

Policy 1500 COMMUNITY USE OF DISTRICT FACILITIES, EQUIPMENT AND LABOR

(formerly 3280 and 3282)

While the district's school buildings and grounds are maintained primarily for the purpose of educating students within the district, the Board recognizes that the buildings and grounds are a valuable community resource and believes they should be available to the community for specific uses that do not interfere with district activities. This policy is intended to identify the permitted uses of district facilities by the following groups:

1. School sponsored groups including, but not limited to, the PTSA, SEPTA, Hastings Yellowjackets Booster Club, Theatre Booster Club, Hastings Education Foundation.
2. Charitable/non-profit or government entities, including Intervillage Continuing Education, Hastings Recreation Dept, community sports and recreational programs, and after-school programs.
3. Individuals and for-profit entities.
4. Student or employee groups.

Permitted Uses

District facilities may be used for the following purposes:

1. Instruction in any branch of education, learning, or the arts.
2. Social, civic, and recreational meetings and entertainment, or other uses pertaining to the welfare of the community, as long as the uses are non-exclusive and open to the general public.
3. Meetings, entertainment, and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
4. Polling places for holding primaries and elections, and for the registration of voters.
5. Recreation, physical training and athletics, including competitive athletic contests.
6. Child-care programs when school is not in session.
7. Graduation exercises held by not-for-profit elementary and secondary schools provided that no religious service is performed.
8. Filming of movies, documentaries, television shows, etc.

Prohibited Uses

District facilities may not be used for:

1. Religious services, instruction, or any other purpose that is singularly devoted to religious worship.
2. Meetings sponsored by political organizations.
3. Meetings, entertainment, and occasions that are under the exclusive control of and the proceeds are to be applied for the benefit of:
 - a. A society, association, or organization, or a religious sect or denomination.
 - b. A fraternal, secret, or exclusive society or organization, other than veterans' organizations, volunteer firefighters or volunteer ambulance workers.

Permits

1. In order to use any district facilities, a written application must be submitted to the district that clearly describes the intended uses of the district facility. Permit applications should be submitted, depending on the facility, at least 10 business days prior to the date of the requested use. Permit applications will be available on the district website and the Building and Grounds office.
2. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature indicates the group's intent to comply with all district policies and regulations, and to use district facilities strictly in accordance with the use described in the application.
3. Permits are valid only for the facility, use, dates, and time specified in the permit. No adjustments to the permit are allowed except with the approval of the Business Official or Director of Buildings and Grounds. Permits are not transferable.
4. No person under the age of 21 may contract for use of district facilities. If an individual or group of people under age 21 wishes to use a facility, the Facilities Use Form must be signed by a person at least 21 years old, who shall act as a supervisor and will be considered the person liable for the cost of repairing or replacing any damaged district policy.
5. The use of school lunchrooms by outside groups is limited, because extreme caution must be exercised to safeguard sanitary conditions. Permission may be extended to parent-teacher and other groups connected with the schools for serving light meals at their meetings. The district may require that one of its employees or an employee of the school lunch program be present when kitchen facilities are used. Groups using the facilities shall be charged the cost for such personnel and for the use of the equipment.
6. The Superintendent and the Business Official are authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes, or for any other reason that is in the best interest of the district.

Limitations on Permits

1. **Outdoor Facilities:** Permits for the use of outdoor facilities will be cancelled in the event of a school closing or when inclement weather threatens to damage the facility. In the event that use of outdoor facilities is cancelled, the district will establish a procedure for informing permit holders. The District retains the right to reject any application for facilities that are overused or deteriorating due to overuse.
2. Use of district facilities may be permitted unless they are in use for school purposes, or during educational programs. The district reserves the right to determine if a requested use would interfere with or disturb the district's educational programs, or place undue burden on the district or its facilities.
3. **Scheduling Activities:** The district retains the right to give preference to groups and organizations that are associated with or sponsored by the district. Regular school activities will have first preference in requests for the use district facilities providing the facility has not already been reserved and a permit given. In situations where more than one application is submitted for the same space and time, preference will be given to those organizations concerned with school-aged children.
4. The number of people in attendance at indoor events will not exceed the seating capacity of the facility.

5: The district reserves the discretion to deny use of district facilities or to terminate the use of district facilities:

- a. By an applicant who has previously misused or abused district facilities or property or who has violated this policy;
- b. For any use the district deems inconsistent with this policy;
- c. 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;
- d. In any instance where tobacco, alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed.

Fees

1. Use of district facilities will be permitted only where the applicant agrees to pay the district a usage fee according to a schedule adopted by the district to cover the costs of heat, electricity, maintenance, custodial services, and any other expenses associated with the requested use.
2. The district retains the right to require full or partial payment in advance in advance of the requested use. The district retains the further right to waive use fees for groups that are associated with or sponsored by the district.
3. Where, in the judgment of the district, the requested facilities use requires special equipment or supervision, the district reserves the right to deny such use or to require the applicant to pay additional fees. Only authorized personnel shall operate district equipment.
4. Permission and charges may be individually determined for:
 - a. Custodial service
 - b. Classrooms, gymnasiums, auditoriums, lunchrooms, and large group instruction areas
 - c. Grounds and outdoor facilities
 - d. Equipment and instruments
 - e. Other special requests
 - f. Preparing facilities in advance
 - g. Repairing and cleaning after use

Insurance

1. Use of district facilities will only be permitted where the organization provides the district timely evidence of adequate insurance coverage to hold the district harmless from all liability, property damage, personal injuries and/or medical expenses. A certificate of insurance showing liability coverage of \$1,000,000 per occurrence, \$2,000,000 aggregate, and specifically naming the Hastings-on-Hudson UFSD as an additional insured is required. The district will exercise complete and unreviewable discretion regarding what constitutes adequate insurance coverage for each proposed use.
2. Proof of adequate insurance must be provided by the applicant before the requested use date.
 - a. Certificates of insurance must include the names of the group's board and/or its members as additional insured and the district as co-insured or additional insured.

- b. If the application for facility use covers an extended period, the insurance certificate must state the period of coverage and must provide for prior notification of cancellation by the insurer.
 - c. All policies must be issued by a firm licensed in New York State.
 - d. The applicant name must be the same as the name indicated on the certificate of insurance.
3. Organizations using their own paid employees must provide a certificate of Worker's Compensation Insurance.

Equipment

1. Use of District Equipment: Prior approval must be obtained from the building principal or the appropriate central office administrator for any school-owned equipment to be used by any employee or school sponsored groups. Use will be granted only if the borrower has knowledge and experience to properly operate the equipment; and, there is agreement that full reimbursement will be made to the District for any loss or damage. The following are examples of items included in this policy: computers, A/V equipment, tools, musical instruments, and sports equipment.
2. Items Owned by Individuals and Used on School Property: Personal property or equipment of any kind should be kept in safe locations when not in use. The district assumes no responsibility and will not be liable for loss of or damage to an individual's or group's personal property or equipment.

Custodial Staff

1. No group or organization is permitted to directly pay custodial staff under any circumstance.
2. No district employee is to perform non-school duties for anyone's personal benefit on school time or school property.

Hours of Operation

1. School buildings and property are closed to the public between the hours of 9 p.m. and 6:30 a.m., without advanced approval of the Superintendent or his/her designee. In these cases, the school buildings and property will remain open beyond these hours to those individuals in direct attendance at such activities until one-half hour after the closing time for such approved activity.

Permit Holders Responsibilities

1. Applicants must agree to assume responsibility for all damages resulting from their use of district facilities. Any damage to school property or equipment must be promptly reported to the Facilities Office. Damage will be repaired by the district at the user's expense.
2. The applicant assumes responsibility for the preservation of order, prior inspection of the area, conduct of those in attendance, and safe use of the facilities. The applicant is personally responsible for the strict observance of school, fire, police and safety ordinances, assignment of adequate adult supervision (one adult present in each room being used, and in addition, one adult present for every 30 school-aged children.)
3. The applicant must report injury or property damage to the Building and Grounds Office, must clean up afterwards, and enforce the following regulations governing conduct:
 - a. The activity shall be orderly and well governed;
 - b. The facility shall be left in the condition in which it was found;
 - c. No use of alcohol, tobacco, or any illegal substance is permitted;

- d. No part of the school grounds except the lobby, restrooms, and the space requested in the application will be entered or used;
- e. The applicant will act in all respects to protect the safety and security of the students and employees of the district and to protect the district's property.

Any person violating this policy may be subject to the penalties provided by law. A copy of this policy will be filed with the Chief of Police of the Village of Hastings for information and enforcement.

Ref:

Education Law §414

Adoption Date: 1/21/2015

Hastings-on-Hudson Union Free School District