

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT

School Buildings

It shall be the policy of the Board to encourage the greatest possible use of school buildings for community-wide activities. This is meant to include use by recognized civic, social and fraternal and religious organizations in accordance with law. Groups wishing to use the school facilities must secure written permission from the Superintendent and abide by the rules and regulations established for such use including restrictions on alcohol, tobacco and drug use. The Superintendent, at his/her discretion, may consult with the Board of Education. Monthly reports may be made to the Board regarding community use of the school facilities.

Materials and Equipment

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. Private and/or personal use of school-owned materials and equipment is strictly prohibited.

The Board will permit school materials and equipment to be loaned to staff members when such use is directly or peripherally related to their employment and loaned to students when the material and equipment is to be used in connection with their studies or extracurricular activities. Community members will be allowed to use school-owned materials and equipment only for educational purposes that relate to school operations.

Adoption Date 3/19/2009

SUBJECT: PERMIT PROCEDURES

1. All permits for the use of school facilities shall be restricted to responsible organizations or adult individuals under the provisions of Board policy 1500. Applicants must satisfy the issuing officer that they represent responsible local organizations, that they will guarantee orderly behavior and that they will underwrite any damage due to their use of the premises. The school district reserves the right to request rosters of participants in the activities of applicants to verify that they are organizations whose participants are predominantly *Highland Falls-Fort Montgomery Central School District* residents and thereby eligible for preferential consideration over other organizations.
2. Each applicant must provide the district with an insurance certificate naming the Highland Falls-Fort Montgomery Central School District and Highland Falls-Fort Montgomery Central School District Board of Education an additional insureds, carrying a minimum of \$1,000,000 coverage.
3. The district administration shall make available applications for use the school facilities. An applicant who signs a permit application thereby agrees to abide by these regulations and procedures and all other applicable laws and district polices.

Adoption Date 3/19/2009

SUBJECT: REGULATIONS FOR FACILITIES USE

1. Priority for all facility space shall be determined as follows:
 - a. Regular school activities, including classes, clubs, teams, etc.
 - b. Town Recreation Department activities.
 - c. Approved non-school groups, assigned in the order in which their applications are received, with preference given to organizations whose participants are predominantly Highland Falls-Fort Montgomery Central School District residents.
 - d. Fees may be waived for use by the Town Recreation Department.
 - e. Permits are not issued to for-profit entities.

2. Time of occupancy shall terminate at 10:00 p.m. unless the user's permit indicates that prior arrangements have been made for payment of added custodial overtime costs.

3. Applications for use of school facilities must be submitted at least 4 weeks before the anticipated use. Fees set according to the schedule enumerated in Board Policy must be paid promptly upon approval of the request. Failure to pay fees will result in revocation of permit and/or withholding of approval of future permits.

4. Notification to cancel an activity for which space has been reserved must be made by the applicant in writing at least 3 business days in advance. In case of cancellations due to inclement weather, applicant must notify the district within 3 business days after the cancelled event of activity. Any actual costs incurred by the district due to cancellations without 3 business days after the cancelled event or activity. Any actual costs incurred by the district due to cancellations without 3 business days' notice will be billed to the organization. Late cancellation or schedule changes will not result in reduced fees. In the event of cancellation by the district, notice will be given as far in advance as possible. The Board reserves the right to make such cancellation at any time without liability therefore.

5. Any activity carried on in school facilities shall be according to New York State Law and in conformity with Village and Town Ordinances and district policies and regulations. No meeting shall be held in a school building:
 - a. for the purpose of advancing any doctrines or theory subversive to the State of New York or the United States of America.
 - b. for the purpose of advocating social or political violence or which is of a nature likely to incite such violence.

6. The Board of Education, because of its responsibility for protecting the school district's buildings and property, may restrict use of space within buildings and grounds to certain times and areas. It may also revoke a permit at any time and must have free access to all rooms at all times. When schools are closed due to inclement weather, scheduled community use shall be automatically cancelled.

Adoption Date 3/19/2009

SUBJECT: REGULATIONS FOR FACILITIES USE (CONT'D)

7. Smoking is not permitted in school buildings or on school grounds. Alcoholic beverages may not be brought to or consumed in school buildings or on school grounds. Commercial products or promotional materials may be exhibited or displayed with the prior consent of the Superintendent of Schools or his/her designee, but only for the period of time covered by the permit application.

8. No food or drink (other than water in bottles or other closed containers) is permitted in gymnasiums or auditoriums at any time. Chairs and tables may not be placed on gym floors or other playing surfaces. No pets are permitted anywhere on school grounds or in school buildings.

9. Organizations receiving permission to use school facilities are responsible for the conduct of both participants and spectators and for making provision to handle anticipated crowds. Underage participants must be properly supervised at all times. Improper conduct, vandalism or other misuse of school property may result in the revocation of the permit. The cost of repairing damaged caused by such misuse will be charged to the applicant.

10. Admission charges for activities held in school facilities shall be made only for educational and/or charitable purposes. Activities must be open to the public. Non-school groups sponsoring or presenting programs for which admission is charged are required to file a copy of the Statement to the Collector of Internal Revenue with the Superintendent. The Board of Education will not be liable for the payment of any taxes due on admission charges.

11. The use of audio/visual or any other equipment is solely the responsibility of the applicant. The school district does not loan the use of equipment for non-school-related activities.

Adoption Date 3/19/2009

SUBJECT: ATHLETIC FIELD REGULATIONS

Additional regulations for the use of the athletic fields at *Highland Falls-Fort Montgomery Central School District* are listed below:

1. The fee for use of the field is \$35/hour (\$70/hour for tournaments). This applies to all Board-authorized leagues and organized groups which are eligible to apply for a permit.
2. Groups may be charged additional fees for services provided (e.g., placement of soccer goals), based on hourly custodial costs.
3. Groups may not independently move or remove school equipment, such as goals, lacrosse cages or benches from where they are situated, without the expressed prior permission of personnel. Similarly, they may not move equipment onto the field without permission.
4. No equipment such as goal or net pegs may be spiked onto the field without permission.
5. No grills or barbecues may be brought onto the field or track.
6. No vehicles, heavy machinery or heavy equipment may be brought onto the track or field area.
7. Permit holder must clean up water bottles and other trash and leave the grounds in the condition in which they were found. (The district will provide trash receptacles and empty them, as needed.)
8. The cost of any additional cleanup, or repair of any damage, will be billed to the permit holder.
9. No smoking is permitted on school grounds.
10. Park only in designated areas. Do not park on fire lanes; vehicles may be ticketed by the police or towed. Any damage caused by vehicles parking on grass or other areas will be billed to the permit holder.
11. Permit holders must provide a current certificate of insurance and abide by all other rules and regulations which apply to the use of district facilities. These regulations accompany the permit application form.

Adoption Date 3/19/2009

SUBJECT: GROUPS/ORGANIZATION USAGE FEES

<u>Facility</u>	<u>Fee per hour</u>	<u>Minimum Use (# of Hrs.)*</u>
Classroom	\$5.25	2
H.S. Gym	\$17.50	4
M.S.Gym	\$14.50	4
Elem. Schools Multipurpose	\$10.25	4
H.S. Auditorium	\$20.50	4
M.S. Auditorium	\$14.50	4
H.S. Cafeteria	\$14.50	4
M.S. Cafeteria	\$14.50	4
Athletic Fields & Grounds	\$36.00	4
Fickens' Field	\$35.00	3
Practice Field	\$35.00	3
Library=2 classrooms	\$10.25	2
Parking Lot (daily)	\$35.00 per lot	day
Parking Lot (monthly)	\$600.00 per lot	month

NOTES

- Buildings may not be used by community organizations when school is cancelled for snow or any other emergency event.
- Use of buildings and/or grounds on non-school days, weekends, or holidays will have a charge for custodial services at the overtime rate of \$46.29 per hour for the minimum number of hours.
- During days in which schools are in session, all activities must conclude by 9:00 PM in time for the building to close.
- During the summer months, schools are only open on weekdays and activities must conclude by 2:30 PM.
- Organizations approved for use of school district grounds on any non-school day will not have access to facilities inside any building.

 Name of Organization

 Organization Representative

 Date

SUBJECT: APPLICATION FOR USE OF SCHOOL FACILITIES

Highland Falls-Fort Montgomery Central School District

P.O. Box 287
Highland Falls, NY 10928

I certify that the organization which I represent will abide by all district regulations pertaining to facilities use as well as policies regarding nondiscrimination and any applicable laws. I also understand that:

- *Even with this permit, school activities take precedence over all other use of facilities. Applicant's permit for the use of a facility may therefore be cancelled at short notice to accommodate a school activity.*
- *Where applicable, fees entitle applicant to the use of the requested facility during the time period indicated on the permit. Costs for custodial or other services related to set-up or clean-up may be charged additionally.*

Will attendees pay a fee? YES _____ NO _____

If so, who will the proceeds be distributed to? _____

Name of Organization: _____

Print name of applicant

Telephone (home, cell, fax)

Position of applicant within the organization

Address of applicant

City, State, Zip

Signature of applicant

Date of Application

****Please sign and return this page to the Buildings and Grounds Office****

FOR OFFICIAL USE ONLY

Classification _____

Approval

Cost _____

Date

Insurance Certificate on file _____ attached _____

Estimate of staff required _____

Invoice Sent (Date) _____

Copy to: Applicant
Buildings & Grounds Dept. (Actual costs incurred if different from above: _____)
Principal
Head Custodian

Adoption Date 3/19/2009

**SUBJECT: SPECIFIC REQUIREMENTS RELATING TO BOY SCOUTS AND OTHER TITLE 36
PATRIOTIC YOUTH GROUPS**

The Boy Scouts Act applies to any local educational agency (LEA) that has a designated open forum or limited public forum and that receives funds made available through the U.S. Department of Education (DOE). It applies to any group officially affiliated with the Boy Scouts of America or any other youth group designated in Title 36 of the United States Code as a patriotic society.

This statute provides for the following:

- a) No covered entity shall deny equal access or a fair opportunity to meet, or discriminate against any group affiliated with the Boy Scouts of America or any other Title 36 patriotic youth group that requests to conduct a meeting within the covered entity's designated open forum or limited public forum.
 1. A designated open forum exists when the school designates a time and place for one or more outside youth community groups to meet on school premises or in school facilities, including during the hours in which attendance at the school is compulsory, for reasons other than to provide the school's educational program.
 2. A limited public forum exists when the school allows one or more outside youth or community groups to meet on school premises or in school facilities before or after the hours during which attendance at the school is compulsory.
- b) No covered entity shall deny access or opportunity or discriminate for reasons including the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the Title 36 patriotic youth group.
- c) Access to facilities and the ability to communicate using school-related means of communication must be provided to any group officially affiliated with the Boy Scouts of America or any other Title 36 patriotic youth group on terms that are no less favorable than the most favorable terms provided to other outside youth or community groups.

The statute applies regardless of the entity's authority to make decisions about the use of its own school facilities. However, no entity is required to sponsor any group officially affiliated with Boy Scouts or any other Title 36 patriotic youth group.

The obligation to comply with the Boy Scouts Act is not obviated or alleviated by any State or local law or other requirement.

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
#7320 – Alcohol, Tobacco, Drugs and Other Substances (Students)
#7410 – Extracurricular Activities
<http://myschoolbuilding.com> Account #905973921

Adoption Date 3/19/2009