



Use of Facilities Protocols

Monitor Entrance to Building:

The organization will provide an adult volunteer (must be at least 21 years of age) to monitor the entrance of the facility. The volunteer is responsible for admitting only authorized individuals into the building and must remain at her/his post for the duration of the time slot authorized for the organization's use. The organization will ensure that all doors will remain closed and locked during its approved time slot for the use of the facility. Doors must not be propped open at anytime. The organization will notify Seaford UFSD Security immediately of any issues that may arise, The District's Security personnel can be reached at (516) 426-9103.

Evacuation Procedure & Emergency Exits:

Group supervisors must announce, at the beginning of the first session, the directions on how to evacuate the building in case of an emergency. It is the responsibility of the group leader to inform all participants on the emergency escape route out of the area your group is in. Please see map for location(s). The adult leader must maintain a roster of the group. Attendance must-be taken upon evacuation of the building.

Police, Fire or Emergency Personnel:

If smoke, fire, hazardous materials, or any other dangerous type situation arises, you must immediately evacuate the building and contact emergency personnel from a safe, secure location. Each campus has a pre-designated command post or meeting place to relay information and accountability to arriving emergency services. Know the location of the meeting place and make attempts to have a responsible adult at that location with needed information and directions to the location of the fire, medical emergency, or incident. All groups using the campus should establish a parent notification list. In the event you cannot return to the building, a notification list should be established to relocate students from the scene and protect all from the elements and exposure.

If, for any reason, you find it necessary to contact the police or fire departments, you are to notify the District Security Personnel at (516) 426-9103 after such notification has taken place.

SUFSD USE OF FACILITIES PROTOCOLS

Indoor Air Quality:

The District has an Indoor Air Quality policy in place and the use of certain cleaning, paint, and related chemicals are prohibited. Should you have any concerns, please report them to the custodian on duty.

Integrated Pest Management:

The District has an Integrated Pest Management program in place, which restricts the use of all pesticides. An IPM program focuses on the reduction of sources of food, water and shelter for pests in schools. In order to sustain the pest management program, it is important to manage food and beverages that are brought into school buildings. Under no circumstances are refreshments to be sold or served unless written permission has been granted.

Smoking/ Alcohol:

Use of intoxicants of any kind is always prohibited in the buildings and on school grounds. The use of tobacco, e-cigarettes and/or personal vaporizing devices is prohibited at all times in the buildings and on school grounds. The Board of Education reserves the right to revoke any group's permit based on usage of alcoholic and/or tobacco products by any of its members.

Parking:

All persons using school facilities are expected to park in marked stalls only. Parking in fire zones is prohibited. All posted speed limits and parking rules are to be followed. Failure to do so may result in tickets issued by the Nassau County Police Department. Please be courteous to our neighbors and follow all parking regulations. There is no parking or driving on unpaved areas.

Cancellations:

When school is closed due to inclement weather or an emergency. Your activity is also cancelled. It is your responsibility to contact your participants of such cancellation. Also, if you cancel your activity, you must provide 24-hour notice to District's Business Office. School activities will take precedence over all requests. Permits may be cancelled at any time for this purpose.

Security:

The District may deem it necessary to assign school security staff to your event. If deemed necessary, all costs will be charged to your group.

Automated External Defibrillators (AEDs)

At least one Automated External Defibrillator is placed in each school building. Please see map for location(s).

SUFSD USE OF FACILITIES PROTOCOLS

Supervision

It will be the responsibility of the group leader to make sure all participants behave appropriately. Lack of supervision may result in revocation of the group's permit to use the grounds and/or facilities.

Permit:

When using school facilities/ grounds, the group leader must carry a copy of the "Application for Use of School Buildings or Grounds" permit. Any staff member may request to view this permit at any time.

School Personnel:

All school personnel are issued I.D. cards and carry these cards while working. You may ask to view these cards when on school grounds.

Gym Folding Doors:

Only properly trained staff are allowed to operate electrically operated folding doors. Under no circumstances are you to attempt to operate these devices.

B.B.O./Open Flames:

Under NO circumstances are barbeques to be used on school grounds. Also, no open flames inside the school are allowed, e.g. candles, sternos, etc.

District Kitchens:

Regulations for the use of cafeteria facilities will be as follows: A lunchroom employee must be hired, at designated rates, when the kitchen is used. In the event that cooking equipment is required, a cook must be employed. Refrigerators will be made available without requiring labor charges. All facilities must be left clean and neat.

Fields:

When using school fields, the school buildings are not open for use of bathrooms.

Course Requirements:

The group leader will be responsible to attach a copy of your Certificate of Completion to all future "Application for Use of School Buildings or Grounds". Applications will not be accepted without a Certificate of Completion attached.

Dogs:

Dogs are not allowed in a school building or on school grounds, regardless if they are leashed or not. Exceptions include service animals used to aide disable individuals as defined by the NYS Department of Health.

Golfing:

Golfing is strictly prohibited on school grounds.

SUFSD USE OF FACILITIES PROTOCOLS

Please sign & return in acknowledgement of receipt and understanding of the rules and procedures listed herein.

DATE:	
NAME: <i>(PRINT)</i>	
NAME: <i>(SIGNATURE)</i>	