

SEAFORD UFSD RULES & REGULATIONS FOR USE OF FACILITIES



Organizations and/or individuals who have received an approved permit for Use of the School District's Facilities shall adhere to the following:

1. School buildings, grounds, or equipment may be used only for those purposes set forth hereafter in the rules of the Board of Education. They shall not be used for any purpose, contrary to the State Education Law, Section 414, and the policy adopted by the Board of Education. The use of school facilities for political or religious meetings, except as authorized by law, is PROHIBITED.
2. Application for use of school buildings or grounds must be made through Master Library by a responsible citizen or by an officer of any organization recognized by the Board of Education. The majority of any group using school facilities must be residents of **Seaford School District**. A membership listing of each organization applying to use school facilities must accompany the paperwork and must indicate each **member's name and full address**.
3. Applications must be submitted at least 30 days in advance of the date desired. Each organization agrees to indemnify and save harmless the Seaford School District from all costs, expenses and liability arising out of their activities in conjunction with the use of the premises. The organization will supply a **Certificate of Liability Insurance**, as per the sample COLI. Such insurance shall be maintained with insurance companies licensed by the State of New York as admitted carriers (**kindly see policy 1500**). Evidence of such insurance shall be submitted in a form satisfactory to the School District. It should be noted that "accord" forms or other blank certificates are not acceptable, the certificates must be delivered to the Facilities Office 15 days before actual use of facility commences.[Please note: We do not review or accept policies before they are bound]
4. All school activities will take precedence over non-school activities.
5. The Board of Education reserves the right to revoke any permit with or without cause upon refunding the fee.

SEAFORD UFSD RULES & REGULATIONS FOR USE OF FACILITIES



6. The Board of Education and its representatives must always have free access to the buildings and the right to revoke a permit at any time.
7. Groups or individuals holding permits will observe all rules and regulations now and hereafter promulgated by the Board of Education for use of school buildings or grounds. A permit will be canceled if conduct or nonobservance of rules warrants such action.
8. The Board of Education reserves the right to review all applications.
9. The applicant must assure responsibility for preservation of order and safety.
10. The applicant must assume responsibility promptly for any loss or damage that may occur.
11. Where a large assemblage is expected, the applicant should arrange for adequate security.
12. The permit granting the use of the buildings or grounds should be requested by one individual for the organization, and the permit will be sent when approved. **A copy or photo of the permit must be on the person who is using the premises at all times.**
13. **The school gymnasium may be used by outside organizations for athletic and class purposes only.** Each group must have a leader or instructor in charge who is at least twenty-one (21) years of age. No leader may place a substitute in charge of a group without prior permission by the Superintendent. Use of general school athletic supplies **WILL NOT BE PERMITTED**. Written permission to use gym apparatus must be secured. The gyms must not be used for athletic contests with outer groups except by special approval of the Board of Education of the District. No one will be permitted on gym floors who is not wearing standard, non-mark gymnasium shoes. **Use of tape on floors and walls is prohibited.** Spectators will not be permitted on gymnasium floors unless authorization is specifically included in the permit covering this

SEAFORD UFSD RULES & REGULATIONS FOR USE OF FACILITIES



usage. Sale or consumption of food and beverages is not permitted at any time.

14. No school building will be used **after 10:00 pm** except by special permission of the Board of Education.
15. All school grounds are open evenings and weekends during the daylight hours for use by District youth and for use by adults by permit from dawn to dusk.
16. Organizations and classes using the buildings shall confirm the hours, dates and areas specified in their permits. Changes can be made only with the approval of the business office, who must receive the consent of the Board of Education.
17. Permits are non-transferable and no holder of any permit may sublet any part of the building or grounds specified in the permit.
18. "Student Activity Organizations" (except for dances or when admission fees are charged) will not normally be charged for custodial services, except for weekends and holidays. If supervision of Student Activity Organizations is not adequate, permission for use of facilities will be terminated.
19. All social functions attended by minors must be adequately supervised.
20. The Board of Education reserves the right to either charge, waive charges for meetings, entertainment, and occasions where admission fees are charged in those instances where it is established that the proceeds thereof will be expended for an educational or charitable purpose. Substantiated financial reports may be requested within 30 days after the event is concluded. Custodial service charges shall be paid for at the regular overtime rate, whether fees for use of building are imposed or waived.
21. The **Board of Education** shall designate the number of custodians, guards, matrons, and other help required in all applications.

SEAFORD UFSD RULES & REGULATIONS FOR USE OF FACILITIES



22. If for any reason it is not possible for a group to meet in the evening for which the building has been reserved, notice must be given to the **Facilities Office** at least 24 hours in advance.
23. Movie projectors may be used under the following conditions. The permittee shall supply all necessary equipment except the moving picture screen.
24. Only motion picture films of the safety or non-flammable type will be permitted, and no film larger than 16 mm will be permitted.
25. No flags other than the National or State Colors will be displayed at any time on the buildings or grounds or within the buildings except with the written permission of the Board of Education.
26. Application for holding social, civic, and recreational meetings and entertainments, and other uses pertaining to welfare of the community, shall contain representation by applicant that such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public. The cost of all materials and labor required for preparation of the fields as desired shall be paid for by organizations.
27. Putting up decorations, or scenery or moving equipment is prohibited unless special permission is given.
28. People attending any functions are restricted in the use of the building to areas designated in the permit.
29. Trampolines, inflatable "bounce houses" and/or slides, and any other similar type of temporary installation shall not be permitted on District property at any time .Additionally, no food trucks are permitted on the district property.
30. Pyrotechnic devices and drones shall not be permitted on School District property at any time.

SEAFORD UFSD RULES & REGULATIONS FOR USE OF FACILITIES



31. No substance (wax, paraffin, etc.) may be put upon the floor under any circumstances.
32. Use of intoxicants of any kind is prohibited at all times in the buildings and on school grounds. The use of tobacco, e-cigarettes and/or personal vaporizing devices is always prohibited in the buildings and on school grounds. The Board of Education reserves the right to revoke any group's permit based on usage of alcoholic and/or tobacco products by any of its members.
33. Any additional expenses that may accrue because of the use of the facility must be assumed by the organization. Bills will be rendered by the School Business Office and are payable to the Treasurer, Seaford Union Free School District, 1600 Washington Avenue, Seaford, NY 11783. Pending receipt of payment, further use of school facilities may be denied, and application will be reviewed by the **Board of Education**.
34. The organization and its members will review Seaford Union Free School District's Board Policy #1500 and be familiar with all rules and restrictions pertaining to use of the District's facilities.
35. **Kindly contact security half an hour prior to your scheduled time.** The organization will ensure that all doors will remain closed and locked during its approved time slot for the use of the facility. Doors must not be propped open at any time. The organization will notify Seaford **UFSD Security** immediately of any issues that may arise. The District's Security personnel can be reached at (516) 426-9103.
36. The organization will provide an adult volunteer (must be at least 21 years of age) to monitor the entrance of the facility. The volunteer is responsible for admitting only authorized individuals into the building and must remain at her/his post for the duration of the time slot authorized for the organization's use.
37. The organization will be responsible for the conduct of both participants and spectators. Underage participants must be supervised at all times.

SEAFORD UFSD RULES & REGULATIONS FOR USE OF FACILITIES



38. The organization will safeguard the District's property and make sure that all water bottles and any other refuse are disposed of properly and leave the facility in the condition in which it was found. The cost of any additional cleanup or repair of any damage will be billed to the organization.
39. Prior to the start of the event, an announcement should be made regarding emergency evacuation procedures. For example: pointing out posted procedures, directions for exiting, how to respond to a fire alarm, etc.
40. All doors must be locked when the organization exits the building.
41. **One member of the organization will be required to attend a brief security training presented by the District's Security Department and will be responsible for providing training information to any member of the organization who will be using the District's facilities. Such training will review all of the above-listed provisions as well as Board of Education Policy #1500.**
42. By signing below, the undersigned attests that he/she is over 21 years of age, has read this form and agrees to comply with all the terms of the proposed use including, but not limited to, a full understanding of all the obligations assumed when using school facilities as described in Board of Education Policy #1500. The undersigned will also ensure that a copy of this form is distributed to all members of the organization that uses Seaford UFSD facilities.
43. Violations of the requirements set forth above may result in suspension or revocation of permits for the use of the School District's facilities.

SEAFORD UFSD RULES & REGULATIONS FOR USE OF FACILITIES



SIGNATURE OF INDIVIDUAL:	
PRINT NAME:	
TITLE:	
ORGANIZATION NAME:	
DATE:	
MOBILE PHONE NUMBER:	
PRINT EMAIL ADDRESS:	