

## **SUBJECT: SHORT TERM USE OF SCHOOL SPACE AND FACILITIES**

- a) The Superintendent may grant permission to organizations and individuals to use school space and facilities on a short term basis when District use is not required. It is the goal of the Board that there be prior communication with any organization seeking use of District facilities to ensure a clear understanding by all parties. Any use shall be pursuant to all regulations and requirements of the Superintendent or his designee. Such use shall also be subject to the rules and regulations of the District.

Permission may be granted to the organizations and individuals for activities as outlined below:

1. Organizations and Individuals
  - (a) School related organizations
  - (b) City government
  - (c) Other public educational organizations
  - (d) Other governmental agencies
  - (e) Private schools
  - (f) Service organizations
  - (g) Local, non-profit groups
  - (h) Corporations and businesses
  - (i) Individuals performing community service activities
  - (j) Individual adults and minors not affiliated with any group
2. Types of Activities
  - (a) Educational programs
  - (b) Teacher in-service programs
  - (c) Workshops
  - (d) Recreation

(Continued)

# POLICY

2010

3281  
2 of 4

T/

Community Relations

## **SUBJECT: SHORT TERM USE OF SCHOOL SPACE AND FACILITIES (Cont'd.)**

- (e) Parent-school activities
  - (f) Health clinics and social services activities
  - (g) Plays and performances
  - (h) Exhibits
  - (i) Meetings
  - (j) Fund raising activities, including, but not limited to, Booster organizations
  - (k) Social events
  - (l) Other community service activities
- b) In the event that use of the facilities by the outside group or individual conflicts with any District use, the outside group or individual shall not have priority of use of the facilities even if prior permission had been provided. The District shall endeavor to give as much notice of cancellation of permission as may be practicable.
- c) Groups and individuals must give at least a three (3) week notice of any request for use. Generally, use shall be determined on a quarterly basis and requests for use for the months of July 1 to September 30, October 1 to December 31, January 1 to March 31, and April 1 to June 30 cannot be made prior to thirty (30) days immediately preceding the first day in the quarter. Each group seeking use must submit a written request for any use describing the use sought, dates of such use, responsible individuals, and such other information as may be required by the District. In the event of a request for a special, one-time event is made, an organization, group, or individual may make a request for short term facility use at any time after October 15<sup>th</sup> consistent with subsection b above.
- d) Reservations shall first be provided to student, school, District, and school related groups prior to access being provided to outside organizations and individuals.
- e) Fundraising, including the use of any hallways or concession stands on District property, shall provide an equitable opportunity for all school related organizations as determined solely by the District in consultation with any affected groups. No school related organization shall have the right to dictate to any other school related organization the nature, timing, or location of any sales which have been approved by the District. All school related organizations requesting use of any District facilities, including, but not limited to, any hallways or concession stands, must meet with

(Continued)

# POLICY

2010

3281  
3 of 4

T/

Community Relations

## **SUBJECT: SHORT TERM USE OF SCHOOL SPACE AND FACILITIES (Cont'd.)**

the District and any other affected school related organization prior to such use and prior to the beginning of each athletic season to coordinate any use and to ensure equity of opportunities. The determination of the District shall be final and binding upon all organizations seeking use of District facilities. It is the intent of the District that in the event multiple groups seek use of the facilities, that there be prior communication and a mutual understanding and respect among the parties to ensure the fullest use possible with the least disruption to any party.

- f) Unless otherwise waived by the District, Organizations and individuals using school facilities shall provide proof of insurance in such form and with such provisions as may be required by the District and/or its insurance carrier. This will include, but not be limited to, the following:
1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the name of the district as an unrestricted additional insured on the permittee's insurance policies, with the exception of workers' compensation.
  2. The policy naming the district as an additional insured shall:
    - Be an insurance policy from an A.M. Best rated "secured," New York State admitted insurer.
    - Provide for 30 days notice of cancellation
    - State that the organization's coverage shall be primary coverage for the district, its Board, employees and volunteers
    - The district shall be listed as an additional insured by using endorsement CG2026 or broader. The certificate must state which endorsement is being used. A copy shall be included with the certificate of insurance.
  3. The permittee agrees to indemnify the district for any applicable deductibles or losses exceeding the permittee's insurance coverage.
  4. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
  5. Required Insurance of commercial general liability of \$1,000,000 per occurrence/  
\$2,000,000 aggregate.
- g) To use swimming pools, organizations or individuals are required to provide a qualified lifeguard.
- h) Organizations and individuals shall assume responsibility for damages incurred through their use. Charges will be assessed for any damage to District property which must be paid within thirty (30) days or prior to the organization's or individual's next use, whichever is sooner.
- i) All requests for use of school space and facilities will be made to the Superintendent of School or his designee.

(Continued)

# POLICY

2010

3281  
4 of 4

T/

Community Relations

- j) Requests for long term use (i.e., more than thirty (30) calendar days even if not continuous use) and/or unusual use not covered by this policy will be presented by the Superintendent for Board of Education approval prior to the first day of use.
- k) In addition, the organization or individual may be charged a custodial fee and usage fee.
- l) The organization or individual requesting the use of the facilities shall remain responsible to ensure that all Federal, State, and local laws, including, but not limited to any Health Department regulations, are met at all times.
- m) Fees for the use of any facilities shall be determined by the Board of Education on an annual basis.

## **Use of District Athletic Facilities**

The Board of Education recognizes that the athletic facilities were built using taxpayer funds. In order to ensure the continued viability of those facilities for the use of the children of the District, provisions must be made with regard to maintenance and access during those times in which the facilities are not in use by the District or students. The District, as part of the community, recognizes the importance of use of the facilities by individuals residing in the District. Therefore, the Superintendent is directed to develop procedures which will allow the use of District athletic facilities during those hours when they are not in use by the District. Such use shall be limited to District residents. Use of the all weather athletic field at the stadium shall be strictly prohibited. Furthermore, at no times shall pets other than recognized service animals for the visually impaired be permitted in the stadium facility.

NOTE: Refer also to Policy #3280 -- Use of School Facilities, Materials and Equipment

Adoption Date 9/28/10  
Revised 10/13/15