

PUBLIC USE OF SCHOOL FACILITIES REGULATION

1. School activities shall have first preference. School personnel authorized by the Superintendent of Schools shall have full access to all facilities at all times.
2. All requests for the use of facilities by a community group must be made on forms provided by the school district to the Principal in charge of the building or facility. The Principal shall recommend action on the application to the Superintendent, who in turn shall grant final approval or disapproval.
3. Approval for the use of a designated facility shall be granted only when the size of the group to be accommodated is sufficient to justify the use of that specific facility.
4. The custodian on duty is to be regarded as the representative of the Board of Education.
5. There shall be no use, possession, sale or distribution of alcohol or controlled substances as defined in Board Policy 5312.1, Drug and Alcohol Abuse, of intoxicating beverages at any time in the school buildings or on school property.
6. An additional charge to reimburse the school district for the necessary actual custodial services will be made for activities scheduled at times that are not within the regular scheduled working hours of the staff and requiring the services of a custodian.
7. If, in the opinion of the Superintendent, security guards should be employed for the activity, the cost for these guards shall be paid by the community group.
8. There shall be no smoking.
9. Regular gym shoes must be worn when sports or games are conducted on the gymnasium floors.
10. Children's activities must be under strict supervision of adult sponsors at all times.
11. Any activity or dinner requiring the use of kitchen food preparation equipment and dishwashing equipment shall require the employment of the necessary number of school food service personnel. The community group shall pay the cost of these actual salaries.
12. Only authorized personnel shall operate stage, sound, and projection equipment. If a member of the professional staff is required to be present, he/she shall be paid at the negotiated rate.
13. The group shall be responsible for the preservation of order during the activity and must agree to restore to normal orderliness any facility *or equipment* used. The group must also agree to restore to original condition any unwarranted destruction of property. The Board shall be the sole judge of what shall be called unwarranted destruction.
14. Buildings will be opened 30 minutes prior to the scheduled time of the event, but the scheduled closing may not be extended without prior approval of the Superintendent, and unless a specific exception is granted in the permit. All evening events shall be concluded by 10:30 p.m.
15. A detailed financial statement showing total receipts and expenses for each use of building(s) or grounds for which admission is charged must be available on request.
16. The right to revoke a permit at any time for the use of school facilities and equipment will be reserved by the school district's authorities
17. All individuals shall act in a manner consistent with all applicable federal and state laws and regulations, as well as all policies, regulations and/or rules of the school district including policy and regulation, 1520 and 1520-R, Public Conduct on School Property.

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THIS ENTIRE SECTION WILL BE DELETED FROM POLICY AND DISTRIBUTED ALONG WITH THE "BUILDING REQUEST FORMS".

The schedule of fees for the use of school facilities by community groups shall be as follows for usage during the regular scheduled working hours of the custodial staff.

Classroom - No fee shall be charged.

Auditorium

1. There shall be no fee if there is no admission charged.
2. If there is an admission charge, the high school auditorium fee shall be \$35.00.
3. Permission to use the auditorium shall be granted only to large groups.

Gymnasium

1. There shall be no fee if there is no admission charge, providing spectators are not invited to the event.
2. If there is an admission charge, the high school gymnasium fee shall be \$15.00, and \$1 0.00 for each elementary school gymnasium.
3. Permission to use the gymnasiums will be granted only for athletic uses.

Cafeterias and Kitchens

1. There shall be no fees providing only coffee and light foods are served.
2. Any activity or dinner requiring the use of kitchen food preparation equipment, and dishwashing equipment shall require the employment of the necessary number of school food service personnel. The community group shall pay the cost of these actual salaries.

Athletic Field

1. There shall be no fee for practice or for daytime activities, providing keys to the field can be issued to a responsible person in the group. Otherwise, a supervisor shall be assigned and the community group billed for the actual salary cost for this person.
2. If field clean-up is not performed satisfactorily by the group, in the opinion of school authorities, the school district shall assign personnel to do the clean-up and shall bill the actual costs of these salaries to the group.
3. For each use of the athletic field lights, \$15.00 per hour shall be charged. Lights shall only be available during the periods that the athletic power is on. In addition, the school district shall require a maintenance man in attendance during this night activity and will bill the group the actual amount of salary for this person.
4. There shall be a \$5.00 charge for each use of the refreshment stand.

PUBLIC USE OF SCHOOL FACILITIES REGULATIONSwimming Pool

1. No fee.
2. No activity shall be permitted without the assignment of a qualified pool supervisor approved by the Superintendent. Community groups shall be charged for the actual salary paid this supervisor. Supervisors shall work one-half hour longer than the scheduled time of the activity and receive pay accordingly.

Tennis Courts

1. Intensively used areas such as tennis courts may not be reserved for use by any organization.
2. *Individuals may gain access to the tennis courts by paying for a \$5.00 refundable key deposit.*

Buses

1. *Use of school buses will be available only to Municipal Recreation Commissions located within the School District boundaries.*
2. *A fee will be assessed for the use of buses and shall include a standard mileage rate, drivers' wages and drivers' benefits.*
3. *Bus drivers must be properly certified and licensed District employees.*
4. *The fee for drivers' wages and benefits may be waived by the District at the drivers' request if a volunteer can be obtained by the Municipal Recreation Commission.*
5. *Requests for the use of buses must receive the prior approval of the Superintendent of Schools.*

Exceptions - Community Night Swimming

Open swimming will be offered for all district residents at certain times. Fees for this activity shall be \$1.00 per student and \$1.00 per adult per hour. The salary cost of the qualified pool supervisor shall be paid by the school district.

Exceptions - Municipal Recreation Commissions

Activities sponsored by any municipal recreation commission shall not be subject to the charges for custodial services.

The commission shall, however, reimburse the school district for the salaries of any supervisor, monitor or qualified pool supervisor assigned and required by the school district.

PUBLIC USE OF SCHOOL FACILITIES REGULATIONExceptions - Educational Organizations

Non-profit educational organizations, such as the New York State School Boards Association, the Erie County Association of School Boards, the Western New York School Development Council and local and area associations of teachers and civil service employees shall be granted the use of the facilities under the same conditions as those pertaining to community groups.

Exceptions - Employees

School district employees may be granted special permission, only upon request and approval by the Principal, for limited use of school facilities providing there is no conflict with any other activities or maintenance schedules. Such permission shall also be subject to all other conditions of this policy that might apply.

Exceptions - Special Approval

For any use of facilities not covered in the foregoing policies and regulations, consideration and approval can only be granted by the Board.

Exceptions - Little League Football

Each team will be allowed once per year to use the lights without charge. ***This exception is subject to change based upon the District's cost for lighting the field.***

1st Reading – 09-02-15

Board Approval – 10-07-15