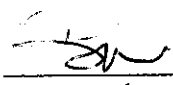


Superintendent's Regulation 1500-R


Approved upon Superintendent's Initials

6/27/14
Date

PERMITS FOR COMMUNITY USE OF SCHOOL FACILITIES--REGULATION

I. SCOPE

This regulation is designed to implement the policy of the Board of Education to foster community use of District facilities to the fullest extent consistent with the accomplishment of the educational mission of the District, and with due regard to providing for the maintenance, upkeep and security of District property. Those Board policies, and in particular Policies 1500 (Public Use of School Facilities); 1520 (Public Conduct on School Property); 5300 (Code of Conduct); and 7050 (Community Use of Schools) are, in turn, compatible with the stated goal of the City of Rochester's Renaissance Plan goal that "schools will be the focal point of neighborhood activity and pride with appropriate community uses and life-long learning, training and community outreach programs."

- A. All community use of District facilities is subject specifically to the provisions of the District Code of Conduct (Policy #5300); and to the Board policies on Public Conduct on School Property" (Policy #1520); Smoking on School Premises (Policy #1530; Drug and Alcohol Abuse (Policy # 5312.1); Drug-Free Schools (Policy #5312.1a) and Dangerous Weapons in Schools (Policy # 5312.2). Community use is also subject to all other applicable provisions of the District Policy Manual and regulations implementing its terms; and to such health and safety regulations as may be imposed by the State of New York, the County of Monroe or the City of Rochester. All permit applicants are expected to respect the Values Policy of the District, and must agree that to the full extent required of the applicant organization by law, it shall not discriminate against any person on any Constitutionally impermissible basis.
- B. The District has several devices in place for maximizing appropriate community use of District facilities, including statutory uses, and use pursuant to lease or agreement authorized by the Board of Education (which do not require permits, since the applicable conditions will be set forth in the lease or contract); and use pursuant to permit, which is the most common method, and is handled administratively, without the necessity for case by case Board action. No community use of District facilities is allowed, except as set forth below, without prior issuance of a Permit (a) approved by the Principal or Program Administrator in charge of such facility or, where the facility involved is not a school building or program site, by the Chief of Staff of the District or designee; and (b) filed with the District Facilities Department; and (c) accompanied by proof of liability insurance naming the District, and its officers and employees as additional named insureds, in an amount meeting or exceeding the limits set forth below; and (d) applicable fees have been paid. The requirement for prior issuance of a use permit shall not be required under the following circumstances, in which the Board of Education has authorized a separate agreement which shall define the obligations of the parties:

1. The District facility, or a defined portion thereof, is leased to a community group, pursuant to a resolution of the Board of Education; or is leased, or otherwise made available by the Board of Education, to the governments of the United States, the State of New York, the County of Monroe, or the City of Rochester, or any department or subdivision of those entities or other group for a specific term and/or purpose authorized by New York State law including but not limited to the provisions of the Education Law and the Election Law [Note: this exception covers a variety of long term partnership programs between the District and various government and community groups]; or
2. A person or organization is providing a program or function pursuant to a service agreement or contract with the District, approved by resolution of the Board of Education, which program or function is offered as a part of the District's educational program or service (examples: an agreement to provide day care services to students or staff; or to provide a career awareness program); or
3. an event is a **School Activity**. Community groups or members are not required to obtain a permit where they are assisting or otherwise participating in a program established and supervised by a District school or District program. [Example: where a school offers its students an optional afternoon, evening or weekend academic or cultural program, such as a literacy or dramatic program, for which a community group provides volunteers to supplement District staffing, the program remains a school activity, and the commitment of volunteers does not convert the program into one requiring a permit]. The permit requirement does apply where the program is established and supervised by the community group, and neither exception above is applicable.

II. SCHOOL LEVEL REVIEW OF APPLICATIONS

No permit shall be approved by a principal, program administrator or the Chief of Staff, or forwarded to the Facilities Department if, in the judgment and discretion of such administrator, such permitted use would interfere with the educational, extracurricular or cocurricular programs of the school or program; or would impair or impede the ability of the facility to provide maintenance of its facilities; or would impair the security of the facility, or any equipment or property (including both real property and equipment or other personal property). Whenever a permit seeks use of kitchen facilities, or for use of District refrigerators or coolers, stoves, ovens, or dishwashers, the approval of the cafeteria manager and appropriate provisions for safety, supervision and cleanup shall be a necessary component of approval. Such approval may include a requirement that the applicant hire appropriate District personnel to operate kitchen machinery. Where the applicant seeks use of athletic facilities, including playing fields, gyms, lockers and showers, the approval of the school's athletic director and/or the Department of Health and Physical Education shall be obtained, to make sure that the permit use is compatible with any specialized facility; and that it does not conflict with the scheduling of interscholastic or intramural games or practices, or with the school's physical education program; and to include appropriate provisions for supervision and for the condition and care of fields and facilities. Every principal or program administrator is encouraged to make appropriate inquiries to assure her/himself that the permit applicant and its users are likely to take good care of District facilities, and to adhere to District policies; and to consult with other school and District officials regarding scheduled school programs and/or facilities issues (e.g. field conditions,

classroom equipment & security, etc.) and potential alternatives. The requirements for custodial staffing shall be determined by the building principal or program administrator, in consultation with the custodian/engineer and/or the Director of Educational Facilities and/or Plant Operations Department. The principal or building administrator shall also determine such security, or other professional or nonprofessional staffing requirements warranted by the proposed use (e.g. monitors, lifeguards, instructors, emergency medical technicians, referees, etc.), and payment of those additional personnel costs related to the permit use shall be a precondition to issuance of the permit. The principal or program administrator shall forward all approved requests to the Office of Educational Facilities.

Appeal of Permit Denial. An applicant may request a review of a denial by forwarding such request, in writing, within ten (10) days of the denial by a principal to the Director of Educational Facilities, who shall review the application, and shall within thirty (30) days of receipt of the request, notify both the applicant and the principal of the determination of any request for review. At the request of the Superintendent of schools or his/her designee, an administrator should be prepared to articulate the specific reasons upon which a permit has been approved or disapproved.

III. APPLICANTS FOR USE PERMITS.

A. Eligibility for Permits

1. Equal Access. It is the intent of this regulation that with reference to each District facility made available for community use, the application of the rules and requirements set forth in this regulation shall be applied in a fair and equitable manner for educational, aesthetic, cultural, civic or athletic purposes to all community groups and organizations, including religious groups. Nothing in this regulation, however, shall be construed to require that every District facility be available for any community use or at any specific time or date; nor shall it prevent administrators from exercising the discretion to approve or to disallow permits in a manner appropriate to the physical limitations of specific facilities; or appropriate to the program (curricular, extracurricular and cocurricular), security, budget or maintenance needs of each such facility. The regulations shall be construed, however, to mean that the exercise of discretion for use of a specific facility shall be done in a reasonably equitable manner, and in accordance with the priorities set forth below. Groups are eligible to apply for use of District facilities if they meet the requirements of the New York State Education Law, and are:
 - a. classified as nonprofit, tax exempt organizations under § 501(c)(3) of the Internal Revenue Code; or
 - b. are neighborhood-based groups or organizations which service persons residing within the school's boundaries; or
 - c. are school-related groups, such as a PTA, or PTSA, etc.; or
 - d. other groups not meeting one of the three criteria above, as time and space permit.
2. Religious Viewpoints. Consistent with the decision of the United States Supreme Court in Good News Club v. Milford Central School District, ___ US ___, 150 L.Ed.2d 151, 121 S.Ct. 2093 (2001), where a District facility is made available to youth organizations for meeting purposes, permits shall not be denied to groups seeking

access to that same facility to present youth programs with a religious viewpoint or emphasis, based upon the religious content of such programs; and shall approve or deny such an application based upon the same factors and priorities applied to the applications of other organizations. In order to ensure that the District does not violate constitutional requirements for separation of church and state, however, permits shall not be issued or continued for uses including conduct of worship services, rites or ceremonies not purely incidental to such youth programs, whether on a periodic or one time basis. This regulation does not preclude the Board of Education, in an exercise of civic responsibility, from permitting a church or other religious group from the temporary use of District facilities, in a time and manner compatible with the District's educational mission, where such use is in response to a natural disaster, fire or other similar emergency, pending the ability of such church or religious group to relocate or repair its facilities.

3. Intellectual Freedom. The Board of Education, in Policy No. 1520 expressly stated that "free inquiry and free expression are indispensable to the objectives of a school district..." and that it is not the intent of Board policy to "limit freedom of speech or peaceful assembly" or to "restrain controversy or dissent." In that same Policy, the Board has also reserved the authority to maintain public order, and to prevent abuse to the rights of others. Consistent with Policy #1520, it is the intent of this regulation that no community group or organization, including a religious group or organization, complying with the provisions of this regulation, who would otherwise be eligible to use District facilities shall be denied access because of the religious, political or ideological nature of its beliefs, except that permits shall not be issued or continued to any person or group advocating the forceful overthrow of the government, or promoting actions or activities violating the criminal laws of the United States or of the State of New York.

B. Time

1. "No permit" hours on School Days. It is reasonable for a school not to issue permits to any group for community use of any school or program facility during the two-hour period immediately following the dismissal of students from classes at that school or program. That time period may, at the discretion of the principal, properly be reserved for use by students and staff of the school for extracurricular or cocurricular programming; and to enhance the ability of the school staff to provide for the security and maintenance of the premises. The principal or program administrator can extend the "no permit" period up to five o'clock PM on one or more school days, provided that there is a programmatic, maintenance or security reason for such extension, and provided that the extension enforced at the school in a uniform manner, without exception for any community group. Exception: In buildings which have been designed or configured to provide a "community use room" permitted uses shall be allowed notwithstanding the exercise of a principal's discretion to apply a "no permit" time to other portions of the facility.
2. Permits for School Day Events Ending By 8:00 P.M. Where a permit is issued which allows community access for a period through 8:00 PM, the schedule of fees established

by the Office of Educational Facilities for “weekday use” described below, shall be applied to the use of any auditorium, gymnasium, locker room, showers, cafeteria, swimming pool, classroom, commons room, community room, forum room, multi-purpose room, dressing room, transportable, or other indoor or outdoor facility. Where a permit is issued for use in such a manner, and at such times that the District and its schools do not incur any additional personnel costs or overtime costs, then District fees under this section shall be waived for organizations whose official address is within the City of Rochester and organizations which have a majority of members residing within the City of Rochester.

- C. Late Evenings, Weekends & Recess Periods. Where a permit is issued which allows community access after 8:00 P.M. on days on which school is in session; or (for schools which are open on weekends) at any time after 3:30 PM on weekends, or at any time during any recess period, or on any day between July 1 and September 5, such permits shall be subject to nonwaivable facility use fees at the “weekend rates” described below, (in addition to any personnel costs) for the use of any auditorium, gymnasium, locker room, showers, cafeteria, swimming pool, classroom, commons room, community room, forum room, multi-purpose room, dressing room, transportable, or other indoor or outdoor facility.
- D. Times without Scheduled Staffing. An application may be denied by any principal or program administrator, if a permit application seeks access to a building at a time when no appropriate staff is scheduled to be on duty at the building, and such staffing would require unbudgeted overtime.
- E. Fee Requirements

District-wide Facilities and Equipment. Schedules of nominal fees shall be established at the start of each fiscal year, or as soon thereafter as may be feasible by the Educational Facilities Department, and shall be available at each school office, at the department, and on the District website covering both weekday and “weekend” costs for various types of rooms or other indoor facilities and for athletic fields and other outdoor facilities owned or controlled by the District; for and a schedule covering specific equipment (e.g. lighting, public address or audiovisual equipment; tables, podiums, risers, scenery, other equipment), and the labor costs for riser setup, stage managers or crews. In establishing facility fees, the District may take into account the charges imposed for use of similar facilities by the City of Rochester, the County of Monroe, and by other school districts within Monroe County.

Personnel costs. In addition, all groups awarded permits under this regulation will be charged, according to a uniform schedule, for all charges incurred by the District for additional personnel charges, including additional costs related to security and custodian services; provided, however, that where more than one group is using a particular school at the time that such additional charges are incurred, if there is no reasonable means of attributing such cost(s) to a particular use, then the cost shall be divided among the users in an equitable manner, to be decided by the Educational Facilities Department. All fees shall be payable to the Rochester City School District, and shall be tendered to the Educational Facilities Department. Where a permit is issued for use in such a manner, and at such times that the District and its schools do not incur any additional personnel costs or overtime costs, then no District fee shall be charged under this subsection to organizations whose official address is within the City of Rochester and organizations which have a majority of members

residing within the City of Rochester.

School Plays, Athletic Events etc. If a school has an activity such as a play, concert, science fair, dance, etc. put on by the student body, and the activity is free to all then it shall be deemed to be a school activity and not subject to District fees. The District recognizes that the number and quality of artistic presentations which can be offered to our students may depend on a capacity to pay royalties and licensing fees, and to cover various production costs; and that the scope and quality of our athletic programs may also be reliant upon funding supplemental to that possible from District funds. A school may, therefore, impose an admission cost for artistic or athletic events provided that (1) the proposed fee is calculated to balance the dual interests of covering expenses and maximizing participation; and (2) such cost is approved by the Superintendent or the official designated by the Superintendent for oversight of the school. Cash control for such fee activity shall be done in compliance with rules and regulations established by the Department of Finance and its audit units.

School-based fees. Where the educational mission of a particular school, or its facilities are such that schedule of fees for use by outside organizations may be warranted for that facility, and may contribute to the ability to equip, staff, promote and advance the unique program of that school, then a specialized schedule may be established by the school and implemented with the approval of the Superintendent of Schools. Cash control for such fee activity shall be done in compliance with rules and regulations established by the Department of Finance and its audit units. Example: A fee schedule for the School of the Arts helps to support the mission of that school as a community-wide provider for the arts, and to fund the staff necessary to coordinate and schedule a wide variety of programs for the school and the wider community.

F. General Requirements

1. Timing and filing of Applications. No application for shall be filed by the Office of Educational Facilities, and no permit issued without the approval of the building principal or program administrator. Such approved applications must be on file with the Office of Educational Facilities at least ten (10) working days in advance of the contemplated use; except that applications for Sunday use must be submitted with the approval of the principal at least three (3) weeks prior to the date of intended use. The Application form to be used is attached hereto as Exhibit 1500-E.1.

IV. **OBSERVANCE OF REGULATIONS**

Applicants, sponsors and participants are jointly and severally responsible for use of facilities and observance of regulations. Any incident involving personal injury, or damage or loss of property of the District or the property of others upon school grounds shall be immediately reported to the principal, if present, or to the custodian. The representative of the permit holder shall immediately sign a report form (Exhibit 1500- E.2) reporting any incident or irregularity. Upon completion of the activity, the permit holder, and the building principal or custodian in charge shall complete and sign a Report on the Use of School Facilities (Exhibit 1500-E.3)

V. PARENTAL PERMISSION FOR MINORS PARTICIPATING IN A PERMIT ACTIVITY

It shall be the duty and responsibility of every group or organization applying for a permit to obtain the written consent or written permission of the parent or guardian of each minor who is to be a participant in the program for which a use permit is sought, and to insure that such written permission or consent is obtained for new participants under the age of 18 before such participants enter the program. The organization shall agree to retain the permission forms for a period of at least eighteen months after the last date of the last activity under the permit, and to make those permission forms available for review and copying by the District, upon request. The applicant shall affirmatively state on the application for a permit that it shall fully comply with the requirements of this section.

VI. SUPERVISION

- A. The Principal, custodian-engineer, or the designee of either shall be in charge of the building whenever it is open for one or more people.
- B. The permit holding organization for each activity covered by a permit must provide leadership approved by the principal.
- C. Under no circumstances shall any activity involving persons under eighteen (18) years of age be permitted unless there is a minimum of two adults present to supervise the activity. Under no circumstance shall a permit holder allow any adult supervisor to be alone on District property with a minor.
- D. The principal shall determine whether or not supervision by professional personnel of the District is required for any activity.
- E. No permit will be issued for health education, physical education, recreation activities or swim programs unless the Health & Physical Education Department of the District has approved the leadership. If any proposed use involves a swimming pool, a qualified person as defined by the Board of Education must always be on duty when a pool is in use.

VII. EQUIPMENT

All permits must state specifically the facilities and items of school equipment to be used. Only personnel designated by the District are permitted to operate and/or move such equipment. No equipment is to be brought into the building or onto school grounds or connected to the electric service without a special permit from the Office of Educational Facilities (obtained at least seven days in advance). No scenery, decorations, combustible materials, animals, or other things of an unusual nature may be brought into the building or upon school grounds without the prior approval or and, if necessary, the presence of an inspector to insure their proper use. Use of open flames, including candles, is not permitted. No equipment may be brought onto District property, or used on district premises which equipment does not meet OSHA standards, or which is used in a manner incompatible with federal, state or local safety standards and regulations.

VIII. NO COMMERCIAL USE

No facilities are made available for commercial purposes.

IX. NO SMOKING OR CONTROLLED SUBSTANCES

All permit use is subject to Board of Education policies relating to smoke-free and drug-free environment of the Schools. Violation of those policies constitutes grounds for revocation of permits, declaration of ineligibility for further permits, and, where appropriate, prosecution in accordance with law.

X. DEFENSE & INDEMNIFICATION

As a precondition to issuance of a permit, the organization applying for the permit shall agree to defend and to indemnify the District, and its officers and employees, from all claims and all actions or proceedings in law or equity seeking damages of any kind, by any person or entity, for personal or bodily injury, or for loss or damage of property arising from the acts or omissions, negligent or intentional, of the permit holder, its agents, representatives or participants or related to the permitted use. In addition, such permit holder shall indemnify the District for the loss or damage of District property occurring during, or related to the permitted use. This duty to defend and to indemnify is separate and independent of any duty to provide insurance of any kind or amount [Examples: The permit holder shall defend and indemnify the District, where (a) a participant is accidentally injured during a program, allegedly due to inadequate supervision (often an insurable event) or (b) a youth claims to have been molested by a group leader at a permit function (intentional conduct is often uninsurable). The permit holder shall defend and indemnify where a participant in its program breaks or damages items of property in the permit area, belonging to a student, or a teacher, or the District.]

XI. INSURANCE

All outside groups shall have on file at the Office of Educational Facilities a current Certificate of Insurance, issued by an insurance company authorized by the State of New York to write policies in the State of New York on which the Rochester City School District, and its officers and employees are named as additional named insureds providing a minimum level of bodily injury liability coverage of \$100,000 per person/\$300,000 per occurrence; and a minimum property damage limit of \$10,000. Such insurance may be furnished by a parent organization for the permit applicant (e.g., by a corporate sponsor, or for example, by a scouting Council, or a religious diocese, presbytery, etc). Where, in the judgment and discretion of the Office of Educational Facilities, the size or the nature of the permit activity so warrants, higher levels of liability coverage, or additional types of coverage may be required as a precondition to issuance of any permit.

XII. CANCELLATION

No permitted activity shall occur on any day for which the Superintendent of Schools has ordered schools closed for weather or other reasons; nor on any day in which the Mayor of the City of Rochester, the County Executive or other authorized official has declared any state of emergency. Where a group or organization cancels a permitted use, all applicable fees and charges shall remain due and payable to the District unless the District has received seven (7) days' advance notice. Except in emergencies, or under circumstances in which the permit holder has violated criminal laws or District policy in connection with a permitted use, no permit shall be cancelled or revoked without seven (7) days' notice to the permit-holding organization.

XIII. FACTORS FOR EXERCISE OF DISCRETION IN ISSUANCE OF PERMITS

A. General Factors.

In addition to the factors set forth above, administrators reviewing a permit application are encouraged to review those applications with an eye toward providing community access on a fair and equitable basis to the fullest extent compatible with the needs of the facility and program. When balancing conflicting applications for permits, the following priorities should be followed in exercising judgment and discretion:

1. The curricular, cocurricular and extracurricular programs of the school and its students, including physical education, school athletic, adult education or continuing education programs, are to be given priority over other community uses.
2. Permitted use should in no event appreciably interfere with the ability of the school to complete its maintenance operations.
3. School affiliates, such as Parent-Teacher-Student Associations, shall be given preference to groups from outside the school.
4. Groups presenting programs which supplement the educational program of the school, such as theatrical, musical, art, language or science programs should be given preference over presentations which are less directly supplemental to the educational program of the school.
5. Groups presenting programs of particular interest to and focus upon the students of the school, or of children of the same age range as the students of the school should be given preference over groups with other target audiences.
6. Groups that are addressing matters of concern to the neighborhood of the school should be given preference in access over groups whose activities are more generic in scope.

B. Security of Facilities.

Recognizing that classrooms, computer labs, libraries, art and music rooms, and science labs in particular contain property of the District, the teachers and the students which can easily be damaged, lost or stolen, and that some types of facility or floor surface (e.g. floors designed for dance) are not compatible with unrelated uses; and recognizing, too, the budgetary restrictions on replacing such equipment, each principal or program administrator shall be given broad discretion to insure the security of such facilities, and where adequate protection cannot be assured, may base denial of an application to use such space on the grounds of security of property, and may offer instead multipurpose facilities which can more easily be protected and secured, if available. Similarly, where in the judgment of the athletic directors or the District Health and Physical Education Department, the condition of or the wear and tear on athletic facilities, weather conditions, or scheduling issues dictate, a permit may be denied, and (if available) alternative sites may be offered to the applicant.

C. Ineligibility.

Violation of District policy, abuse of privileges under a previous permit, or failure to pay applicable fees, to maintain liability insurance or to defend and indemnify the District, and its officers and employees from claims of personal or bodily injury or property loss shall be grounds for revocation of existing permits and for denial of a permit application.

EXHIBIT 1500-E.1

CITY SCHOOL DISTRICT 131 West Broad Street Rochester, New York 14614 Attn: Sue Flannery	APPLICATION FOR THE USE OF SCHOOL FACILITIES	Do Not Write Here Permit No. _____ _____
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TO BE FILED AT CENTRAL ADMINISTRATIVE OFFICES

APPLICANT 1. Application must be filed ten (10) working days in advance of contemplated use.
PLEASE NOTE 2. Please be sure to read the reverse side of this form.

Questions To Be Answered By Applicant

1. Do you agree to abide by the items on the reverse side of this form? Yes _____ No _____
(Initial here _____)
2. Applicant organization agrees to defend and indemnify the District and its officers and employees and to provide liability insurance as required by District regulations.
(Initials here _____)
3. Are you prepared to meet the charge (if any) within the time prescribed? _____
4. Do you agree to require the use of only the facilities, services and staff checked below within the hours and for the purpose stated? _____
5. Do you propose to charge for admission? _____ If so, how much?
Restrict admission? _____ If so, describe _____

6. If an admission is to be charged or money raised, for what will the proceeds be used? _____

7. Name of responsible person in attendance _____
8. _____ Estimated number in attendance _____
9. _____
Name of _____ Official Address of Organization _____
10. Does the majority of membership in the organization reside within the City of Rochester? _____
11. _____
Signature and Title of Applicant _____ Address of Applicant _____
Phone _____

NOTE: Be Sure to Initial Questions No. 1 and 2, Above. We hereby apply for school facilities as follows:

_____ School, on _____ (Day),
_____ (Date) From _____ PM to _____ PM, with facilities, staff and
service as checked.
For the purpose of holding _____ Name of speaker(s), if any _____

<u>Facility</u>	<u>Check Staff</u>	<u>Check Service</u>	<u>Check</u>
1. Auditorium	1. Custodian	1. Heat	
2. No. of Seats	2. Ass't. Custodian	2. Ventilation	
3. Cafeteria	3. Custodial Ass't	3. Hot Water	
4. Classroom(s)	4. Locker Room Attendant	4. Light	
5. Boys' Gym	Girls'	5. Power	
6. Boys' Gym-Bleachers	Girls'	6. Inspection	
7. Boys' Locker Room	5. Cleaners	7. Cleaning	
8. Boys' Showers	6. Groundsperson	8. Seating - Chairs	
9. Girls' Gym	7. Stage Manager	9. Seating - Bleachers	
10. Girls' Locker Room	8. Stage Crew	10. Stage Lighting	
11. Girls' Showers	9. Sentry/Security Person	11. P.A. System	
12. Swimming Pool	10. Special	12. VCR/Overhead Projector	
13. Athletic Field		13. Piano	
14. School Grounds		14. Special	
15. Multi-Purpose Room			
16. Special		Free Use	
		Not Free Use	

APPROVALS

E.

Signature

Date

Principal (For date, facilities and occupancy)

Health and Physical Education (For recreational leadership)

Facilities (Checked for all signatures, policy compliance, insurance certificates and fee payment)

PLEASE NOTE THE FOLLOWING ITEMS

1. Permission to use facilities of The City School District is granted in accordance with the policies of the Board of Education and the administrative regulations governing such use. All permit applicants are expected to respect the Values Policy of the District, and must agree that to the full extent required of the applicant organization by law, it shall not discriminate against any person on any Constitutionally impermissible basis.
2. Only facilities specifically asked for in the application are to be used.
3. Payment for all damage to building or equipment is to be assumed by occupant. Insurance certificate and agreement to defend and indemnify the District and its employees is required.
4. No equipment is to be brought into the building or on the school grounds and connected with the electric service without a special permit from the Director of Educational Facilities. Application for such permit is to be filed five (5) working days before proposed use.

5. No scenery, decorations, combustible materials, animals, or other things of an unusual nature may be brought into a school building without approval and, if necessary, the presence of an inspector to insure their proper use.
6. Smoking or drug use by those in attendance; or the use of open flames, such as candles, is not permitted.
No alcoholic beverages may be served. Violations of this rule may place the applicant on an ineligible list.
7. Games or other athletic events may not be conducted and swimming pools may not be used unless the leadership has been approved by the Health and Physical Education Department of the City School District.
8. The Principal, the Custodian-Engineer or the approved assistant of either shall be in charge of the building whenever it is open for one or more persons.
9. The applicant agrees to comply with District regulations requiring written parental consent for participation by people under 18. Under no circumstances shall any activity involving persons under 18 be permitted unless there is a minimum of two adults present to supervise. Under no circumstances shall a permit holder allow any adult supervisor to be alone on District property with a minor.

**ROCHESTER CITY SCHOOL DISTRICT
PERSONAL INJURY/UNUSUAL ACCIDENT REPORT**

_____A
M

Facility _____ Room or Area _____ Date _____ Time _____ PM

Person Making Report _____ Title _____

Police Contacted: Yes No _____ Officer's Name and Badge No. _____

Time Police Contacted _____ Time Police Arrived _____ C.R. # _____

(Attach Report) Other Agencies Contacted (e.g. Fire, Ambulance) _____

Staff on Duty (include title) _____

Permit Holder's Representative _____ Name _____
Phone No. _____

Classification: Altercation _____ Accident _____ Vandalism _____ Theft _____

Other (*describe*) _____

Person(s) Involved:

Name	Address Age/DOB	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Age/DOB Description of Incident (*attach additional page, if*

necessary; do not write on the back of this form): _____

Follow up action taken/planned _____

Final Outcome _____

DISTRIBUTION

Chief Operating Officer	_____	
Director of Educational Facilities	Reporting District Employee (signature)	Date
Permit Holder's Representative (signature)	_____	Date
Principal (signature)	_____	

CITY SCHOOL DISTRICT 131 West Broad Street Rochester, New York 14614	REPORT ON THE USE OF SCHOOL FACILITIES Every Question Below To Be Answered (See reverse side for	Permit No. _____
		School _____
		Date _____

1. Was activity held in accordance with the above numbered permit? _____
2. Name of representative who supervised activity _____
3. Was any damage done to building or equipment?
 _If so, describe _____
4. Were rules on Board of Education permit observed? _____ Describe any violations: _____
5. What time did Organization enter the building? _____ What time did the Organization leave the building? _____ What time was needed to secure building? _____
6. Was staff specifically assigned to cover this activity resulting in overtime and additional costs to the City School District? _____ Indicate:
 Name and Position _____ From _____ To _____
 Name and Position _____ From _____ To _____
7. Was activity scheduled during custodian's lunch hour? _____ If answer is yes: From _____ To _____
8. What facilities were used? _____
9. How much cleaning was required after the activity? (Indicate time) _____
10. Number of participants _____ Number of spectators _____

The Principal _____ (and)
 _____ Custodian
 _____ in Charge
 _____ certify to the accuracy

of the above. The Organization's Representative _____ has noted and verified any changes listed above.

COMMENTS
