



District Facilities Use Policy and Conditions

School buildings and grounds are maintained primarily for the education and recreation of District students. All public use of District facilities must comply with New York State Education Law, District policy, and District regulations. Use of District facilities is a privilege, not a right.

1. Purpose of Facilities Use

District facilities may be used for activities that support the general welfare of the school community and the Manhasset community, provided such use:

- Does not interfere with or disrupt school operations
- Complies with all applicable laws, policies, and regulations
- Serves a valid school purpose or provides a substantial community benefit

Use of District facilities does **not** imply endorsement of any activity, organization, or viewpoint by the School District.

2. Non-Discrimination Requirement

All individuals and organizations using District facilities must comply with applicable federal, state, and local non-discrimination laws.

No person may be excluded from participation based on race, color, creed, religion, religious practice, national origin, ethnic group, disability, weight, sexual orientation, gender, gender identity, sex, age, marital status, or any other protected characteristic.

3. Eligibility for Facilities Use

Permitted Users

District facilities may be used by:

- District residents
- District-based, non-profit organizations
- Organizations or groups whose use serves a valid school purpose or provides a substantial benefit to the Manhasset community

Prohibited or Restricted Users

The following uses are **not permitted** unless expressly approved by the Board of Education:

- Use by non-residents or organizations based outside the Manhasset community
 - For-profit activities, unless the activity is incidental and serves a valid school or community purpose
 - Activities that interfere with school programs or operations
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4. Acceptable Uses of Facilities

Permitted uses, subject to approval and availability, include:

- Instruction in education, learning, or the arts
 - Social, civic, and recreational meetings that are non-exclusive and open to the general public
 - Meetings of parent and parent-teacher organizations
 - Events charging fees only when proceeds support an educational or charitable purpose and the event remains open to the public
 - Polling places, voter registration, and authorized political meetings
 - Civic forums and community centers
 - Recreational and athletic activities, including contests involving private, non-profit schools located within the District
 - Child-care programs conducted outside school hours (costs paid by families or authorized agencies, not the District)
 - Meetings of District-recognized collective bargaining units
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5. Permit Requirements

Permit Required

All use of District facilities **must be submitted and approved through the District's online facilities system (Master Library)**.

- No event may be advertised or publicized until written approval is granted. Approval of a facilities use request may not be contingent upon future registration outcomes or anticipated participation by District residents.
 - Permits are valid **only** for the specific location, date, time, and purpose approved
 - Permits are **non-transferable** and may not be shared or reassigned
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Application Timeline

Facility use requests must be submitted through Master Library:

- No earlier than six (6) months prior to the requested event date
- No later than thirty (30) days prior to the requested event date

Late, incomplete, or improperly submitted requests may be denied.

Required Information and Forms

Applicants must complete all required sections within Master Library, which may include:

- Online Application for Use of Facilities
- Projected Receipts and Expenses information, when applicable
- Insurance documentation, agreements, or additional approvals as required

Submission of a request does not guarantee approval. All applications are subject to District review and availability.

6. Conditions of Use

Permit approval is contingent upon the applicant agreeing that:

- The activity will be properly supervised at all times
- Participants will conduct themselves appropriately
- Facilities and grounds will be left clean and orderly
- The applicant assumes responsibility for any damage to District property

Failure to comply with any condition may result in:

- Immediate revocation of the permit
 - Denial of future facilities use requests
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7. Revocation of Permit

The District reserves the right to revoke any permit at any time if:

- The permit holder violates District policy or regulations
- The activity deviates from the approved purpose
- The activity poses a disruption, safety concern, or liability risk

Applicants with prior violations may be denied future use of District facilities.

8. Use During School Hours

Facilities use during school hours is permitted **only** if the Board of Education determines the activity will not disrupt instructional or operational activities.

9. Fees and Charges

Facilities usage fees are established annually by the Board of Education.

Fee Exemptions

The following are exempt from usage fees:

- Activities conducted by school personnel under Board authority
- Board-recognized parent organizations
- Professional educational meetings requested by staff and approved by the Superintendent
- Meetings of local police, volunteer fire departments, and veterans organizations
- Community-based, volunteer-led youth organizations (e.g., Scouts)

Additional costs for custodial staffing, security, or overtime may apply.

10. Compliance With Law

All facilities use is subject to:

- New York State Education Law
- Applicable District policies and regulations

- Insurance and indemnification requirements, where applicable
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11. Acceptance of Terms

Submission of a facilities use application constitutes acceptance of all District rules, regulations, and terms and conditions.

Failure to comply may result in denial, revocation, or restriction of future facilities use.

09/2025