

# POLICY



## No. 1500 R

### PUBLIC USE OF SCHOOL FACILITIES REGULATION

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**WESTBURY UNION FREE SCHOOL DISTRICT  
BOARD OF EDUCATION**

The eligibility of not-for-profit, for-profit organizations and groups who may be allowed to use the buildings or fields under the supervision of the Board of Education of the Westbury Union Free School District are as follows:

A. Classification of Groups

1. Class 1

Organizations with direct school connections and sponsorship, classes, clubs, parent teacher organizations, classroom parents, employee organizations, student related organizations, special committees appointed by the Board, etc. –  
No Charge.

2. Class 2

Not-for-profit Westbury community-based organizations whose membership is 75% Westbury district residents with a social, civic, recreational or entertainment purpose, such as service, charitable, fraternal and religious organizations, civic associations and adult sports groups, in addition to community sponsored youth groups whose membership is 75% Westbury district residents such as cub scouts, boy scouts, brownies, girl scouts, little league, police athletic league, Westbury Recreation, etc. -

No fees, except under the following circumstances:

(a) whenever an event is held and there is no night, weekend, holiday, or summer custodian and/or security aide assigned to the particular school. The group shall pay custodial and/or security aide wages as listed in the Building and Field Usage Fees Exhibit 1500-E.5; or

(b) whenever an event or activity involves a fundraiser or the selling of goods, or an admission fee is charged, the group will be charged 50% of room rental fees and/or field use fees as listed in the Building and Field Usage Fees Exhibit 1500-E.5.

3. Class 3

a. Governmental agencies or officials, such as federal, state, county, town or village governments, fire department, armed forces and their allied reserve groups and civil defense, etc. —  
No fees.

- b. Nassau County Board of Elections —  
Fees to be determined by Nassau County.
- 4. Class 4  
All for-profit and out-of-district organizations shall pay all fees as listed in the Building and Field Usage Fees Exhibit 1500-E.5. POLICY No. 1500-R

Should more than one organization apply for use of a particular facility for a particular date during the course of any school year, such facility will be available to the organization with the earliest submission of a completed application.

B. Restriction of High School and Middle School Track and Field Usage

In order to avoid the possibility of serious injuries, personal bodily harm, or damage to district property and the property of users of the High School and Middle School track and field facilities:

- 1. Any person, resident or otherwise, is hereby prohibited from access to and usage of the High School Track and adjacent fields during times in which the football/baseball/soccer fields are in use for any school sanctioned athletic event, practice, competition or function.
- 2. All forms of wheeled objects or vehicles, including but not limited to roller blades, roller skates, skateboards, bicycles, carriages, carts or motorized vehicles are hereby prohibited on the High School track surface, with the exception of emergency vehicles and/or aides for the disabled. Signs have been posted around the football/baseball/soccer area, so as to inform all parties that "... for your safety, District track and adjacent fields are closed to public during all school sanctioned athletic events."
- 3. The district security officer(s) on duty and/or the physical education department supervisor in charge of the ongoing school sanctioned athletic event are authorized to instruct any person that the track is closed during the period in which the school sanctioned athletic event is in progress. If said person refuses to cooperate and promptly vacate the area, the security officer and/or school district supervisor/administrator shall notify the Old Westbury Police for the High School and the Nassau County Police for the Middle School, at which time the local precinct will be requested to dispatch officers to the school, in order to effect compliance with the mandates of this policy.
- 4. All use of school facilities must be in compliance with Board of Education policies.

C. Instructions for Building and Field Use — the Application Process

- 1. Obtain application packet from the Facilities Office 60 days or more prior to event.
- 2. Fill out all required information on Application for Building and Field Use form, Exhibit 1500-E.2.
- 3. Submit application only to the Facilities Office. The Facilities Office will notify the applicant if the date is available or not. The Facilities Office will forward the application to the requested building for review by the Building Principal, Head Custodian and Security Supervisor.
- 4. Once the application is returned by the building administrator, the applicant will be notified of the review status. If the Building Principal has authorized the use of the building, proceed with the next steps listed below.
- 5. Obtain Certificate of Liability Insurance in accordance with the requirements on the attached supplement with limits of at least \$1,000,000.00 combined single limit for bodily injury and property damage. Indicate contractual liability coverage showing the policy has been contracted to provide this coverage for the "Hold Harmless" agreement.

6. Fill out Hold Harmless agreement.
7. Submit Certificate of Liability Insurance, Hold Harmless Agreement and a \$500.00 (Five Hundred Dollar) deposit to the Facilities Office. Deposit will be returned after the function date. If there are any extra hours worked by district employees above the calculated fees paid, they will be deducted from the deposit.
8. Facilities Office will forward the application to the Superintendent for the Board approval. Approval by Board will occur at the Board of Education Action Meeting, the third Wednesday of each month.
9. Facilities Office will contact applicant after the Board of Education Action Meeting and verify approval or disapproval.
10. Upon approval, the applicant is to submit all fees to the Facilities Office in a reasonable time before function.
11. NO function will be allowed until all of the above requirements are completed.

D. Conditions Applying to the Use of a Permit — Rules and Conditions

1. The permit shall be valid only for the use of the particular premises on the date or dates and the hours specified within the restrictions and for the purposes specified.
2. Permit is not transferable
3. Unless specifically agreed by contract, facilities are ordinarily not available for use during the winter and spring vacation periods, and holidays when school is not in session. All permits shall be cancelled on any day when school is closed for emergency reasons.
4. Schools shall not be used for purposes of gambling, lotteries, flea markets or bazaars where outside vendors sell merchandise for profit. Private parties, sponsored by individuals for any purpose, will not be approved. Loud or boisterous behavior will not be permitted nor may alcoholic beverages be used within school buildings or on school grounds.
5. Smoking is not permitted in school buildings or on school grounds.
6. Group members will not be allowed into the building until the time stated on the permit as the opening time. The premises will be evacuated by the time stated on the permit as the closing time.
7. A custodian, or other responsible employee, must be in attendance on the premises during each such use, to see to proper use and care of school property.
8. Moving pianos or furniture, putting up decorations or scenery, or similar activities are prohibited unless requested in the original application and approved in the permit granted. Any fee required for this purpose will be included in the charge to the organization. At no time may inflammable or hazardous equipment or materials be brought into a school building.
9. Groups composed of minors must have one or more adults in charge who must be present before the group may enter the school building and must remain with the group while they are on school grounds and until they leave.
10. Adequate supervision for the conduct and safety of the group must be maintained at all times by the sponsoring organization. The Director of School Facilities and Operations, Building Principal or his/her designee, shall make the determination as to the adequacy of the supervision being provided. Where supervision is judged to be inadequate, permission for continued use of the facility will be withheld until proper supervision is provided.
11. No exhibits, posters, or other materials may be displayed on school property unless approved in advance by the appropriate Building Principal. All properties brought into the school building must be removed within 24 hours after the use of school facilities unless prior permission is obtained to remove such property at a later date.
12. The organization or group holding the permit shall be fully responsible for any damages to school property, and the Board shall assume no responsibility to such organization or

individuals attending such activities. It is required that groups using school facilities carry comprehensive general liability insurance and provide the district with a certificate naming the Westbury Union Free School District as a named insured. The school district reserves the right to demand such coverage and may require, not only a certificate of insurance, but in addition or instead, a special guarantee or bond against loss.

E. Responsibilities of Renting Organizations When an Admission Fee or Other Money is Involved

1. If a group plans an activity involving an admission fee, the application must include a statement of this intent and a statement that the action does not involve any conflict with district policy, state education law or the state Constitution.
2. The Board reserves the right to audit the books of any group or organization using school property and charging an admission fee.
3. The organization charging the fee shall be responsible for and shall pay any or all fees or other taxes payable in connection with the activity as required by state, federal or other governmental authorities.
4. Whether or not an admission fee is charged, there shall be no solicitation or collection of contributions for any reason on school property unless authority to do so has been granted by the Board and is so stated in the permit. This also applies to any sales while the group is on school property.

F. Additional Conditions When Special Equipment/Facilities are Requested

1. If special equipment such as motion picture projectors, public address systems, stage lighting systems, pianos, etc. are desired, they must be requested at the time of the application. Approval of such requests shall require the control and operation of such special equipment by district appointed individuals. The organization receiving the permit shall be required to pay for the service involved. The Director of School Facilities and Operations will make arrangements for qualified personnel when a permit is approved. School equipment is not to be used by organizations and individuals off school grounds.
2. If the use of the cafeteria kitchen is desired, it must be requested at the time of the application. When a school kitchen facility is desired as a part of a rental/use agreement, the organization must make arrangements with the director of school nutrition at (516) 876-5022 for use of the kitchen facility. No school kitchen facility may be operated by other than kitchen facility staff members employed by the district. Financial arrangements for use of the kitchen facility will be on a cost basis and will be over and above any other schedule of charges for building use.

G. Responsibilities of the Applicant When Issued a Permit

1. The organization holding the permit will see to it that those present conform to the conditions set forth in these regulations. .
2. The responsible adult identified under section D.9 must have a copy of the permit in his/her possession at all times when using district facilities.
3. The organization will be responsible for keeping members within the area of the building or grounds specified in the permit. No substitution of facilities may be made once the activity is underway.
4. The organization will be required to make prompt restitution for any damage or loss to school property occurring during its time of occupancy. Failure to do so will prevent further use of district facilities.
5. The organization is required to leave the building or grounds clean and in order. In this connection a security deposit in the amount of Five Hundred Dollars (\$500.00) shall be required

(see section C.7.). Such deposit will be held in escrow and used, if needed, to absorb the cost of removing litter from fields following use by the organization.

H. Fees

Requests for the use of school buildings which involve rental fees and salaries are to be forwarded to the Director of School Facilities and Operations.

I. Cancellation Notice

Whenever possible, a 48 hour notice of cancellation must be given if the group to which permission has been granted is unable to appear. Failure to do so will incur custodial expenses as scheduled.

J. Prohibited Conduct on School Property

The following is PROHIBITED:

1. Horseback riding or walking of horses or dogs.
2. Carrying and use of firearms or explosives.
3. Use of bows and arrows.
4. Flying of model airplanes or rockets.
5. Operation of motor vehicles, motorcycles, mini-bikes, go-carts, scooters, jeeps or any other unauthorized vehicle on lawns playing fields, tracks or grounds.
6. Dumping of refuse.
7. Alcoholic beverages.
8. Use of playing fields without proper permits. No playing allowed on the High School football or soccer fields.
9. Trespassing or loitering during night hours.
10. Golfing.
11. Feeding of birds.
12. Smoking in school buildings or on school grounds.
13. Barbecuing.

Adoption date: January 17, 2007

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