

**PUBLIC USE OF SCHOOL FACILITIES**

While the district's school buildings and grounds are maintained primarily for the purpose of educating students within the district, the Board of Education recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities.

This policy is intended to identify the uses that community groups may make of those facilities.

*Permitted Uses*

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

- A. Instruction in any branch of education, learning or the arts.
- B. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
- C. Social, civic and recreational meetings and entertainments, or other uses pertaining to the welfare of the community so long as such uses are nonexclusive and open to the general public.
- D. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
- E. Polling places for holding primaries and elections, for the registration of voters and for holding political meetings.
- F. Civic forums and community centers.
- G. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
- H. 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.
- I. Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.
- J. Instructors offering school approved continuing education classes may charge fees and make profits when activities are approved by the Superintendent***

*Prohibited Uses*

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited.

- A. Meetings sponsored by political organizations.
- B. Meetings, entertainments and occasions that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, association or organization or a religious sect or denomination or of a fraternal, secret or exclusive society or organization, other than veterans' organizations or volunteer fire fighters or volunteer ambulance workers.
- C. Use of district facilities by any outside organization or group to conduct religious services or religious instruction

*Conditions of Use for District Facilities*

1. As authorized by the Board of Education, the Superintendent of Schools may grant permission for the use of the school facility by non-school organizations and associations for educational, civic, charitable, and/or recreational purposes.
2. At all times, a responsible individual must be in personal charge of activities. This person is to answer for the observance of rules of proper conduct by all who have been permitted to use the property. Upon completion of the activity, this responsible person in charge must see that the building is secure and clean.
3. Soft-soled footwear must be used on the gymnasium floor, and no refreshments are allowed in the gymnasium/auditorium.
4. All fire, police and Board regulations and school rules are to be observed. No smoking is permitted. Use or possession of alcoholic beverages or nonprescription drugs is not allowed in the school building or on the school grounds.
5. All applications for permission to use the school facilities shall be filled out in writing and on the form prescribed. It shall be clearly stated what the nature and purpose of the usage is, who will be attending, who will be in charge, and that each individual holds the school district not liable for risks taken on the premises. An organization will be required to sign a "Hold Harmless" agreement prior to usage of the facilities which indemnifies the school district against any acts of negligence by the organization using the facilities.
6. The applicant organization or association is held responsible for the preservation of order and for any loss of property or damage to the property during usage.
7. At least one school representative shall be in attendance whenever the school is used by a community organization. Usually the proper cleaning and maintenance of the school building and/or school grounds requires an organized work schedule after school hours when activities may be scheduled. Fees will be charged to an organization for custodial services based on overtime work of our regular employees should a custodian be required after normal work hours.
8. Those using the building and/or grounds are expected to respect the furnishings and equipment of the school. Certain pieces of equipment cannot be used without specific permission from the supervisor in that area, e.g., cafeteria manager for kitchen appliances.
9. Should damages occur to the school building, grounds, or property in the school, the organization will be sent a bill for making restitution of the damages. That bill must be paid within five school days, and the organization's use of the facilities will be re-evaluated at that time.
10. Depending on the nature of the planned activity, the organization may be required to provide a certificate of liability insurance.

11. These provisions and conditions are subject to alteration or waiver at the discretion of the Board of Education.

Ref: Education Law §414

Cross-ref: 1510, Public Sales on School Property

1511, Advertising in the Schools