

Regulation 3280R

Community Relations

USE OF SCHOOL FACILITIES GUIDELINES

General

Responsibility for determining approvable uses of facilities is delegated by the Superintendent of Schools to the Director of Finance.

Any use of facilities by outside groups shall in no way conflict with school-sponsored programs. In the event of conflict created by emergency situations, school-sponsored programs shall take precedence, even though permission for use has been granted to an outside group. In such instances, the building principal will advise the Director of Finance of the conflict, and every reasonable effort will be made to accommodate the needs of the outside group.

In granting use of facilities, it is required that the applicant agrees to the terms and conditions outlined in this regulation and in the agreement appearing on the reverse side of the *Application for Use of School Facilities* form (Form 3280F).

School District premises and/or facilities may not be used for religious instruction or worship or for partisan political events, rallies, or demonstrations.

Application and Approval Process

Requests for community use of facilities by groups/organizations must be submitted on the District form, *Application for Use of School Facilities* form (Form 3280F).

The request form is to be completed by the applicant and forwarded to the building principal at least two weeks in advance of the desired date of use. The building principal will approve or disapprove the use on the following bases:

1. availability of facilities, including parking
2. suitability of the activity to the facilities requested
3. adequacy of supervision to be provided by the applicant

Any use which involves cafeteria personnel should then be cleared with the Food Service Director. Any use which involves use of athletic fields, high school gymnasiums, or pool should be cleared with the Director of Health, Physical Education and Athletics. Any use which involves the high school auditorium or Performing Arts Center should be cleared with Irondequoit High School.

If the request is approved, the building principal will forward all copies of the form to the Director of Finance. If the request is not approved, the building principal will so notify the applicant.

The Director of Finance will review the request for legality and adherence to Board policy and administrative regulations. If the request is approved, the Business Office will:

1. Bill the applicant for fees, if required, in accordance with Board policy and administrative regulations.

2. Upon payment of fee, return a copy of the approved request form to the applicant, the central office receptionist, and the building principal. The central office receptionist will schedule the opening and closing of the buildings involved.
3. Retain a copy of the approved request form
4. Forward the request to the District Clerk.

Conditions and Guidelines for Use

1. A custodian shall be on duty at all times when facilities inside a school building are in use as part of the fee structure. When overtime services are required, an additional fee will be assessed to reimburse the District for this service.
2. School facilities must be left in the same condition as they are found. Desks, displays, etc. should not be disturbed. All electrical equipment or movable properties owned by the District shall at all times remain under the control of the District. Outside organizations or groups shall be liable for any damage to school property resulting from activities they sponsor.
3. Use of materials on floors, walls or other parts of the building is prohibited without prior specific approval of the Director of Finance. Any decorations to be used by an outside group shall be fire-proof and shall be erected in a manner that will not be destructive to school property.
4. The District assumes no liability for injuries resulting from community group activities. For certain activities, the District may require submission of a certificate of liability or insurance bond to the Director of Finance.
5. The District reserves the right to revoke authorization to use school facilities at any time.
6. The Superintendent of Schools shall in the event of a contingent budget determine appropriate use fees to be charged for use after the close of school each day and on non-school days, to satisfy legal requirements related to contingent budgets.

Smoking, Drugs and Alcoholic Beverages

Smoking is prohibited in school buildings and on school grounds. No person shall knowingly have in his/her possession, upon any premises to which these rules apply, any alcoholic beverages and/or illegal or non-prescribed "controlled substance." ("Controlled substance" as defined by Penal Law Section 220.00.)

Note: Refer also to Regulation #3280R.1 *Community Use of School Facilities: Swimming Pool*

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