

DRYDEN CENTRAL SCHOOL DISTRICT
School Facilities Use Procedure

Policy #3280: Community Use of School Facilities

It shall be the policy of the Board that community groups shall be permitted and encouraged to use school facilities for purposes in accordance with established administrative regulations and procedures. This is meant to include use by recognized civic, social and fraternal and religious organizations. Groups wishing to use the school facilities must secure written permission from the Superintendent or his/her designee (who is authorized to approve and schedule, or revoke, the use of school facilities by non-school organizations) and abide by the rules and regulations established for such use. The Superintendent, at his/her discretion, may consult with the Board of Education. Quarterly reports may be made to the Board regarding community use of the school facilities.

Fees and Compensation

If facilities are being used outside normal working hours, the group using the facility may be billed for the school employee costs involved.

The Board of Education will set fees annually, and reserves the right to adjust fees when necessary.

The Board of Education reserves the right to waive any financial costs to any organization using school facilities.

PROCEDURE: School Facilities Use

Staff

District-Wide Facilities Use Coordinator:

Board appointed person authorized and supervised by the Superintendent to approve or revoke, and coordinate, schedule, maintain, and communicate district-wide school and community facilities use requests in an organized and efficient manner for both school and non-school groups. The school principals, athletic director, and other school personnel are responsible for submitting a list of scheduled school events to the Coordinator. Changes to the event schedule are to be relayed to the Coordinator in a timely manner. The Coordinator will incorporate both school and approved non-school events into one master calendar, and will, on a weekly basis, maintain and distribute this calendar to all individuals involved. The Coordinator will assist the parties involved in compromise and rescheduling should there be scheduling conflicts. The Coordinator will work with the appropriate school administrators/supervisors with regard to scheduling school staff and/or building use supervisors to work approved events as deemed necessary. The Coordinator will work with the District Treasurer to provide timely billing paperwork and will provide reports and information to the Superintendent and/or Board of Education as requested.

Building Use Supervisors:

Board appointed person(s) will work as needed and as scheduled by the Facilities Use Coordinator at approved school and non-school events. The Building Use Supervisor will manage and tend to the building and safety needs throughout the duration of the scheduled and assigned events. These needs could include but would not be limited to: regularly walking the building throughout the event to assure all doors/windows are secure and that individuals do not enter non-assigned areas of the building; turn on/off lights as needed, open and lock/secure assigned buildings, rooms, etc.; assist groups in the set-up/clean-up of their requested/needed items such as bleachers, tables, chairs, sound systems, use of telephone, mops, restock bathrooms, trash, athletic equipment needs (i.e., access to gym basketball baskets, nets, field markers, etc.) if the requested/needed items haven't already been taken care of by assigned school staff, etc.

Building use Supervisors should not be responsible for students who are part of a school related group. This responsibility will lie with the assigned coach/advisor.

Coaches/Advisors/Non-School Event Assigned Persons:

Coaches/Advisors/Non-School Event Assigned Persons will be responsible for supervising their group and will not leave the building/property until the last participant has departed. Under no circumstances should a participant be left unsupervised. Custodians and cleaning staff are not responsible for participant supervision. Building Use Supervisors should not be responsible for students who are part of a school related group. Requesting groups will also provide one or more person(s) as the District deems necessary, to assist the scheduled staff as needed with building security, parking, and/or other group needs. Failure to provide proper supervision can result in loss of the building use permit.

School Staff:

Cafeteria/Kitchen: The Facilities Use Coordinator will work with the School Lunch Manager and event contact person regarding the need for staff to be scheduled to work an event.

Cleaners/Custodians/Parking Attendants/Grounds: The Facilities Use Coordinator will work with the Superintendent of Buildings and Grounds and event contact person regarding the need for staff to be scheduled to work an event.

Pool/Fields/Gyms: The Facilities Use Coordinator will work with the Athletic Director and event contact person regarding the need for staff to be scheduled to work an event.

Auditorium/Other Rooms: The Facilities Use Coordinator will work with the appropriate administrator(s)/supervisor(s) and event contact person regarding the need for staff to be scheduled to work an event.

Facilities Use Minimum Expectations

1. Facilities use is not permitted for groups that are under exclusive control with proceeds being 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, and organizations of volunteer fire fighters or volunteer ambulance workers (NY State Education Department Law).
2. Scheduled school events will have scheduling priority over non-school events. In the event of scheduling conflicts, the Coordinator will assist the parties involved in compromise and rescheduling. Facilities use for in-season athletic events will have priority over athletic events not in season regardless if the group is school or non-school. The Coordinator and Athletic Director will work together to maintain the seasonal sport list.
3. Groups must exit buildings one-hour prior to the end of the cleaner's shift or by 9:30 p.m. Exceptions will be made for rehearsals, Board meetings, or special events cleared through the Coordinator and appropriate administrators/supervisors.
4. Each group requesting Facilities Use are to designate one or more person(s), as needed, that will take responsibility for supervising their group. Requesting groups will also provide one or more person(s) as the District deems necessary, to assist the scheduled staff as needed with building security, parking, and/or other group needs. Failure to provide proper supervision can result in loss of the building use permit. Additionally, any property damage that occurs will be billed to the person or group who completed the Facilities Use form.
5. All groups are required to submit a completed Facilities Use Request Form at least two (2) weeks in advance of the event and including the following documents:
 - Certificate of Insurance with General Liability limits of at least \$1,000,000 per occurrence and if applicable, Auto Liability of at least \$1,000,000 combined single limit.
 - Proof of non-profit organization status (if applicable)
 - For pool use, proof of certified lifeguard.Failure to submit the above documents with the completed request form will result in the request being denied.
6. The school principals, athletic director, and other school personnel are responsible for submitting a list of scheduled school events to the Coordinator who will incorporate the approved non-school events into a master facilities use calendar and will maintain and continually revise and distribute such calendar to all individuals involved.
7. Changes to the event schedule are to be relayed to the Coordinator in a timely manner.
8. The Coordinator will work with the appropriate school administrators/supervisors with regard to scheduling building use supervisors and/or required school staff to work approved events as deemed necessary.

Fee Schedule

1. Prior to the building use permit being released, the Coordinator will notify the event contact person of estimated fees of which the group will pay. Should a change in the event circumstances or cancellation occur; the Coordinator will make the adjustments and notify the group contact person as soon thereafter as possible and any additional fees will be paid or refunds made.
2. Groups will be responsible to pay fees incurred as a result of no-shows or last minute cancellations resulting in assigned staff showing up to work.

3. Groups will be responsible to pay fees incurred for staff needing to be scheduled for the event (i.e., building use supervisor, school staff, custodial support, etc.). Kitchen requests and fees must be reviewed and determined by the School Lunch Manager. NOTE: The District reserves the right to schedule additional staff to work events consisting of fifty (50) or more individuals based on circumstances and needs of the event.
4. Fees may be shared between multiple groups using similar facilities during the same timeframe with exception of seasonal and tournament facility use fees.

<u>Staff Fees:</u>	<u>Present</u> <u>Fee</u>
Building Use Supervisor	\$12.00 per hour

<u>Facilities Fees:</u>	
Tournaments	\$300 per day
Field Use Seasonal Non-School Practices/Contests/Events	\$150 per activity
Room Use Seasonal Non-School Practices/Contests/Events	\$100 per activity
Gym Use seasonal Non-School Practices/Contests/Events	\$150 per activity
Auditorium Use Seasonal Non-School Practices/Contests/Events	\$250 per group
Pool Use Seasonal Non-School Practice/Contest/Events	\$150 per group
Community Non-School Group Day Event	\$10 per hour
Non-Community Non-School Group Day Event	\$20 per hour
Use of Field Lights	\$50 per event
Cleaner/Custodial Support	\$25 per hour
Damage During Building Use	Parts and Labor

Seasonal = fall, winter, spring, summer

- The Board of Education will set fees annually and reserves the right to adjust fees when necessary.
- The Superintendent and/or Board of Education reserves the right to adjust or waive any financial costs to groups requesting such in writing due to financial difficulties and/or in-kind services provided to the school (i.e., equipment/uniforms/proceeds from concessions, etc.).
- The District reserves the right to adjust the facilities use procedures when necessary.

Approved: 7/11/05; Revised: 8/28/06; Revised: 7/7/09