

Community Relations

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT

School Facilities

The school buildings and grounds are maintained for the education and recreation of the school children of the District, and no use shall be made of the buildings or grounds which would interfere or disrupt their most effective use for the benefit of the school children. Groups wishing to use the school facilities must secure written permission from the Superintendent/designee and abide by the rules and regulations established for such use including restrictions on alcohol, tobacco and drug use. School facilities shall be made available for use by a non-school group provided that all of the following conditions are met:

- a) The use is consistent with Section 414 of the Education Law;
- b) The majority of the group members reside in the District;
- c) The facilities use application must be made by a Harrison resident;
- d) Such group generally serves other needs of children and the welfare of the District;
- e) The group advances the cultural needs of the Harrison community;
- f) The use does not restrict or unduly limit the school program or replicate programs already offered by the District;
- g) The use does not impair, modify, or damage the facilities for school use;
- h) The use does not place an additional burden on school funds or budget appropriations;
- i) The purpose for such use does not include private profit, with the sole exception that the Harrison Parent Teacher Association, the Harrison Town Recreation Department, and parent booster groups may subcontract for-profit entities for activities and events, provided all other conditions set forth in letters a through h above are met.

The Superintendent of Schools or his/her designee shall review applications for use of school facilities by non-school groups and shall render a determination in response to each request according to the criteria listed above. The Superintendent or his designee shall inform the Board of Education of the non-school groups that are approved or denied to use district facilities.

(Continued)

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Priorities among applicants shall be at the sole discretion of the Superintendent or his designee.

The Superintendent shall limit the use of schools by non-school groups or organizations to protect sufficient flexibility for the school's own needs, and not to unduly burden custodial and supervisory staff, nor hinder adequate plant maintenance programs. Such use shall not take place during school hours, but the Superintendent of Schools has the authority to review and approve or deny exceptions to this rule. Use of District facilities shall not be deemed an endorsement of the activity or purpose for which the facilities are used.

Materials, Equipment, & Fees

Except when used in connection with or when rented under provisions of Education Law Section 414, school-owned materials or equipment may be used by members of the community or by District employees and/or students for school-related purposes only, and only with the advance permission of the administrator in charge of the facility, materials, or equipment. Private and/or personal use of school-owned materials and equipment is strictly prohibited. Responsibility for any damages to facilities, materials, and/or equipment shall be assumed by the group using the facility; and the costs associated with these damages shall be assumed by the group, as determined by the District.

The Superintendent shall develop administrative regulations that govern the procedures for reviewing facilities use applications and shall maintain a fee schedule for facilities use that shall be periodically updated by the Business Office.

20 United States Code (USC) Section 7905
36 United States Code (USC) Subtitle II
34 Code of Federal Regulations (CFR) Parts 75, 76 and 108
Education Law Section 414

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property
#5640 -- Smoking/Tobacco Use
#7310 -- School Conduct and Discipline
#7320 -- Alcohol, Tobacco, Drugs and Other Substances (Students)
#7410 -- Extracurricular Activities
District Code of Conduct on School Property

Adoption Date: 4/9/14