

ONTEORA CENTRAL SCHOOL DISTRICT
REQUEST FOR PERMISSION FOR USE OF BUILDING

DATE OF REQUEST _____

SCHOOL _____ FACILITIES TO BE USED _____

DATE(S) OF USE _____ HOURS From ___ To _____

ACTIVITY _____

DOORS FOR ENTRY Front () Back ()

EST/MATED SIZE OF GROUP _____

WILL FOOD BE SERVED? Yes () No ()

WILL THERE BE AN ADMISSION CHARGE? Yes () No ()

WILL CAFETERIA SERVICES BE REQUIRED? Yes () No () Number of Hours _____

WILL CUSTODIAL SERVICES BE REQUIRED? Yes () No () Number of Hours _____

CERTIFICATE OF INSURANCE: Attached () Waived ()
(A valid Certificate of Insurance must be on file.)

ORGANIZATION USING BUILDING _____

CONTACT INFORMATION OF PERSON RESPONSIBLE

Name: _____ Telephone: _____

COMMENTS / SPECIAL NEEDS (Equipment, Set-Up. etc.) _____

NOTE: THIS IS NOT VALID UNTIL A PERMIT IS ISSUED BY THE CENTRAL OFFICE

PLEASE READ FOLLOWING PAGES AND SIGN THE LAST PAGE.

Return this page and the last page to the building you wish to use.

REGULATIONS ON USE OF FACILITIES

1. The Principal is the guardian of the building and all property, and as such, is in authority to see that all rules and regulations are carried out. Organizations using the building must abide by his/her decisions and those to whom the principal may delegate authority.
2. The organization granted permission to use the building is responsible for any damages incurred during occupation of the same.
3. The serving and the consuming of refreshments in the buildings must be confined to the cafeteria.
4. The organization shall confine its activities to the area of the building granted to them for use.
5. All property shall be left exactly as found. All furniture and equipment should be returned and, if dishes and kitchenware are used, they should be cleaned and returned.
6. If food is to be ordered through the School Lunch Manager or Building Cook, five days advance notice will be required.
7. All decorations must be flameproof and they must be removed after the affair is over.
8. At meetings where the general public is invited, the organization should confer with the principal about the advisability of police and fire protection.
9. Gambling in any form is prohibited.
10. The premises shall be used for the purpose stated in the application, and for no other purpose.
11. All organizations shall be required to file a Certificate of Insurance annually with the central office. Actual use of facilities will not be approved prior to receipt of the Certificate of Insurance. For school connected organizations the certificate shall be waived.
12. Smoking is prohibited in all buildings and grounds.
13. Fees for Use of Facilities:
 - a. The Board shall annually establish the amount to be paid for custodial and/or cafeteria personnel services.
 - b. The Board shall annually develop fee structures for use of school facilities.
14. The Board reserves the right to reject any and/or all applications for use of facilities as deemed to be in the best interest of the school district.
15. Request for use of playing fields and grounds must be coordinated through the Athletic Director and the School Business Administrator.
16. Alcoholic beverages are strictly prohibited from school facilities and grounds.
17. The organization agrees to indemnify and save harmless the Board of Education and/or Ontario Central School District, and/or any of its employees, from any and all claims that may arise through negligence or otherwise, or that may be made for damage, loss, injury or death resulting to the property of the Ontario Central School District, its employees or their property, or to other persons or property resulting from such use, directly or indirectly. The school does not insure, protect, or safeguard the organization against any claims, which may arise, from any accident or injury to any person or persons through the use of the school facilities by the organization.

18. Organizations are required to provide a Certificate of Insurance, (sample attached) with the following; General Liability-\$1,000,000 per occurrence/\$2,000,000 Aggregate, Bodily Injury and Property Damage, \$300,000 Damage to Rented premises, 10,000 Medical Payments; Auto Liability (if applicable) \$1,000,000 Combined Single Limit Bodily Injury and Property Damage; Worker's Compensation and Employer's Liability (if applicable) - E.L. Each accident \$500,000, E.L. Disease- Each employee, E.L. Disease- Policy Limit.

The description of operations/locations/vehicles section must include the following language:
Onteora Central School District (Certificate Holder) is named as an Additional Insured with regards to Commercial General Liability coverage for events and programs on school property on a Primary and Non-Contributory basis with a Waiver of Subrogation.

19. Organizations using buildings and facilities must be supervised by an adequate number of adult sponsors to assure adequate care and use of school property.

20. All participants in physical education or athletic activities must wear approved shoes and protective equipment as needed.

21. Moving and adjusting of scenery, securing lighting effects, operating public address systems and similar equipment must be accomplished under the direction of an employee of the Board of Education

22. Use of school buildings by non-school connected organizations for events at which admission is charged shall be restricted to educational and charitable organizations recognized as such by the Internal Revenue Service. An IRS exemption letter shall be presented before such permission is granted.

23. Buildings are not available on Sundays, holidays, days preceding holidays, or days on which school is not in session except by special permission of the Superintendent of Schools.

24. Organizations are required to stay in the section of the building they have been granted, except for use of toilet facilities. The time limit for the use of buildings by organizations shall be from 7:00 to 11:00 p.m. weekdays and 9:00 a.m. to 11:00 p.m. Saturdays.

25. The sale of food, candy, drinks, or other refreshments shall be previously approved in writing by the Superintendent of Schools.

26. Admission to the building for the purpose of practicing, decorating, or rearrangement of furniture will not be granted during school hours or during school activities. In general, decorating will not be permitted except as authorized specifically by the Superintendent of Schools and/or Building Principal.

27. Pianos shall be moved from stage or vice versa, only when written permission is given by the Superintendent of Schools. If such permission is given, this work shall be done only by those engaged in the business of piano moving and at a cost to the organization renting the school facility. Whenever a piano is felt to need tuning, approval must be granted by the Superintendent of Schools. The charges for this tuning are to be assumed by the organization in addition to the regular rental fee.

28. Raffles or drawings for chances are strictly prohibited.

29. School equipment will not be loaned or rented and are not to be used outside of the school building. When used within the school building, only a responsible person designated by the Superintendent or Principal will be allowed to handle such equipment.

30. Horses, dogs, snowmobiles, mini-bikes, go-carts, etc., are not permitted on school property

31. **Use of Facilities by School Groups** (Class I): School facilities may be used without a rental charge and without a charge for custodial services by any regularly sponsored school activity. This includes: P.T.A. meetings and P.T.A. sponsored groups, organizations and activities when custodians are regularly

on duty. (Regularly sponsored recreational programs under the supervision of the Town may be held without charge when custodians are regularly on duty.)

Non-profit (Educational Type) Organizations (Class II): School facilities may be used by the following and similar organizations without a rental charge or charge for custodial services when custodians are regularly on duty, unless the activity warrants additional custodial services: 1) Boy Scouts 2) Girl Scouts 3) Red Cross 4) Junior Red Cross and 5) Town Recreation Commission Civic, Cultural and Service Groups: School facilities may be used by civic groups; service clubs; music, dramatic and literary organizations or other non-denominational and non-exclusive groups, organizations or activities as provided by regulations established by the Board of Education. The organization will be assessed a charge for the necessary custodial services.

Organizations Outside the Onteora Central School District: In general, school buildings are reserved for use by organizations within the boundaries of the Onteora Central School District. The Superintendent may, under certain circumstances, approve the use of school facilities by organizations or groups not indigenous to the school district.

Political Organizations: Under no circumstances may school facilities be used by political organizations. This matter was resolved by public REFERENDUM IN 1964. The spirit of this resolution would also apply to non-political organizations requesting the use of school facilities for a political purpose.

Other Groups: Other groups may be permitted use of school facilities at a rental fee established by the Board of Education, in addition to normal custodial fees. The Board of Education reserves the right to waive fees or any regulation when the proceeds of activities sponsored by organization in this classification are used exclusively for the benefit of the school or for charitable purposes.

32. Application and Granting of Approval: Application for use of the facilities should be made at least two (2) weeks prior to the date of the scheduled use. Four (4) copies of the application blank will be filled out and returned to the Superintendent's office. One (1) copy goes to the organization after approval; one (1) copy to the Principal of the building; one (1) copy to the custodian on duty; and one (1) for the file in the Superintendent's office. The application must list specific hours desired. The doors will not be opened prior to the time specified in the application. Organizations planning to use the buildings on a regular schedule need file this form only once, but must indicate all dates of intended use. Applications may be obtained at any school or in the office of the School Business Administrator.

33. Fees: *When a fee is charged for the use of school facilities it shall be paid at the time of application.* In the event that the performance is cancelled, this fee will be returned, provided notice is given in sufficient time so that the Board of Education does not suffer loss of income through the rejection of the request of another organization for the use of the same facilities on the same night. The following fee structure will prevail for the use of school facilities:

Regular classrooms: \$ 20.00 per use; All-purpose rooms - elementary schools: \$ 75.00 per use; Auditorium - HS: \$350.00 per use; Cafeteria - HS \$250.00 per use; Gymnasium - HS: \$250.00 per use If such loss of revenue does occur, the Board of Education shall assess the organization a fee of \$25.00 and return the balance of the rental charge. Education Law does not approve gratuities to Board employees and no additional charges shall be made by any school employee without Board of Education authorization. Small group meetings without a special custodian on duty are permissible in those schools where an evening shift custodian is on duty.

34. Tennis Court Facilities: Tennis courts are to be reserved for student use from 7:00 a.m. to 5:00 p.m. every school day. Tennis courts will be available for community use from 5:00 p.m. to dark every weekday and all day on Saturday, Sunday and Holidays. Residents of the community are to be restricted to use of the courts for one hour at a time only. No school children are to be allowed on the courts after 5:00 p.m. if adults wish to use the courts. Organized school activities shall have priority over all other use of the tennis courts. Regular tennis shoes shall be used on the courts at all times.

COVID PROTOCOLS WHEN USING SCHOOL DISTRICT BUILDINGS

- **Proper face coverings/ masks are required to enter any school building and it must be worn at all times when indoors.**
- **Participants in indoor sports/ activities are required to wear masks; this includes players, coaches, site personnel, etc.**
- **Masks breaks should be provided as needed greater than 6 feet away from others and preferably outdoors.**
- **All individuals on District premises must maintain proper social distancing to the extent possible.**
- **Proper social distancing (separation between individuals) which is defined as three (3) feet for children and six (6) feet for adults.**
- **Participants in outdoor sports/ activities are not required to wear masks.**
- **The organization commits to maintaining a sign-in sheet with a list of participants for potential contact tracing. This documentation will not need to be provided to the District unless requested due to a potential contact of a positive COVID- 19 case.**
- **The organization will notify Onteora Central School District immediately upon hearing that any person that was in attendance becomes positive for COVID-19.**

PROCEDURE

1. Organization submits Request for Permission for Use of Building form along with signed statement to appropriate Principal.
2. If approved, Principal signs statement and sends request along with signed and completed multi-copy permit to School Business Administrator
3. School Business Administrator approves or rejects request for Use of Facilities and returns copy to appropriate Principal.
4. Principal notifies organization of decision.

PLEASE SIGN AND RETURN THIS PAGE WITH YOUR REQUEST FOR PERMISSION FOR USE OF BUILDING FORM (first page) TO THE BUILDING YOU WISH TO USE

I have read the attached Board of Education Policy and Regulation with regard to Use of School Facilities. I have also read the District's COVID protocols applicable to use of school buildings. I understand my responsibilities when using a school district facility. I also understand that it is my responsibility to ensure that District COVID protocols are followed at all times when using school buildings.

Signature

Date

Print Name

Building Principal Signature

Date

