and Property

State Education Law and the Constitution of New York State specifically prohibit the following uses of school buildings and property:

1. for any purpose that will in any way interfere with the use of school buildings, grounds, or other school property by the school;
2. by any outside organization or group to conduct religious services or religious instruction;
3. by any person or profit-making organization for personal or private gain, financial or otherwise;
4. for holding a social, civic or recreational meeting or other use pertaining to the welfare of the community, unless such meeting, entertainment or use shall be non-exclusive and open to the general public;

5. for a meeting, entertainment, or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or charitable purpose approved by the Board; and/or
6. for a meeting, entertainment or occasion where admission fees are charged, if such meeting, entertainment or occasion is under the exclusive control and the proceeds are to be applied for the benefit of a society, association, or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization, other than any organization of veterans or of volunteer firefighters or volunteer ambulance workers.

Use of School Facilities by School Personnel

Any use of school facilities for school-related activities will be scheduled through the Building Principal. Any other use outside the regular school week will be scheduled through the Superintendent of Schools.

Recognized collective bargaining units may use school facilities to conduct meetings as specified in the collective bargaining agreement(s).

No students are allowed in a school building unless appropriate school personnel is on duty. Scheduling in advance will ensure that the space requested is available and not given to outside groups.

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