

1500 USE OF PUBLIC SCHOOL FACILITIES (DISTRICT BUILDINGS, FIELDS, GROUNDS AND NATATORIUM)

Within the limits as set forth in [Section 414 of the New York State Education Law](#), the Board of Education of the Half Hollow Hills Central School District will provide for the use of school facilities by organizations and groups serving the community.

Priorities:

1. School District programs and activities will take precedence over all other requests for the use of school facilities, and will be given first priority in the assignment of all public school space. At the sole discretion of District Administration, this includes but is not limited to an outside organization having its permit adjusted whereby a previously approved date/time/use is now withdrawn subsequent to issuance of permit.
2. The Assistant Superintendent for Finance and Facilities shall have the authority to make assignments of the use of school facilities to organizations and groups serving the community within the Half Hollow Hills Central School District so as to accommodate worthwhile community activities with the provision that balanced use is made of special facilities.
3. School athletic teams and co-curricular activities have priority over outside teams/clubs for field use. However, because of inclement weather changes in the interscholastic game schedule, an outside team may have to alter their practice/playing schedule because of school usage.
4. A group or organization applying for a District field or gymnasium to be used by school-aged children must submit a team/group/membership roster, including names, home addresses, and the face page of the most recent report card with the District facility use application. A group or organization applying for a District field or gymnasium to be used by above school-aged children must submit a team/group/membership roster, which must include a copy of the participant's driver's license with the District facility use application. Should final rosters not be available at the point of facility use application submittal, then the most recent roster from a prior season/event shall be submitted. A final, accurate roster for the facility use being requested must be provided to the Assistant Superintendent for Finance and Facilities or his/her designee as soon as available, but *before* the facility use begins. At least two-thirds (66%) of the roster members must be residents of the Half Hollow Hills community.

Groups or organizations whose membership majority resides outside the Half Hollow Hills Central School District must receive special authorization by the Board of Education for the use of school facilities and must abide by any special conditions set forth by the Board of Education. If the group or organization's roster comprises less than 66% of Half Hollow Hills residents, the application shall then be reviewed by the Assistant Superintendent for Finance and Facilities and the Board of Education Facilities Sub-Committee, who will then make a recommendation for approval or denial

of the facilities use request to the Board of Education. The District reserves the right to revoke a permit, even after initial approval was granted, if the final roster does not adhere to the minimum 66% resident requirement. Incomplete and/or inaccurate information may result in denial or revocation of the use of facilities.

5. There are situations when interscholastic contests continue beyond the normal playing time because of extra innings, overtimes, and unforeseen late start. Consequently, an outside team may be delayed from commencing their activity at their assigned time.

6. Any activity in school facilities shall be in accordance with New York State Law and the dignity and moral standards associated with public schools. No meeting or activity shall be held in a school building for the purposes of:

a. Advancing any doctrine or theory subversive to the State of New York or the United States of America.

b. Advocating social or political violence, or which is of a nature likely to incite such violence.

7. Each organization requesting use of District facilities must provide proof of insurance coverage. The most up-to-date requirements can be found on the District's website at www.hhh.k12.ny.us/community/facilities.

8. The District reserves the right to revoke any authorized use of facility application/permit at its own discretion.

9. The District reserves the right to temporarily suspend a previously approved permit for field or grounds use when there is inclement weather.

Practices and Procedures which are prohibited:

1. Agents or representatives of business concerns, except as approved by the Superintendent of Schools and the Board of Education, or designee, are forbidden to:

a. Sell Merchandise within the school facilities

b. Personally distribute advertising material on the school premises.

c. All flyers MUST be provided to the Superintendent of Schools before copying and/or distribution.

d. If flyers are approved for distribution by the Superintendent, all materials must include the following disclaimer: "This is NOT a Half Hollow Hills Central School District sponsored or endorsed activity."

2. Outside organizations may not make use of school time or the time of pupils to promote projects not connected with the schools.
3. School premises may not be used for meetings, entertainment and occasions where admission fees are charged when they are under the exclusive control, and the said proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military service of the United States and organizations of volunteer firefighters.
4. There shall be no gambling at any time.
5. There shall be no possession or use of alcoholic beverages or drugs at any time on school property.
6. There shall be no smoking or tobacco use anywhere on school grounds or in school buildings.
7. School premises may not be used by any school personnel to pursue any activity not contracted for, for which a fee is charged unless approved by the Superintendent of Schools and the Board of Education, or their designee.
8. There shall be no pets, except service animals, on school grounds or in school buildings.
9. School grounds and buildings may not be used by anyone doing private (one-on-one or small group) lessons.
10. There shall be no subletting of District facilities.
11. Failure by an organization to pay a facilities use invoice in a timely fashion and/or not adhering to any rules/regulations set forth by the District may result in the revoking of a permit and/or loss of facilities use going forward.
12. School premises may not be used for the purpose of holding religious worship services where the Board of Education has a reasonable and legitimate concern based, among other things, on community input, that permitting such use may be perceived by the community as an endorsement or advancement of religion. This prohibited use is intended to prohibit the performance of religious worship services on school premises in order to maintain the District's policy and practice of religious neutrality, and is not intended to restrict the use of school premises by outside organizations or groups after school for the purposes of discussing religious material or material which contains a religious viewpoint or for expressing any point of view on religion.

REGULATIONS FOR USE OF FACILITIES

(DISTRICT BUILDINGS, FIELDS, GROUNDS, AND NATATORIUM)

1. The organizations or groups using school facilities will:
 - a. Provide adequate adult supervision. Groups will identify those individuals who will be responsible for the supervision of the community group at each particular site. All siblings and students not participating in an event shall be supervised by a responsible adult at all times and remain in the area specified/approved for the event
 - b. Abide by all school regulations.
 - c. Defray any costs incurred by the school district due to the use of school facilities within limits of the regulations as stipulated by the Board of Education. Additionally, fees are charged by the District for certain use of facilities as indicated in Appendix "A" (Fee Structure for Use of Facilities). All such fees/costs must be paid within 30 calendar days from the date of billing. The person who signs the application is directly responsible for payment.
 - d. Community groups will submit, no less than 30 days prior to event, a Certificate of Insurance for liability as indicated in the Board Policy "Priorities" section.
 - e. Smoking, tobacco use, and possession of alcoholic beverages and drugs are strictly prohibited in public school buildings and grounds. Any violation may result in the termination of permit privileges.
2. All groups using school facilities must strictly adhere to all fire and safety regulations adopted by the Board and local authorities.
 - a. The use of any device, such as a smoke machine, which could set off the smoke alarms, is strictly prohibited.
 - b. Ticket sales must not exceed the maximum occupancy of the facility. Assigned seating for the auditoriums shall be mandatory. The sale of "general admission" tickets is prohibited.
3. Decorations, exhibits, displays and similar materials installed by the applicant must comply with all fire and safety regulations. Such materials must be completely removed and the facility made ready for school use by the applicant before the expiration hour indicated on the authorization.

4. In order to facilitate compliance with the regulations of the Health Department, kitchen cafeteria facilities may be used only under the supervision of appropriate cafeteria personnel.
5. The organization or group using the school facilities will be financially liable for any damage that may be inflicted on said school facilities by any and all of its individuals, members or spectators. Additionally, permits may be revoked.
6. At the District's discretion, school personnel will be assigned while the school facility is being used for the purpose for ensuring the care, protection and maintenance of the school facility. Any group or organization sponsoring an activity which results in the assignment of a school district employee to extra duty will pay a fee to cover the cost incurred by the school district for said staff assignment. The fee will include the cost for such time as may be necessary to prepare the facility before and after use.
7. There is to be no alteration or modification of a field not intended for its original purpose. A field is awarded for a designated use.
8. The placing of lines, tape, etc. on any floor is strictly prohibited.
9. Permits are to be available at all times for verification by school security or supervisory personnel.
10. The individual signing the application will be responsible for the supervision and conduct of the group and spectators while using the school facilities. The group or organization must provide adult supervision at a reasonable ratio of sponsors/advisers to participants, or outside security as determined by the District.
11. No unauthorized vehicles will be permitted on any District field.
12. The Board of Education reserves the right to change these regulations in any manner it may deem necessary.
13. Any violation of the above rules and regulations may result in the termination of permit privileges.

PROCEDURES FOR USE OF FACILITIES

(DISTRICT BUILDINGS, FIELDS, GROUNDS AND NATATORIUM)

1. All organizations requesting use of facilities shall complete and submit electronically a request for use of school facilities. The electronic form can be accessed via the District's website at www.hhh.k12.ny.us/community/facilities. The person completing the application must be officially designated by the organization as their liaison to the District. All communications from the District will be directed to the individual who submitted the application. An alternate contact person should be designated. Contact

information, including home and cell phone numbers and e-mail information must be included in the application.

2. Normally, applications will be received at least one month prior to the requested date of use and will be considered only when the official school form is properly completed electronically and submitted to the Assistant Superintendent for Finance and Facilities or his/her designee. When an application is approved, an authorization stating the facility, the school building, hours, date(s), and fees, if applicable, will be issued to the applicant.

3. Cancellations should be made by a requesting organization at least twenty-four (24) hours in advance. If costs are incurred by the District due to a cancellation, the actual costs involved will be billed to the organization. In the event of cancellation by the District, notice of such cancellation will be given as far in advance as possible. The Board of Education reserves the right to make such cancellations in cases of emergency or consistent with District priorities at any time without liability to the Half Hollow Hills Central School District.

4. Any misrepresentations on the application for use of facility may result in the denial or revocation of permission to use of facilities, fields, grounds and the natatorium.

Adopted: June 23, 1980

Revised: July 6, 1982

Revised: September 10, 2007

Revised: September 24, 2012

Half Hollow Hills Central School District