

## PUBLIC USE OF SCHOOL FACILITIES REGULATION

Any person or group wishing to use school facilities must fill out an application form in quadruplicate and submit it with an application fee and prescribe insurance certificates. The application must be submitted at least two weeks prior to the intended use of the school. Any changes in the request shall be submitted as soon as possible to the same school. Organizations requesting a series of uses may complete a single application for the multi-use and pay a single application fee.

After approval and before use, the Building Principal shall return one copy of the approved application to the applicant, and shall forward two copies to the building's head custodian and one copy shall be retained for the school file. The head custodian shall forward one copy after the intended use was completed to the Operations and Maintenance Office.

The Business Office shall bill the applicant and the bill must be paid within 30 days after receipt of the invoice.

1. School activities shall have first preference.
2. The custodian on duty is to be regarded as the representative of the Board of Education. The custodian services shall be billed at the overtime rate, including fringe benefits, according to the appropriate collective bargaining agreement.
3. When kitchen facilities are used, a district cafeteria employee shall be assigned to cover the event.
4. There shall be no use of intoxicating beverages at any time in the school buildings or on school property.
5. There shall be no smoking.
6. Regular gym shoes must be worn when sports or games are conducted on the gymnasium floors.
7. Children's activities must be under strict supervision of adult sponsors at all times.
8. Responsibility for order and safety must be assured by the applicant. Any damage to school property shall be reimbursed by the organization using same.
9. Safety equipment required for the use and/or first aid kits, etc., shall be provided by the applicant.
10. The space used shall be vacated no later than 11 p.m., unless a specific exception is granted in the permit.
11. 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 requests.
12. It shall be understood that the Superintendent of Schools or designee has sole authority to grant or reject requests for the uses of school facilities and equipment.

13. Any group using school facilities is required to present evidence of liability insurance, with the district named as an additional insured, in an amount deemed adequate by the Superintendent or Assistant Superintendent for Administration or his/her designee. The certificate if appropriate shall state the period of coverage and must provide for prior notification of cancellation by the insurer. All policies issued shall be drawn by a firm duly licensed to provide said service in the State of New York.
  - a. Routine building use-minimum limits: comprehensive general liability \$1,000,000 each occurrence.
  - b. Pool, gym, auditorium or other high risk use-minimum limits: comprehensive general liability \$1,000,000 each occurrence.
  - c. Hold Harmless Agreement - Applicants are required to complete and sign the Hold Harmless agreement printed on the reverse side of the application.
14. The PTA shall be required to provide a certificate of insurance and to pay appropriate custodial overtime charges, however, it shall not have to pay any use fee if the intended use is for a fund raising event.
15. An energy surcharge, for the use of gyms/locker/shower rooms, pool/locker/shower rooms at the secondary school level shall be levied against all users during the period October 1 to April 20, unless the user indicates they do not require normal day heat. There shall also be an energy surcharge when air conditioning is requested.
16. All fees and charges shall be billed to the applicant and direct payment to district employees is prohibited.
17. Custodial assignments shall be made by the district.

*Uses Encouraged for District Residents*

In accordance with State Education Law, the following uses of school buildings and grounds are acceptable:

1. for instruction in any "branch of education, learning or the arts";
2. for "social, civic and recreational meetings and entertainments, and other uses pertaining to the welfare of the community";
3. as polling places for holding primaries and elections and for the registration of voters; and
4. for "civic forums and community centers".

*Prohibited Uses of School Building and Property*

State Education Law and the Constitution of New York State specifically prohibit the following uses of school buildings and property:

1. for any purpose that will in any way interfere with the use of school buildings, grounds, or other school property by the school;
2. by any person or profit-making organization for personal or private gain, financial or otherwise;
3. for holding a social, civic or recreational meetings or other use pertaining to the welfare of the community, unless such meeting, entertainment or use shall be non-exclusive and open to the general public;
4. for a meeting, entertainment, or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or charitable purpose approved by the Board; and/or
5. for a meeting, entertainment or occasion is under the exclusive control and 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 any organization of veterans or of volunteer firemen.

*Rules and Regulations Governing Use of the Swimming Pool*

1. Application will be submitted in quadruplicate to the Building Principal and must be approved by the Board of Education;
2. Fees shall be charged as determined by the Board;
3. Staffing requirements shall be determined by the School Administration;
4. While the pool is in use, one lifeguard should occupy the lifeguard chair. One lifeguard will be required for each 50 people using the pool, e.g. if more than 50 people are scheduled for use, at least two certified lifeguards shall be provided;
5. There must be custodian on duty at all times;
6. No person may use the pool unless a qualified lifeguard or water safety instructor is on duty;
7. No person, including the instructor in charge, shall swim alone in the natatorium;
8. Swimmers will provide their own suits and towels. No costume may be worn other than regulation swimming suits and caps;
9. Females and males with hair below neck or shoulder, must wear bathing caps in the water at all times;
10. The pool must not be used by more than 100 persons at any one time;
11. No person shall go in the deep end of the pool until he/she demonstrates his/her ability to swim 75 feet (one length of pool);
12. No non-swimmer may use the pool unless he/she is accompanied personally by a parent or adult who can stand in the pool;

13. Running, pushing, ducking or other rough play are strictly forbidden. Violators will be expelled from the pool;
14. A complete shower bath using soap, with particular attention to the genital and rectal areas and feet, shall be taken before entering the pool. Persons leaving the pool to use the toilet shall re-shower before re-entering the pool;
15. Expectoration, urination, blowing the nose and gum chewing in the pool are strictly forbidden;
16. Persons wearing dressing, bandage, or contact lenses may not enter the pool;
17. No one will be allowed on the tile deck around the pool unless he/she is barefoot or wearing approved deck footwear;
18. Smoking is not permitted;
19. Visitors may not leave locks on lockers after they leave the building;
20. The telephone in the instructor's office may only be used by the instructor in charge, in emergencies to call the police, fire department, ambulance, physicians or for other such emergency calls. A pay phone has been provided in the hallway directly between the locker rooms and gym;
21. If a springboard is provided the following rules will apply:
  - a. one person allowed on board at a time;
  - b. no double bouncing permitted;
  - c. be sure area is clear before diving;
  - d. dive straight out from board - not to the side; and/or
  - e. divers must swim immediately to the nearest side of the pool after surfacing.
22. Locker rooms must be vacated in sufficient time to allow for the necessary clean-up time. See schedule of fees;
23. Only qualified staff members may operate school district-owned equipment and property;
24. Entrance to locker rooms and swimming pool must be made through designated doors only. Individuals participating in the swimming program are restricted to the locker room and swimming pool area only;
25. Parking of automobiles will be allowed in designated areas only. Fire lanes must be kept opened;
26. Face masks, swim fins, and scuba equipment are expressly forbidden unless previously approved as part of the scheduled program. The School Administration may require additional lifeguards for these programs; and
27. The visiting group must agree to strictly adhere to the regulations on supervision, safety, cleanliness, sanitation, group size, dress, conduct and security as stated above and in the Sanitary Code of New York State and Westchester County.

*Use of School Facilities by School Personnel*

Any use of school facilities for school-related activities will be scheduled through the Building Principal. Any other use outside the regular school week will be scheduled through the office of the Director of Transportation and Administrative Services. The school shall be closed to the staff during the summer vacation period with the exception of workshops, emergencies or other scheduled events.

Recognized collective bargaining units may use school facilities to conduct meetings as specified in the collective bargaining agreement(s).

No students are allowed in a school building unless appropriate school personnel is on duty. Scheduling in advanced will ensure that the space requested is available and not given to outside groups.

Cross-ref: 4316, Physical Education

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