

1. School activities shall have first preference.
2. The custodian on duty is to be regarded as the representative of the Board of Education.
3. 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, of intoxicating beverages at any time in the school buildings or on school property.
4. An hourly charge, established by the Board of Education, will be paid to the school district for the custodian's performance of any duties above and beyond his/her regular work load.
5. There shall be no smoking or use of e-cigarettes in school buildings or on school grounds.
6. Regular gym shoes must be worn by participants in sports or games conducted on the gymnasium floors. Spectators are to walk in designated areas.
7. All activities for elementary and secondary school students and/or individuals under the age of 18 must be under strict supervision of adult sponsors at all times.
8. Only authorized school district employees or adults authorized by the School Lunch Manager shall operate kitchen equipment. A minimum charge, established by the Board, per hour per person employed will be charged when use of the kitchen is required.
9. Only authorized school district employees or adults authorized by the Building Principal shall operate stage, sound, lighting, and projection equipment. If a member of the professional staff is required to be present, he/she shall be paid at the negotiated rate.
10. Responsibility for order and safety must be assured by the applicant. S/he or a qualified designee must be present at the event. Any damage to school property shall be reimbursed by the organization using same.
11. The space used shall be vacated no later than 11 p.m., unless a specific exception is granted in the permit.
12. A detailed financial statement showing total receipts and expenses for each use of the building(s) or grounds for which admission is charged must be available on request. The financial statement, once in possession of the school district, becomes a public record.
13. It shall be understood that the Superintendent or designee has sole authority to grant or reject requests for the use of school facilities and equipment.
14. Any group using school facilities is required to present evidence of liability insurance, with the District named as an additional insured, in the certificate holder section, in an amount deemed adequate by the Superintendent or designee or Assistant Superintendent for Business, but not less than \$1,000,000.
15. In case of an emergency, all buildings will be available to the American Red Cross.
16. All individuals shall act in a manner consistent with all applicable federal and state laws and regulations, as well as all policies, regulations and/or rules of the school district including policy and regulation, 1520 and 1520-R, Public Conduct on School Property.
17. Applicants requesting the use of the District's facilities must be residents, except when the applicant is providing a community forum or event for the civic good (e.g., candidate debate). Proof of residency may be requested.
18. Use of facilities is limited to the sole purposes documented in this policy and regulation and in the application form to be completed by any applicant desiring to use District facilities. [See Rules contained in Exhibit 1500-E].

#### *Uses Permitted for District Residents*

In accordance with State Education Law, the following uses of school buildings and grounds are acceptable:

1. for instruction in any "branch of education, learning or the arts;"
2. for "social, civic and recreational meetings and entertainments, and other uses pertaining

- to the welfare of the community;”
3. as polling places for holding primaries and elections and for the registration of voters;
  4. for “civic forums and community centers;”
  5. for graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed;
  6. to provide child care services during nonschool hours, provided that the cost of such care shall not be a school district charge but shall be paid by the person responsible for the support of such child, the local social services district as authorized by law, or any other public or private voluntary source; and
  7. for all other purposes as authorized under Education Law 414.

*Prohibited Uses of School Buildings and Property*

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

1. for meetings sponsored by political organizations unless authorized by the voters;
2. for any purpose that will in any way interfere with the use of school buildings, grounds, or other school property by the school;
3. 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;
4. for a meeting, entertainment, or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational, charitable or community purpose approved by the Board; and/or
5. 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 firemen or volunteer ambulance services.

*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, including extended hours, will be scheduled first through the approval of the Building Principal followed by the approval of the Superintendent of Schools or designee. If the request involves the use of any of our athletic facilities, the Athletic Director must approve the request prior to it being sent to the Superintendent or designee.

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.

*Fees*

All groups are charged uniformly for the use of facilities (auditorium, gymnasium or cafeteria, etc.), except as noted under “Waived Fees” when the school district incurs an additional expense.

Use of District facilities by community and affiliated organizations (non-student) outside the regular school week, including extended hours, shall be governed by the following fees:

Auditorium	\$300.00 per event
Pool	\$100.00 per hour
High School Gymnasium	\$200.00 per event

All Other Gymnasiums	\$100.00 per event
Cafeteria/Cafetorium	\$100.00 per event
Kitchen	\$100.00 per event
Classroom	\$100.00 per event
Fields	\$150.00 per event

Added to the above charges will be costs for personnel: custodial, kitchen, lights and set technicians, including fifteen (15) minutes before and after the event to provide for opening and closing the facility. Hourly rates will be provided at the time of application for building use.

### *Exceptions*

A School Board-approved Memorandum of Agreement between the District and a community or affiliated organization shall supersede the above fee schedule.

### *Waived Fees*

Affiliated groups, which include PTAs, PTOs, PTSAs, PTA Council, Scholarship Council, VCEF and All-Night Grad may have fees waived for facility use.

In the event of a contingent budget where the community has not approved a separate Use of Facilities proposition, organizations are responsible for all identifiable costs. The building administrator will provide these costs at the time that the building use application is submitted. PTO/PTA/PTSA/PTA Council sponsored events are not subject to this charge.

### *Political Meetings*

School facilities may not be used for political activity. Meetings for the purpose of designating or selecting candidates for public office in the form of caucuses or debates are not permitted.

### *Duties of Custodial Crew*

In dealing with these groups, the custodial crew will:

- a. arrive fifteen (15) minutes early;
- b. assist with set-up if requested;
- c. clean up, if necessary, after the group leaves;
- d. make sure that participants are not wandering around the building; and
- e. check and lock the facility after everyone has left.

Entrance doors will be kept locked until approximately fifteen (15) minutes before the activity is scheduled to begin.

Any problems with the groups should be reported in writing, indicating date and nature of the problem, to the District office.

### *Billing to Outside Group*

Statements covering complete charges will be rendered immediately from the Building Principal's office and payment will be made promptly according to instructions.

### *Insurance*

Community and/or other outside groups and organizations requesting the use of District facilities shall be required to provide liability insurance, together with certificates thereof, in such amounts and with such companies as shall be acceptable to the Board. In addition, the Board may

require that the District be named as an additional insured party (co-insured) on the certificate(s) of insurance.

Notwithstanding these specific policies and rules, the Superintendent or designee reserves the right to deny approval of any application or request made for the use of District facilities, including the right to modify or alter any schedule of charges.

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