

HIGHLAND CENTRAL SCHOOL DISTRICT

Business Office, 320 Pancake Hollow Road, Highland, New York 12528

Building Use Policies and Procedures

Community Use of School Facilities – Policy #3280

It shall be the policy of the Board to encourage the greatest possible use of school buildings for community-wide activities. This is meant to include use by recognized civic, social and fraternal and religious organizations. However, in accordance with law, District facilities may not be used by community groups for aiding any religious purpose or for any denominational doctrine, instruction or service. Groups wishing to use the school facilities must secure written permission from the Superintendent and abide by the rules and regulations established for such use. The Superintendent, at his/her discretion, may consult with the Board of Education. Monthly reports may be made to the Board regarding community use of the school facilities.

Evacuation Procedures for Fire Emergencies

Your group or organizations representative will be required to notify persons in attendance at the beginning of a program, event or performance of the proper procedures to evacuate the building in an orderly and timely manner in the event of a fire emergency.

Auditorium Use

The following rules are to be used by all groups or organizations requesting the use of the auditoriums:

1. No food or beverages are allowed in the auditorium, on stage, or in the back stage area.
2. If there are requirements for light and sound, (other than standard house lights), arrangements need to be made well in advance of scheduled use.
3. Your group or organization is responsible for leaving the auditorium, stage and back stage area clean, neat and orderly.

Gym Use

The following is a list of procedures to be used by all groups or organizations requesting use of the gyms:

1. All participants using the gym floor areas must wear athletic footwear designed for indoor use. Other footwear can be dangerous to the participant and may leave indentations and marks on the floor.
2. Every organization should either prohibit gum chewing by all participants or will be required to check the gym floors for gum at the conclusion of the activity.
3. No food or beverages are allowed in the gym areas. Spilled beverages, lollipop sticks, etc. contribute to difficulty in maintaining clean floors.
4. All metal objects brought into the gyms for goals or other purposes must have rubber bumpers or cushions.
5. NO tape should ever be applied to the gym floors.
6. Participants must be supervised at all times to ensure proper use of district equipment. This includes deterring abusive practices such as hanging on basketball rims or nets.