GREENWOOD LAKE UNION FREE SCHOOL DISTRICT
PO BOX 8
GREENWOOD LAKE, NEW YORK 10925
(845) 782-8678

INSTRUCTIONS/REGULATIONS FOR USE OF SCHOOL FACILITIES

I. INTRODUCTION

The Board encourages the use of its facilities by groups and organizations when their purposes and objectives contribute to the benefit of the School District or the school community. It is important to note, however, that the use of a school facility is secondary to the education program and the use by a non-school related organization may be cancelled temporarily or permanently, if the facility is needed for a school purpose.

The school fiscal year extends from July 1 to June 30 and this application, if approved, is valid only until June 30 of the school fiscal year in which approval is granted.

The instruction booklet explains to user groups the rules and regulations adopted by the Board of Education, and outlines the steps required when requesting the use of school facilities. Please do not hesitate to contact the Director of Facilities with any other questions you might have about the use of school facilities.

Elementary School
80 Waterstone Road
Greenwood Lake, NY 10925
845-477-2411

Middle School
1247 Lakes Road
Monroe, NY 10950
845-782-8678

The facilities of the Greenwood Lake Union Free School District are smoke-free environments. State and Federal Law specifically prohibits the use of smoking materials or other products.

II. PURPOSES SCHOOL FACILITIES CAN BE USED

Education Law states in part the Board of Education may permit the use of school buildings and grounds when not in use for school purposes, for any of the following purposes:

"For holding social, civic and recreational meetings and entertainment and other uses pertaining to the welfare of the community; and such meetings, entertainments, and uses shall be non-exclusive and shall be open to the general public."

"For meetings, entertainment and occasions where admission fees are charged, when the proceeds thereof are to be extended for an educational or charitable purpose; but such use shall not be permitted if such meetings, entertainments and occasions are under the exclusive control of a society, association or organization other than organizations of veteran of the military, naval and marine services of the United States and organizations of volunteer firemen." (Education Law section 414)

III. WHO MAY USE SCHOOL FACILITIES?

The Board of Education, in its policy #3280, identifies priority uses of school facilities. They did so by designating three types of groups that may request use.

GROUP I. First priority use is reserved for direct school related activities. These are school activities (i.e., meetings, games, plays, programs, etc.), which are presented by school personnel for students and the community. Most of these activities are considered an extension of the regular school program. PTSA programs are to be considered in Group I; however, direct school related activities shall take precedence in the event of a conflict of date, building or time.

GROUP II. Second priority use is reserved for non-profit organizations or groups that directly serve residents within the school district boundaries. Examples of groups, which have traditionally used our buildings and fall into this category are:

Scouts, Village Youth Commission, Greenwood Lake Library, Fire Department, American Legion, Chamber of Commerce, local child and adult recreation leagues and cultural societies.

GROUP III. Third priority use will be granted to groups and organizations that primarily operation outside the boundaries of the School District.

In addition to the above-established priorities, the Board further identifies the following restrictions placed upon user groups:

A. Because of the numerous groups within the District that may want to use buildings, no one group may have the building so as to exclude other groups.
B. All groups holding meetings, entertainment, etc. shall be non-exclusive and shall be open to the general public.

IV. WHICH AREAS MAY BE USED?

Your application must be specific in the areas(s) requested for use and the areas(s) of the building requested must be appropriate for the use requested. All other areas of the building are off limits to the group.

In addition, the use of facilities during the summer months and school holiday periods may be limited, recognizing the need for refurbishing of the District buildings and grounds.

Available Rooms

Elementary School - Gym, Art Room, Monday – Friday, 5:00 pm until 10:00 pm (No Weekend hours)

Middle School – Room 124, Room 125, Gym, Monday – Friday, 5:00 pm until 10:00 pm, Saturday and Sunday, 8:00 am until 5:00 pm. Athletic Fields, Monday – Friday, 4:30 until dusk, Saturday and Sunday, 8:00 am until dusk.

V. INSURANCE REQUIREMENTS

The certificate of insurance must contain the following:

- The **Insured Name** on the certificate must match the name listed on the Use of Facilities form
- The **General Liability** Limits must read - $1,000,000 per occurrence/$2,000,000 aggregate (minimum)
- The **Description of Operations/Locations/Vehicles** must include:
    - The name, date and location of the event.
    - The Greenwood Lake Union Free School District, Board, Employees, and Volunteers are additional insured. Coverage is on a primary and non-contributory basis.
    - Additional Insured Endorsement (CG20 26 or Equivalent) must be attached.
- The **Certificate Holder** must read: Greenwood Lake Union Free School District
P.O. Box 8
Greenwood Lake, New York 10925

VI. KEY CARD ACCESS & SECURITY

Key Cards:

- Each Organization will be issued key cards that will allow access to the appropriate school on the dates and times of their events.
- Most groups have multiple sub groups and teams so each coach or leader will be issued a card which will be programmed to work for their events
- The Organization Leader will be required to submit a Key Card Request Form for each coach or leader.
- The form must be signed by the card recipient
- A photo license I.D. of the card holder must be provided, by appointment with Middle School Security Guard Gustavo Laracuente.
- The group will be required to pay $10 per card.
- If a card is lost or broken it needs to be reported immediately. NOTE: Bending card will cause them to stop functioning.
- Lost or broken cards will be replaced once for a fee of $25. If a card is lost or broken a second time it will not be replaced and therefore you will no longer be able to access the school for the duration of the school year.

Security and Security Guards:

- No one other than the police having jurisdiction or the District security guard service is permitted to have firearms in School Buildings or on District grounds, at any time, for any reason.
- For the 2018-19 school year only, the district will provide security for select community events. Discussions about implementation will occur over the course of the year.
- Starting in the 2019-20, for events that draw people from outside the community, for example, basketball games, soccer tournaments and fundraisers, the organization will be required to pay the school district for our security guard service.
    - A fee schedule will be developed.

VII. RULES FOR BUILDING ACCESS

Everyone attending your event is your responsibility. The Organizational representatives' are responsible to inform participants of the rules and make sure that they abide by all of them. The following are the Districts rules about building access. It is the responsibility of the organization that these rules be followed. ***There is a three strike policy*.** Any group, or team that breaks the rules three times will be suspended for the rest of the year.

Building Access

- Middle School – The 4th/5th wing Gym entrance is the only door to be used for community events.
- Elementary School – The main entrance is to be used for the gym. The entrance across from the Public library is to be used for the Art Room.
- When entering the building your group is to congregate in the lobby at the entrance and enter all at the same time. **Anyone arriving late must be let in by an adult-in-charge who has keycard rights** (not by children or parents/other adult).

Additional Expectations

- Once an individual is in the school they must stay until the end of the event.
- Do NOT prop open doors or disengage the lock system in any way.
- Participants MUST stay in their designated area.
- The custodial staff has been directed not to allow anyone to access the rest of the school or to open exterior doors for anyone.

VII. WHAT GUIDELINES HAVE BEEN ADOPTED FOR FACILITIES USE?

The following guidelines have been adopted for use and will be required of all groups using the school

A. Use of school buildings and facilities by community groups shall in no way interfere with the regular school program.

B. Requests for use of school facilities must be made at least one week in advance of the designated date on a form provided for such purpose. (See section on "How to Apply For Use").

C. The organization requesting use of the building or facilities will provide a Certificate of Insurance as proof of adequate protection to the School District. (See section on Insurance Requirements)

D. Everyone attending your event is your responsibility. The Organizational representatives' are responsible to inform participants of the rules and make sure that they abide by all of them.

E. Adult supervision must be provided at all times. When the group size exceeds 100, the group will also provide at least 2 persons whose sole responsibility would be to supervise the front door and perimeter door for security. In addition, the other chaperones will be responsible for restricting students to authorized areas of the building and for preventing damage to the school building.

F. Any group who has a person **access and climb the District's climbing wall or high ropes** during their reservation, will be **prohibited from using GWL School District facilities for one year** from the time of the occurrence.

G. No food or beverages are permitted in the gym, with the exception of bottled water for athletic participants. All trash should be disposed of in the nearest trash bin.

H. The use of alcoholic beverages is strictly prohibited and **smoking is prohibited by law in all school facilities and on school grounds.** Organizations using school buildings and facilities shall not sell or dispense alcoholic beverages of any type on school property nor shall they allow the use of alcoholic beverages during school facility use.

I. Putting up decorations or scenery or moving pianos or other furniture is prohibited unless special permission is granted.

J. **Items may not be sold, exhibited or displayed without permission from GWLUFSD.**

K. All parking related to Middle School facilities use must be restricted to the main parking lot along Lakes Road. All other parking is prohibited in all-access lanes, especially in the front circle and side lot where fire zones are located. Organizations using the Middle School facilities must communicate these parking restrictions to all members, guests and spectators and **enforce the no parking regulations in fire zones and areas adjacent to the building.** Failure to do so will result in revocation of facilities use.

L. The organization using the school facilities shall restore the facilities **TO THEIR ORIGINAL CONDITION** or an improved condition.

M. The GWLUFSD will assume no responsibility for any property left by the applicant at any school facility.

N. All activities are cancelled on days when school has been cancelled. The District reserves the right to close any school facility at any time during the course of the school year.

O. A District employee must be on duty during all use of interior space (see section on "Are There Charges for Using School Facilities?")

VIII. HOW TO APPLY FOR USE

"Request for Use of Facilities" forms are available in each school office and on the District web-site.

One "Request for Use of Facilities" form is to be completed, signed and returned to the Director of Facilities at least one (1) week before the use requested.

After the form is received, it will be reviewed, the event scheduled and a copy will be returned to the contact person listed on the form. Use is not officially approved until and unless you receive a copy of your request signed by the Director of Facilities.

After approval, if your group needs to reschedule or cancel the activity, you MUST notify the Director of Facilities, 72 hours in advance, via email with email Subject line: EVENT RESCHEDULE/CANCELED, to inform the District of this change. This allows the District to: (1) cancel the possible need for custodial/cafeteria employee to open the building; (2) if applicable cancel security; and (3) grant use of the building to another group that may have requested that date or block of dates. Failure to do so may result in suspension of future facilities use.

On snow days, holidays, or when school is not in session, the buildings are not available for use, even if prior approval was given for a block of dates.

IX. ARE THERE CHARGES FOR USING SCHOOL FACILITIES?

Group 1. School related activities groups ordinarily would not be charged for their use of facilities.

Group II. There will be no charge for activities that end before 10:00 PM on a week night during a week when school is in session. There will be $20 per day charge for weekend use at the Middle School.

Group III. There will be a charge, to be determined, to cover the cost of any scheduled activity.

ALL groups will be held fully responsible for damage incurred during the day's event. Facility use can be suspended or denied by the District is adequate supervision is not provided and/or significant damage results to the building or grounds!

Please Note: Fee payments are not to be made directly to any school employee. Groups will be sent a bill outlining charges. Fees must be paid prior to the event.

Checks should be made payable to: Greenwood Lake Union Free School District
PO Box 8
Greenwood Lake, NY 10925

GREENWOOD LAKE UNION FREE SCHOOL DISTRICT
PO BOX 8
GREENWOOD LAKE, NEW YORK 10925

APPLICATION FOR USE OF SCHOOL FACILITIES

Applications must be made no less than one week prior to the intended date of use and a Certificate of Insurance must accompany this application.

Group or Organization requesting use of school facilities:

_____

Representative of group or organization:

_____

Representative's address: Email address: Phone Number:

_____

Briefly describe nature of activity:

_____

Briefly describe method of supervision:

_____

Name of School to be used:
Elementary School: Gym ____ Art ____ Middle School: Gym ____ Rm 124 ____ Rm 125 ____ Field ____

_____

Date and/or Dates: Day(s) of the Week Time: From_____ To _____

_____

Will admission be charged? Yes ____ no ____ If yes, state amount

_____

Will this event bring participants from outside the Greenwood lake Union Free School District community? Yes ____ no ____
If yes, describe

_____

Special Services if needed: Yes ____ no ____ If yes, describe

_____

Applicant Note: A fee will be required for the following services:

Additional Custodial staff ____ Cafeteria Employee ____ Other _____

The Board of Education reserves the right to deny the use of school grounds and/or facilities to anyone if, in the opinion of the Board, it would not be in the best interest of the school district. The undersigned hereby certifies that he/she has read, fully understands and agrees to abide by all of the regulations and conditions set forth in the "Instructions/Regulations for Use of School Facilities."

_____

Signature Date

THIS SPACE FOR SCHOOL DISTRICT USE ONLY

_____

Supervisor Approval Signature Date

_____

Director of Facilities Approval Signature Date

Remarks _____