POLICY 1500

USE OF BUILDINGS AND GROUNDS

The board of education is committed to providing opportunities for community use of district facilities for programs and activities that reflect the district's goals and objectives.

In accordance with state and federal laws and board of education policies, the board of education shall grant community organizations and residents use of its grounds and facilities. Priority for the use of school facilities shall be given to school-related activities.

The superintendent or designee shall develop procedures for the implementation of this policy.

Legal Reference:
Education Law §414

Board of Education
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Former Policy 1130

USE OF BUILDING AND GROUNDS

I. APPLICATION

Residents or community-based organizations seeking to use the buildings and grounds of the Baldwin UFSD shall contact the school building administrator for the required application.

A. Completed applications shall be submitted to the appropriate building administrator at least 45 calendar days (10 days for PTAs of the Baldwin UFSD) prior to date of the anticipated event.
B. Applications approved by the building administrator shall be forwarded to the director of facilities and operations.
C. Applications to use the buildings and grounds at the District Office must be submitted to the director of facilities and operations at the District Office.
D. All requests for use of buildings and grounds shall be reviewed by the board of education and approved as appropriate.

II. PERMISSION

Permission for use is contingent upon the following conditions, rules, and regulations:

A. Days school buildings may be used: Request for use of school buildings may be made for any day **EXCEPT SUNDAYS**, school holidays, recess periods including summer recess except for school district sponsored events and where there is an office or gated area. Saturday use is discouraged and will only be considered when alternate times cannot be found.
B. Days school grounds may be used: Request for use of school building grounds may be made for any day. Priority will be given to school sponsored events.
C. Priority for use: Priority for use of buildings and grounds shall be given to those programs that are under the complete supervision and control of the board of education. Further priority shall be established in order of classification as noted:

Priority Category 1- PTAs, Service Organizations, Governmental Agencies

- Meetings and functions sponsored by a Baldwin UFSD PTA/PTSA/PTA Council;
- Volunteer groups that service the community with goals directly supporting the educational mission of the Baldwin UFSD and do not charge dues, registration fees, or admission to any of its members;
- Service organizations whose proceeds are returned to the school district in the form of services, grants, and donations; or
- Any federal, state, county, or local governmental agency or its representatives.

Fees: Each group may use facilities during normal hours of operation. Allowable hours will be at the discretion of the superintendent or designee. Additional hours shall be billed as per the established rates. No additional costs can be assumed by the district.

Priority Category 2 – Programs for students sponsored by non-profit organizations

- Programs for elementary and secondary students who live within the Baldwin UFSD boundaries sponsored by non-profit organizations located within the boundaries of the Baldwin UFSD whose boundaries are within those of the school district

Fees: Each group shall be charged for all additional custodial time and overtime costs as per the established rates.

Priority Category 3 – Programs sponsored by profit-making organizations and all other organizations

- Programs sponsored by a for-profit organization located within the boundaries of the Baldwin UFSD in which participation is equally open to all district residents.

Fees: Each group shall be charged a use of facilities fee as specified in Section VII and shall be charged for all custodial costs as per the established rates.

III. PERMIT PROCEDURES

A. Requests must be made by the group leader/liaison who must be a Baldwin UFSD resident/employee and who completes the Use of Facilities course;
B. Baldwin UFSD residents must represent fifty percent or more of the total group's participants;
C. The principal of the school or his/her designee shall be responsible for recommending the approval of requests;
D. Each group/organization must complete the hold-harmless agreement prior to use;
E. An insurance certificate protecting the school district for any liability arising from a claim out of the use of facilities, in an amount to be determined by the district insurance carrier, must name the Baldwin UFSD as additional insured, and shall accompany all requests;
F. A detailed financial statement, showing total receipts and expenses for each use of buildings and grounds for which admission is charged, must be made available upon request; and
G. The net proceeds of any use for which admission is charged shall be used exclusively for charitable and/or educational purposes.

IV. REGULATIONS FOR UTILIZATION OF BUILDINGS AND GROUNDS

A. No individual, group, or organization may use any room or rooms in a school buildings and grounds until written authorization has been obtained from the department of facilities and operations.
B. No organization or group shall be permitted to use a room or rooms in the school building and/or grounds unless a responsible group leader is present for the entire event, has completed the Use of Facilities course, and who shall be accountable to the board of education for the conduct of the group in his/her charge and for any damage that may be caused to the building and/or field. Adequate supervision must be provided at all times. The group leader must have a copy of the permit with him/her during the approved activity.
C. All permits for use of buildings and grounds shall be issued for specific dates and times, are non-transferable, and are restricted ONLY to approved areas, times, and dates confirmed on the permits. There shall be NO exceptions.
D. People attending functions are restricted ONLY to approved areas, times, and dates confirmed on the permits. There will be NO exceptions.
E. Facilities will be examined carefully by school district personnel after each use and applicant must agree to pay for any loss or damage that may result from such use.
F. The use of decorations and scenery or the moving of equipment (e.g. a piano or spotlights) is prohibited unless written permission is granted in the permit.
G. The use of school buildings and grounds by political parties for meetings or rallies is prohibited.
H. Games of chance and the selling of chances are not permitted.
I. Under NO circumstances are refreshments to be sold or served unless written permission has been granted in the permit.
J. A cafeteria employee MUST always be present if the kitchen facilities are to be used. There shall be a charge for cafeteria employees as per the established rates.
K. Smoking and/or use of intoxicating beverages on district properties are prohibited.
L. When payment is required, it must be:
    - Submitted by check or money order payable to the Baldwin UFSD
    - Received within 10 days prior to the use of buildings and grounds
M. District employees are not permitted to accept money and/or gifts in lieu of payment to the district.

V. SAFETY PRECAUTIONS

A. All organizations shall abide by all applicable federal, state, local, and Baldwin UFSD rules, regulations, and laws.
B. According to State Education Law, any group attending a school function that is not the primary occupant (students and staff) shall be required at the opening of the meeting to note the appropriate exits and their locations should the need arise to evacuate the premise in case of an emergency.
C. No substance (wax, paraffin, and/or tape) may be used on the gym floors. Only sneakers may be used for recreational activities (e.g. soccer, basketball, etc.)

VI. CANCELLATIONS

A. Any change in time or date or the cancellation of an activity must be reported to the department of facilities and operations and building principal or designee in writing within 48 hours of intended use. If notification is by telephone, a written confirmation must follow.
B. Permit may be cancelled at any time without notice for failure to observe the aforementioned rules.
C. School activities take precedence in the scheduled use of school buildings and grounds. Approved applications may be cancelled at any time if the facility is needed for school use.
D. All events shall be cancelled when school is closed due to emergency, e.g. snow. It shall be the responsibility of the group to notify its members of the cancellation.

VII. FEES

A. BUILDINGS AND GROUNDS USAGE:

• Elementary gym or multi-purpose room	$60 per hour
• Elementary classroom or faculty room	$15 per hour
• Secondary gym/auditorium/commons area	$80 per hour
• Secondary cafeteria (excluding use of kitchen)	$25 per hour
• Secondary classroom, faculty room, or small meeting room	$15 per hour

B. ADDITIONAL CHARGES:

- The director of facilities, operations, and safety shall determine the number of custodial, security, and/or cafeteria employees necessary for each event and the number of hours required for each employee.
- $45 per hour for each custodial employee required to maintain building.
- $25 per hour for each security guard required for the event.
- $20 per hour for each cafeteria employee required when using a kitchen.

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