1500 PUBLIC USE OF SCHOOL FACILITIES

While the district's school buildings and grounds are maintained primarily for the purpose of educating students within the district, the Board of Education recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities. This policy is intended to identify the uses that community groups may make of those facilities, the conditions for such use and the application procedure for use of school facilities.

Permitted Uses

District facilities may be used for the purposes listed below, subject to the conditions and restrictions set forth in this policy.

A. Instruction in any branch of education, learning or the arts.

B. Public library purposes, subject to provisions of the Education Law.

C. Social, civic and recreational meetings and entertainment, or other uses pertaining to the welfare of the community so long as such uses are non-exclusive and open to the general public.

D. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.

E. Polling places for holding primaries and elections, for the registration of voters.

F. Civic forums and community centers.

G. Users of lighted facilities must abide by Regulation 1500R.

H. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.

I. Child-care programs when school is not in session, or when school is in session for the children of students attending schools of the district and, if there is additional space available, for children of employees of the district.

J. Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.

Prohibited Uses

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited:

A. Meetings, entertainments and occasions that are under the exclusive control of and the 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 veterans' organizations or volunteer fire fighters or volunteer ambulance workers.

Conditions of Use for District Facilities

A. Use of district facilities may be permitted unless such facilities are in use for school purposes, or during educational programs. The district reserves exclusive and non-reviewable judgment to determine if a requested use would interfere with or disturb the district's educational programs or subject the district to liability for inappropriate or inadequate supervision.

B. To ensure that district facilities are preserved for the benefit of the greater district community, consideration will be given to community- based groups. If there is a conflict in request for use of facilities, the following order will govern:

    i. Irvington Union Free School District events and activities
    ii. Irvington Village and Recreation Department Programs
    iii. School District Resident Community Use
    iv. Outside Groups

C. Applicants cannot transfer, or assign any approved use to another individual or group, or their own privileges will be deemed revoked.

D. Where, in the judgment of the district, the requested use of district facilities requires special equipment or supervision, the district reserves the right to deny such use, or in the alternative, to condition such use upon the applicant's payment of additional fees. Only authorized personnel shall operate district equipment.

E. Use of district facilities will only be permitted where the organization provides the district timely evidence of adequate insurance coverage ($1,000,000 minimum) which shall name the district as "additional insured" to hold the district harmless from all liability, property damage, personal injuries and/or medical expenses. The district will exercise complete and unreviewable discretion regarding what constitutes adequate insurance coverage for each proposed use.

F. Use of district facilities will only be permitted where the organization provides the district evidence of adequate adult supervision to ensure respectful use of the facilities. Users are required to provide their own security and familiarize themselves with exits for emergency situations.

G. The Board reserves the discretion to deny use of district facilities described above, or to terminate use of district facilities:

i. By an applicant who has previously misused or abused district facilities or property or who has violated this policy;
ii. For any use which could have the effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York State Constitutions;
iii. By any applicant where policies or practices do not conform to federal, state and local anti-discrimination laws (however, the district must provide equal access to the Boy Scouts of America and other designated patriotic youth groups);
iv. For any use which, in the estimation of the Board, could reasonably be expected to or actually does give rise to a public disturbance;
v. For any use which the Board deems inconsistent with this policy;
vi. For any use by a private for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
vii. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
viii. By an applicant, including any individual associated with the applicant, who has mistreated or been abusive, verbally or otherwise, to district personnel; and
ix. For any use prohibited by law.

H. Use of district facilities will be permitted only where the applicant agrees to pay the district a user fee according to Regulation 1500-R and the schedule adopted by the district to cover the costs and expenses associated with the requested use (heat, electricity, maintenance, custodial services, facility wear and tear, supervision, etc.). Additional fees may be associated with the use of any additional services or equipment. The district retains the further right to waive user fees for groups that are associated with or sponsored by the district.

I. The Superintendent (or designee) is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reasons and extenuating circumstances. Whenever possible, adequate and timely notification will be given.

J. Facility use is subject to additional rules and conditions described in regulation 1500-R. Users must acknowledge that they have read and will adhere to this policy and the regulations as part of the application process.

Ref:

20 USC §7905 (Boy Scouts of America Equal Access Act)

Education Law §414

34 CFR Part 108 (Boy Scouts of America Equal Access Act Regulations)

Original Adoption date: 10/18/16

Revised/Adopted: 5/5/26

Irvington Union Free School District

1500-R PUBLIC USE OF SCHOOL FACILITIES REGULATION

Facility Use Charges and Fees, Application Procedures and Use of the Auditorium/Athletic Areas

Since the school budget is primarily intended to defray the expenses of operating and maintaining the school and its facilities for the benefit of the District's school children, charges will be made to non-school groups for the use of school facilities based on the Board's approved "Schedule of Charges for the Use of Facilities," and "Custodial Service Fee." These charges have been developed to cover costs to the district and ensure that school funds are not used to support private purposes, however worthy in themselves.

Upon request, user fees may be modified or eliminated by the Superintendent during the hours between 3:00 p.m. and 10:00 p.m. on regularly scheduled school days, where there is no identifiable cost to the district. Recognizing that custodians will not be able to complete their regularly scheduled assignments when assisting outside users, a Custodial Service Fee will be charged unless it is determined that no additional staffing or significant extra cleaning is required. This custodial fee will be determined by the number of participants and the number of rooms requested In addition, any other identifiable costs that would not otherwise have been incurred by the district will be charged.

All users shall pay both the Use of Facility Fee and Custodial Service Fee for use of facilities on Saturdays, Sundays and Holidays, with the exception where a mutual exchange of facilities is possible between the school and the organization requesting use of the facilities. On weekends, the custodial fee charge will include one additional hour of time, past the requested hours of use to accommodate operational needs.

When it is determined that a fee is to be charged, the district retains the right to condition use upon an applicant depositing with the District a sum equaling the estimated costs and fees associated with the proposed use ten
(10) days in advance of the requested use.

Groups involved in fund-raising will be charged according to the fee schedule with the exception of annual charitable fund-raising activities approved prior

to the revision of this Policy or those approved in writing in advance by the Superintendent.

Application Procedure and Rules for Use of District Facilities

A. All applications for use of school facilities shall be made through the online portal which can be found here https://www.irvingtonschools.org/departments/business-operations/facilities/facilities-requests.

   All applicants are advised that consideration for the rental/use of space is completed on a first come, first served basis. The district will begin to accept applications for the subsequent school year on July 15th preceding the respective school year.

B. The applicant must clearly and completely describe the intended use of the district facility in the application.

C. The district may request a roster or group list of students/residents for the user group for

D. All applicants must review the Facility Use Policy and Regulation prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board policies and regulations and to use district facilities strictly in accordance with the use described in the application.

E. All applicants must agree to assume responsibility for all damages resulting from its use of district facilities. Proof of adequate insurance must be provided at the time of application.

F. Users must provide adequate adult supervision to ensure respectful use of the facility, safety of the participants, and ensure participants use only the facility area assigned. User must clean the premises and return the premises to the original condition found upon entering (with the exception of special setup by our custodial staff). Users are required to provide their own security and familiarize themselves with emergency exits and procedures. Prior to the start of the user's event, an announcement should be made to the group regarding emergency evacuation procedures, including pointing out fire exits and responding to fire alarms.

G. Permits shall be valid only for the facility, use, dates and time specified in the permit. No adjustment to the permit is allowed except with the prior written approval of the Superintendent (or designee). Permits shall not be transferable.

H. The Superintendent (or designee) is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reasons and extenuating circumstances. Whenever possible, adequate and timely notification will be given.

I. With regard to scheduling activities, the district retains the right to give preference to groups and organizations which are associated with or sponsored by the district.

J. Athletic equipment shall only be moved by district personnel only.

K. If an outside organization use or activity results in damage to district equipment, fields, or facilities, the reserves the right to assess damages and issue invoices accordingly.

L. Issuance of a permit shall not limit the right of access to the facility by district staff.

M. The use or sale of alcohol, tobacco, drugs or other intoxicants is strictly prohibited from district grounds and facilities.

N. Any items left on premises by any group are not the responsibility of the District.

Fee Schedule

The fee schedule will be annually adopted by the Board of Education. Said rates shall be posted on the district website. Custodial fees will be charged for groups at a ratio of one (1) custodian to 100 participants and/or a rate of one (1) custodian per major space area (gym, cafeteria, theater).

Campus Auditorium

A. Most groups using the High School Auditorium will require the services of a district-approved stage manager. This determination is made after consultation with the facilities use coordinator. The fee for a stage manager will be paid by the group to the stage manager. When the program requires use of the full stage, light board, dressing rooms, etc., a stage manager will be required. If the program requires only house lights, microphone and podium, the custodial staff can handle the

arrangements and groups will be charged at an hourly rate with a three (3) hour minimum.

B. Rental arrangements shall be made through the facilities use coordinator with a list of dates and times of use sent in advance (Facilities Use Form). The group will notify the facility use coordinator of the district-approved stage manager.

C. User groups should determine, and specify on the application form, the nature of the equipment they need and the extent of the services required including the following:
    a. Use of lighting equipment
    b. Use of sound equipment
    c. Use of stage wing space and adjoining corridor(s)
    d. Dressing rooms
    e. List of equipment to be hung or mounted (lights and audio)
    f. Stage sets to be used and/or hung

D. No equipment may be moved, changed or reset without consent of the district facilities manager.

E. Nothing may be affixed in any manner (nails, screws or cleats) to any area of the stage or auditorium.

F. No modifications may be made in the electrical panel or sound system without the express permission of the Assistant Superintendent for Business or his/her designee.

G. The stage must be struck within twenty-four hours of the final performance and all equipment returned to its original place.

H. Set-up time, if needed, shall be requested in writing on the facilities application form. Groups will be charged for all time that the auditorium is set up for their use and not able to be used by the district by other groups.

Field Markings

No user group shall be permitted to perform any field markings on any district field unless approved by the district in its sole discretion, and any such approved field markings shall be subject to an additional usage fee as such fee may be set by the Board of Education from time to time. No field markers are permitted on Meszaros Field.

Athletic Equipment

User groups must gain necessary approval to use district athletic equipment such as goals. Athletic equipment shall be moved by district personnel only. Should the user wish to use their own equipment, such use, as well as the plan for storage of such equipment if on district property, shall be subject to the approval of the district in its sole discretion.

Meszaros Field Rules and Regulation

To help preserve our community's investment in the IUFSD athletic facilities, the following standards must be followed. There is to be absolutely no:

- Metal cleats
- Seeds (example: Sunflower, Pumpkin, etc.)
- Food
- Gum
- Driving of stakes
- Tobacco and Vaping products
- Alcohol
- Sports drinks
- Pets
- Use non-authorized recreational equipment such as bicycles, skateboards, etc.

Any spills or damage must be immediately reported to an IUFSD staff member who will implement corrective action. Violators of these regulations will have their access revoked and will be responsible for any related repair or replacement costs.

Track and Field Lighting Use

The following parameters for Field Lighting are set forth with the intent to balance the needs of the school community and the needs of the surrounding neighborhoods. The use of field lights at Meszaros Field/Oley Track will be consistent with 1500 Public Use of School Facilities. Ordinarily, field lights will be used during the months of August, September, October, November, March, April and May.

Night contests will be scheduled to begin no later than 7:00 pm from Sunday to Thursday and 8 pm Friday and Saturday. Lights will be off 30 minutes after

the completion of post event breakdown and clean up, or by 10:30 pm for Friday and Saturday events and 9:30 pm for any weekday (including Sunday evening) events or practices. If a contest is delayed because of injury, overtime, weather, or a significant public safety event and cannot be completed in time, the lights will be turned off no later than 30 minutes after the conclusion of post event breakdown and clean-up.

The Director of Physical Education, Health & Athletics will publish the dates for night contests on the District website at the beginning of each season and will announce any schedule changes on the website. The use of an outdoor Public Address System (PA) will be allowed prior to and during a contest and must conclude at the end of the contest. The use of a PA system during lighted use will be limited to IUFSD events.

All questions on usage requirements should be directed to the Director of Facilities.

Original Adoption date: 5/5/26

Irvington Union Free School District