

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd)

I. General Statement of Policy

The Highland Central School Board of Education encourages the use of all school facilities, after school hours, by responsible community groups as long as the usage does not interfere with operation of regular or after-school programs, proper adult supervision is provided, District and school policies and regulations are followed and facilities and equipment are treated with care and respect.

The Board authorizes the Superintendent or designee to establish procedures for the public use of school facilities including but not limited to the application form, fee schedule, insurance requirements and rules for use.

Authorization to use school facilities shall not be considered an endorsement or approval of the activity, group or organization nor the purposes they represent.

II. Authorized Events:

Administrators and Directors are authorized, together with the Superintendent of Schools, to approve the use of the school buildings and grounds when such use will not interfere with the school program for the following uses:

- a) Instruction in any branch of education, (including fine arts; athletics; academic enrichment, etc.).
- b) For holding social, civic, and recreational meetings and entertainments, and such other uses pertaining to the welfare of the community; but such meetings, entertainment, and uses shall be non-exclusive and shall be open to the public.
- c) For meetings, entertainments, and occasions where admissions fees are charged when the proceeds are to be expended for an educational or charitable purpose. Such use shall not be permitted if such meetings, entertainment, and occasions are under the exclusive control, and the proceeds are applied for the benefit of a society, association, or a fraternal, secret, or exclusive society or organization other than organizations of Veterans of the Military, Naval and Marine Service of the United States and organizations of volunteer firefighters or volunteer ambulance workers.

(Continued)

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd)

- d) For recreation, physical training and athletics, including competitive athletic contests of children attending a non-public, non-profit school, as well as graduation exercises held by such schools. District approval is needed for events of this nature.
- e) To provide child care services during non-school hours provided that the cost of such childcare shall not be a District charge and shall be paid by the persons responsible for the support of such child or the local social services agency or by any other public or private voluntary source.
- f) The use of school buildings for games of chance is prohibited.
- g) The District reserves the right to approve or disapprove any function to be held in the school building.

III. Priority of Usage

The following sets forth the priorities for groups using district facilities:

- a) School activities.
- b) School-connected activities.
- c) Municipal use, particularly for recreational or educational activities for children and youth.
- d) Other non-school educational activities for children and youth.
- e) Other community based cultural, educational, and recreational groups.
- f) Other groups.

IV. Deadlines for use of indoor and outdoor athletic venues

In order to appropriately schedule activities in accordance with the aforementioned "Priority of Usage" section of this policy, those wishing to use any indoor or outdoor athletic venues are asked to submit their request forms online by the following dates each year:

Fall (September-November) ----August 1st
Winter (December-February) ----November 1st
Spring (March-June) ----February 1st
Summer (July-August) ----June 1st

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd)

All applications will be reviewed and prioritized after the deadline dates. The guidelines set forth in the "Priority of Usage" section of this policy, rather than the order of submission of a particular request, will determine the scheduling of activities.

If in any particular season, according to the online district event calendar, an indoor or outdoor athletic venue is still available after the scheduling of events, users may request use of the space through standard online procedures.

V. Requirements:

The following are the requirements for use of school facilities:

- a) The organization/person in charge must complete an online building request form. The organization/person in charge will be provided with requirements regarding the use of the building or grounds at the time permission is granted.
- b) The District requires a responsible person to supervise such activity before approval is given.
- c) Proof of insurance is required and a deposit may be required. If required, the District must be named as an additional insured under the liability insurance policy.
- d) A custodian must be on duty while the building is in use. If a custodian is not already scheduled during the time of the event, the using organization must pay for a custodian to be on duty. A custodial fee is to be charged when overtime is required
- e) District cafeteria staff must be on duty if the using organization requests the use of district kitchen facilities. The cost for this will be the responsibility of the using organization.
- f) If the School Administration, in its sole discretion, determines that additional security is needed for an event, proper police protection must be arranged by the sponsor for any event for which admission is charged and proof must be presented to the School District prior to the use.
- g) The School District has a "Tobacco Free" environment. No tobacco products are to be used in any school building or on school grounds.

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd)

- h) There shall be no alcoholic liquors or beverages or illegal substances brought to or consumed in the buildings or on the school grounds.
- i) In the event that the School District is operating under a contingency budget, fees will be charged for all usage so that there will be no cost to the District, or the District may choose to limit access to facilities
- j) Groups using the outdoor lighted athletic facilities will incur a charge in an amount equal to the rate charged to the District by the local utility company.

VI. Usage Fees:

The Superintendent will develop, and the Board will adopt, a schedule of fees and a list of regulations for use in connection with each online request. A copy of the fee schedule and regulations will be available online within the building use management system.

VII. Fees or Admission Charges by Outside Organizations:

Organizations using the school facilities may charge admission fees only when the proceeds thereof are to be expended for a valid educational or charitable purpose; provided, however, that in accordance with the New York State Education Law, Section 414, no fees shall not be charged when 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 organizations of veterans of the military, naval, or marine service of the United States and organizations of volunteers firefighters or volunteer ambulance workers.

VIII. Damage by Outside Organizations:

The Board of Education is responsible for the care and maintenance of the District's buildings and facilities. The Board of Education, therefore, expects each group or organization using District buildings and facilities to provide the necessary supervision to prevent damage to the facility used and to provide for the welfare and safety of all those attending said function.

(Continued)

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES

Groups using school facilities are responsible for any damage incurred as a result of their use of school facilities. Such groups shall be charged for damages whether such were incurred by members of the group or by their guests. Any person in attendance who is not a regular member of the sponsoring group shall be considered as a guest of that group.

Failure to comply with this policy and its implementing regulations will result in the revocation of such permission as well as suspension or revocation of future use of school facilities. Necessary supervision for the care and safety of those attending the event or function, if not provided by the group, can be ordered by the Board of Education at the expense of the organization using such facility.

Education Law Section 414

Policy: 3280

Proposed: Prior to 2002

Reviewed by District Counsel (David Shaw): Prior to July 6, 2004

Initial Adoption: Prior to July 2002

Revised: 6/14/11