



Book	Highland Falls-Fort Montgomery Central School District Policy Manual
Section	3000 Community Relations
Title	Use of School Facilities, Materials, and Equipment
Code	3280
Status	Active
Adopted	July 8, 2021

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS, AND EQUIPMENT

School Facilities

It is the policy of the Board to encourage the greatest possible use of school facilities for community-wide activities including those uses permitted by New York law. Individuals or groups wishing to use the school facilities must secure written permission from the Board or its designee and abide by the rules and regulations established for use, including restrictions on alcohol, tobacco, and drug use. All visitors must comply with the District's *Code of Conduct*.

The District reserves the right to charge a fee for the use of its facilities in a manner consistent with law, and on terms specified in regulation or by agreement with these organizations.

Materials and Equipment

Except when used in connection with, or rented under provisions of Education Law Section 414, school-owned materials or equipment may be used for school-related purposes only. Private or personal use of school-owned materials and equipment is strictly prohibited. The loan of equipment and materials for public purposes that serve the welfare of the community is allowed, as long as the equipment is not needed at that time for school purposes and that the proposed use will not disrupt normal school operations.

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 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. The Board will also allow the loan of equipment to local governments and other entities that benefit the welfare of the surrounding community. The Board supports this inter-municipal cooperation as it saves taxpayer monies and is a more efficient use of scarce or costly equipment and resources.

Education Law Section 414
NY Constitution Article 8

NOTE: Refer also to Policies #3281 -- Use of Facilities by the Boy Scouts of America and Patriotic Youth Groups
#3410 -- Code of Conduct
#5640 -- Smoking, Tobacco, and Cannabis (Marijuana) Use
#6150 -- Alcohol, Tobacco, Drugs, and Other Substances (Staff)
#7320 -- Alcohol, Tobacco, Drugs, and Other Substances (Students)
#7410 -- Academic Eligibility Policy for Athletics and Extracurricular Activities



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Title	Use of Facilities by the Boy Scouts of America and Patriotic Youth Groups
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SUBJECT: USE OF FACILITIES BY THE BOY SCOUTS OF AMERICA AND PATRIOTIC YOUTH GROUPS

To the extent the District receives funds made available through the United States Department of Education and maintains a "designated open forum" or a "limited public forum," as those terms are defined in federal regulation, it will not deny any group officially affiliated with the Boy Scouts of America or any other patriotic youth group listed in Title 36 of the United States Code equal access or a fair opportunity to meet. Likewise, the District will not discriminate against any group that requests to conduct a meeting within the District's designated open forum or limited public forum, including denying access or opportunity or discriminating for reasons based on the group's membership or leadership criteria or oath of allegiance to God and country.

The District will provide groups officially affiliated with the Boy Scouts of America or other Title 36 patriotic youth group access to facilities and the ability to communicate using school-related means of communication on terms that are no less favorable than the most favorable terms provided to other outside youth or community groups.

The District is not required to sponsor any group officially affiliated with Boy Scouts or any other Title 36 patriotic youth group.

20 USC Section 7905
 36 USC Subtitle II
 34 CFR Parts 75, 76, and 108

NOTE: Refer also to Policy #3280 -- [Use of School Facilities, Materials, and Equipment](#)

Adopted: 7/8/21



Highland Falls-Fort Montgomery Central School District
APPLICATION FOR USE OF SCHOOL FACILITIES

PLEASE NOTE: Form must be turned in at least 30 days before requested date with signed Guidelines for Use of Facilities attached. The form must be approved by all necessary persons/parties prior to use.

Application date: _____

Name of Organization/Contact Person: _____
Address: _____
Street City State Zip
Telephone Number: _____
Email address: _____

Status or Purpose of Organization: (Check all that apply)

- For profit Not-for-profit/Non-profit Religious Other (Describe): _____

School Building: JIO High School FMES HFIS
Room or Facility Requested: _____
Day of Week Date(s): _____ Time in: _____ Time out _____
Detailed Description of Use or Event: _____

Is your organization a school-related or HFFMCSD community organization? _____

Will admission fee be charged? _____ If so, amount: _____ Number of Participants: _____

For what purpose will proceeds from admission fee be used? _____

Materials, equipment, furniture requested: _____

Materials, equipment or other items to be brought by user: _____

For Office use only:

Insurance submitted per guidelines (Business Office) Est. Building Use Fee \$ (Asst. Superintendent) Est. Custodial Fee \$ (Asst. Superintendent) (Final fees are based on actual usage)
Est. hours of custodial time (Director of Facilities III)

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 canceled 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.

Signature of Applicant _____ Date _____

The above-requested facilities are available, and the nature of the use is appropriate for this building.

Principal Signature _____ Date _____ Other Signature as Necessary _____ Date _____
(E.g., Food Service Manager, Athletic Director, IT Dept)

I approve the use of the above-requested facility.

Director of Facilities III Signature _____ Date _____ Asst. Superintendent Signature _____ Date _____

Applicant _____ Principal/Director _____ Asst. Superintendent _____



HOLD HARMLESS AGREEMENT (USE OF FACILITY)

_____ does hereby covenant and agree to defend,
(Name of Facility User)

indemnify and hold harmless the **Highland Falls - Fort Montgomery CSD** from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of **Highland Falls - Fort Montgomery CSD** property, facilities and/or (The District's) services by

_____ *and/or* the activities
(Name of Facility User)

functions, events, affairs or proceeding of _____
(Name of Facility User)

Signature

Printed Name & Title

Date



Highland Falls-Fort Montgomery Central School District

Cardiac Emergency Response Annex

All staff know where Automatic External Defibrillators (AEDs) are located and how to call for help. AED cases should contain supplies for first responders including gloves, CPR barrier device, and scissors. Staff outside or off school property should always carry communication devices and emergency contact information for assistance.

Warning signs or signs of a Sudden Cardiac Arrest (SCA) or similar life-threatening emergency:

- Racing heart, palpitations, or irregular heartbeat
- Dizziness, lightheadedness, or extreme fatigue with exercise
- Chest pain or discomfort with exercise
- Excessive shortness of breath during exercise
- Excessive unexpected fatigue during or after exercise
- History of recurrent fainting or unusual seizures
- Sudden collapse or “passes out”
- Not responsive
- Abnormal breathing
- No pulse

Steps to take in school building, on school grounds, or at athletic events

- 1. Ensure scene safety**
 - a. Survey the area to protect victim, yourself, and anyone else nearby (e.g., remove victim from water or unstable surface to a stable level surface, cease athletic play, move bystanders from area etc.)
- 2. Shout for help. If alone, call for Emergency Medical Services (EMS) via 911 or in accordance with district policy and obtain Automatic External Defibrillator (AED)**
 - a. Follow 911 emergency dispatcher’s instructions.
 - b. *Call for any Certified Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) certified school personnel and notify administration or designee.
- 3. CPR by CPR/AED certified school personnel**
 - a. Check for breathing- if none or person gasping begin CPR immediately.
- 4. Defibrillation by CPR/AED certified school personnel**
 - a. Use an AED to restore the heart to its normal rhythm.
- 5. EMS assumes lead upon arrival.**
 - If a student is the person needing care, school administration or designee should accompany the student to the hospital until the parent/guardian arrives.
 - Be prepared to download the school’s AED data onto flash drive to provide to EMS to give to the emergency department’s physician.
- 6. School administration or designee notifies**
 - parent/guardian or staff member’s emergency contact in accordance with district policy.
- 7. Document**
 - In accordance with district policy, document event including observations, all steps taken and by whom, who was notified, and information reported to EMS.
- 8. Hold a post event debriefing**

***Emergency contact numbers for obtaining help:**

Number to call for help in school building

Number to call for help on school grounds

Number to call to notify if SCA occurs at offsite location

Secondary contact number if primary not available

CPR/AED Certified School Personnel

Staff Name	Title	Telephone Number	Location	Availability
				<input type="checkbox"/> Before School <input type="checkbox"/> After School <input type="checkbox"/> School Day <input type="checkbox"/> Athletic Events <input type="checkbox"/> School Events <input type="checkbox"/> Other
				<input type="checkbox"/> Before School <input type="checkbox"/> After School <input type="checkbox"/> School Day <input type="checkbox"/> Athletic Events <input type="checkbox"/> School Events <input type="checkbox"/> Other
				<input type="checkbox"/> Before School <input type="checkbox"/> After School <input type="checkbox"/> School Day <input type="checkbox"/> Athletic Events <input type="checkbox"/> School Events <input type="checkbox"/> Other
				<input type="checkbox"/> Before School <input type="checkbox"/> After School <input type="checkbox"/> School Day <input type="checkbox"/> Athletic Events <input type="checkbox"/> School Events <input type="checkbox"/> Other

Automated External Defibrillator (AED) Locations

Note: All AEDs should be clearly labeled and stored in appropriate storage containers, cabinets, or go bags/cases.

Number of AEDs needed inside the building and at each athletic practice and event:

AED Locations¹:

¹ AED locations should be noted on building level emergency response plan required school building map in accordance with Commissioner's regulation 155.17(c)(2)(iii).