

**POLICY #83**

Community Use of School Facilities

The Board of Education welcomes and encourages the use of school facilities by school and Greene Central School District community organizations for education, recreational, and cultural activities that do not interfere with the normal school program and are within such limits as may be set by Education Law.

Regulations which shall determine the terms and conditions for such use and which will include a usage fee (rental) at least in an amount to cover resulting expenses will be established from time to time. These regulations will provide for maximum protection and safety of the property, equipment and users.

Any additional expenses to the School District for custodial services, supervision, or damages resulting from an organization's use of school facilities will be paid by the organization. An additional fee may be applied for approved facility use outside of regular hours.

Usage:

Any recognized Greene Central School or Greene Central School District community group, whose social or cultural functions contribute to the Community, may use the District facilities upon written permission from the designated representatives of the Board of Education.

Organizations which are affiliated with the school, such as parent-teacher groups, booster clubs, etc., may use the school at no expense except during a contingency budget year.

School facilities may be used for any of the following:

- a) For the purpose of instruction.
- b) For Public Library purpose.
- c) For holding social, civic and recreational meetings and entertainments, and other used pertaining to the welfare of the community and open to the public.
- d) For meetings, entertainments and occasions where admission fees are charged, when the proceeds thereof are to be expended for an educational or charitable purpose. Exceptions to this purpose are for veterans' organizations and organizations of volunteer firemen.
- e) For civic forums and community centers.
- f) For polling places for holding primaries and elections and for the registration of voters.
- g) For recreation, physical training and athletics, including competitive athletic contests of children attending a private or non-public school.

Community Groups:

- a) Requests to use school facilities will be made in writing to the Superintendent/District Office. Forms may be obtained from the District Office. The Superintendent or designee will examine the request and if it is in accordance with the Board of Education regulations, will approve and assign to the building calendar.
- b) The Superintendent will submit requests for use of school facilities by community groups for events at which admission will be charged to the Board of Education for approval. In addition, the Superintendent may submit other requests for use of District facilities, which he/she believes to be of an unusual or controversial nature to the Board of Education for final approval.
- c) After verification, the Superintendent or designee will distribute “Facilities Use” requests as follows:
  1. Sponsor
  2. Building Principal
  3. Facilities Director
  4. Business Office
  5. Others as needed

School Groups:

- a) Request forms are to be forwarded to the Superintendent/District Office.
- b) After verification, the Superintendent or designee will distribute “Facilities Use” requests as follows:
  1. Sponsor
  2. Building Principal
  3. Facilities Director
  4. Business Office
  5. Others as needed

Facilities Director/Designee Report on Use of Facilities

- a) The Facilities Director or designee will complete three copies of a memo for any outside organization using the facilities, following the event when a problem has been identified.
- b) One copy of the memo will remain on file with the Business Office. One copy is to be forwarded to the Superintendent’s office.
- c) Reports indicating inappropriate use of School District facilities will be directed to the Facilities Director who will consult with the Superintendent of Schools when resolution is necessary.

Facility Denials

The sponsor will be notified in writing if the request is unable to be honored because of previously scheduled events or Board of Education regulations.

Person in Charge

The person in charge of the groups is responsible for:

- a) Notifying the school as soon as possible if the event is to be cancelled or delayed.
- b) Maintaining order, keeping unauthorized persons out of the building, confining all activities and persons to the assigned area.
- c) Providing, AT THE EXPENSE OF THE ORGANIZATION, a uniformed officer at all functions when so requested by the District.
- d) Smoking and or use of alcoholic beverages are not permitted in any Greene Central School District buildings, vehicles or property.
- e) The immediate removal of any non-school equipment. Special permission must be requested of the Facilities Director if equipment cannot be removed on the day of the event.
- f) Leaving school properties as found (i.e., furniture arrangement, etc.)
- g) Providing Public Liability Insurance to protect the Board of Education and the Greene Central School District in an amount satisfactory to the Board of Education. **A certificate of insurance with limits of \$1,000,000 for each single occurrence and \$3,000,000 aggregate must be presented listing the District as an additional insured. The Board may waive this requirement on a case by case basis. If a waiver is granted, the attached release form must be completed.**
- h) Providing ticket sellers, ushers and incidental labor including supervisors of parking, when necessary.
- i) Vehicles may not be parked on lawns, playgrounds, or in no-parking areas of roads and driveways.
- j) For security reasons, no school or community group within Greene Central School District will be permitted to use any part of a school building without a custodian or other authorized personnel on duty.
- k) There will be a charge of \$15.00 per hour per employee for use of the facility outside normal staff hours. The District reserves the right to determine the number of personnel required to cover the event.

Use of special areas (i.e., Home & Careers, Computer Lab, Weight Room) requires Board of Education approval. Cost will be determined based on the nature of request and staffing needs.

**Fee schedule will be as follows: in addition to employee charges referred to in (k):**

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| 1. | Cafeteria and/or Kitchen<br><i>School Cafeteria Personnel Required</i> | Cost will be determined based on the nature of request and staffing needs |
| 2. | Primary School Gym<br>MS/HS Gym<br>Intermediate Gym                    | Cost will be determined based on the nature of request and staffing needs |
| 3. | Turf Field<br>Pool<br>Auditorium<br>Fields                             | Cost will be determined based on the nature of request and staffing needs |
| 4. | YMCA After School Program  | Cost will be determined Based on the nature of Request and staffing needs |

Joint Recreation Commission, Greene Performing Arts, YMCA, School Booster Clubs, Greene Scholarship Committee, PTO, Greene Community Picnic Association and Alumni Association are exempt from usage fees ***except during a contingency budget year***. A contingent budget will result in a fee in an amount sufficient to defray the expense resulting from such use by these groups.

The following guidelines will apply to those persons requesting the facility use and responsible for the security and safety of the facility and activity.

This phase of the policy will be signed by the person responsible.

- a) Use Requirements
  - 1) Payment is required upon approval of request and prior to use.
  - 2) All persons will enter the school through the door closest to the area to be used.
  - 3) Only the area scheduled for use will be used. No one shall be in any other part of the facility.
  - 4) Only the equipment and/or energy requirements requested will be used.
  - 5) When the activity concludes, the person responsible shall be sure that all of the facilities used are secured. This includes lighting, as well as all doors and windows and that everyone has vacated the premises. The person responsible shall notify a designated member of the custodial staff that the facility is secure.

6) Failure to abide by the above regulations:

First Failure

- a) If it is determined that the facility and/or equipment, etc. requested is not left as found, the person responsible shall make restitution in the amount needed to return the area to its “found” condition.
- b) The person responsible will lose the privilege to use school facilities for a period of thirty (30) days.

Second Failure

- a) If it is determined that the facility and/or equipment, etc. requested is not left as found, the person responsible shall make restitution in the amount needed to return the area to its “found” condition.
- b) The person responsible shall lose all rights to keys and use of the school facilities without a member of the custodial staff being present and in charge of the facility. A custodial fee shall be charged.
- c) The facility will not be used by the same person or their group at any time other than the time the facility would be normally used.
- d) A copy of the report on the misuse of the facility shall be placed in the appropriate file.

7) Signature:

This notice shall be read, agreed to and signed by the person responsible and the Facilities Director or designee before approval is given by the School Superintendent.

Education Law Section 414 (a)

First Reading:	November 30, 1994	Replaces Policy #3260 1990
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