

PUBLIC USE OF SCHOOL FACILITIES REGULATION

Application for Use of Facilities

The following priority guidelines will be used when receiving applications for the use of school facilities:

1. School activities.
2. School-connected activities.
3. Non-school educational activities for children and youth.
4. Other community based cultural, educational, and recreational groups.
5. Other groups.

In all cases, the building administrator will make the final determination for facility use.

A certificate of insurance with full coverage as outlined by New York State law must be provided to the district prior to the use of the facilities.

All permits for the use of facilities will be issued for the specified times and locations only. All permits are nontransferable and are restricted to the specified purposes stated on the building use permit.

Permitted Activities

School organizations, nonprofit organizations, and for profit organizations may be permitted to use school facilities, if found to be in compliance with the governing rules and regulations.

Permitted activities include the following:

1. instruction in any branch of education, learning, or the arts;
2. social, civic, and recreational meetings and entertainments, as long as they are related to the welfare of, and are open to, the general public;
3. meetings or events where an admission fee is charged, as long as the following requirements are met:
 - the proceeds serve an educational or charitable purpose; and
 - the meeting or event is not for the exclusive benefit or under the exclusive control of society, association, religious sect or denomination, or fraternal, secret, or exclusive society, other than any organization of veterans or volunteer firepersons.
4. use as a polling place for public elections;
5. instruction for disabled minors if operated by a private organization approved by the Commissioner of Education;
6. recreational, physical, and athletic events, including competitive athletic contests for children attending a private, nonprofit school; or
7. child care services during non-school hours, that comply with the rules and regulations of New York State Law.

The district may refuse any request to use school facilities if it decides that the use of the facility is not in the best interests of the district. The district will not, however, deny any request to use the facilities for an otherwise permissible activity solely because the activity expresses a particular religious or political viewpoint.

School facilities will not be used by our athletic teams and/or school-related groups on the following days:

Thanksgiving Day; Christmas Day; New Year's Day; Good Friday;
Easter Sunday; Memorial Day; and Labor Day

Requests for use of school facilities on Sunday will be considered if the coach or advisor feels he/she must use the building on Sunday (after 12 noon) due to unusual situations such as eligibility standards, meeting weight certification, a make-up sectional meet or like situation. Where the desired use is athletic in nature, a written request must be submitted to the Athletic Director who will meet with the Building Principal to decide whether to approve or deny the request. Where the use is for a non-athletic group, the written request must be sent to the Principal for a decision.

Requests by non-school groups for Sunday use of facilities will be limited to only after 12 noon unless it is a two-day event. In this case, the group can start before 12 noon on a Sunday.

Rules Governing Use of School Facilities

1. All youth activities must be supervised by an adult (over 21 years old) whose name appears on the building use permit.
2. All activities are restricted to the areas listed on the permit.
3. All rooms and facilities used must be left in a clean, usable condition.
4. Any group using the school facilities must pay for any additional custodial costs for cleanup over and above any standard cleaning.
5. Any group using the school facilities will pay for any damage resulting from the use.
6. No alcoholic beverages or illegal drugs are permitted on school grounds.
7. Smoking and/or the use of tobacco products are not permitted in school buildings or on school grounds.
8. The school telephone is not to be used, except to secure assistance during a bona fide emergency.
9. A member of the cafeteria staff must be present at all activities which involve the use of school kitchen facilities. The Director of Food Services may waive this requirement in cases where the use of the kitchen facility will not be extensive and/or where responsible adults, provided by the organization, can be properly trained and approved, in advance, by the Director of Food Services or his/her designee.
10. Pool use:
 - a. A school staff member or other approved person who is currently American Red Cross (ARC) certified in Lifeguard Training and CPR/AED must be in the pool area during the entire period of use as per New York State Health Department.
 - b. One ARC certified lifeguard must be on duty for every 25 people.

11. Non-public school, extra-class athletic activities held on public property will be attended by a person certified in first aid and CPR, pursuant to section 3001-c of the Education Law.

Approved: July 1, 2001

Revised and Approved: February 6, 2008, Administrative Council; July 13, 2018, Board of Education