

**PUBLIC USE OF SCHOOL FACILITIES
REGULATION**

1. School activities shall have first preference.
2. The custodian on duty is to be regarded as the representative of the Board of Education.
3. There shall be no use of intoxicating beverages at any time in the school buildings or on school property.
4. There shall be no smoking on school property..
5. Regular gym shoes must be worn when sports or games are conducted on the gymnasium floors.
6. Children's activities must be under strict supervision of adult sponsors at all times.
7. Responsibility for order and safety must be assured by the applicant. Any damage to school property shall be reimbursed by the organization using same.
8. The space used shall be vacated no later than 11 p.m., unless a specific exception is granted in the permit.
9. A detailed financial statement showing total receipts and expenses for each use of building(s) or grounds for which admission is charged must be available on request.
10. It shall be understood that the Superintendent or his designee has sole authority to grant or reject requests for the use of school facilities, including emergency situations when an agency (i.e. Red Cross), as opposed to an individual, requests the use of district facilities as an emergency shelter.
11. Any group using school facilities is required to present evidence of liability insurance, with the district named as an additional insured, in an amount deemed adequate by the Superintendent or School Business Administrator.

Uses Encouraged for District Residents

In accordance with State Education Law, the following uses of school buildings and grounds are acceptable:

1. for instruction in any "branch of education, learning or the arts";
2. for "social, civic and recreational meetings and entertainments, and other uses pertaining to the welfare of the community";
3. as polling places for holding primaries and elections and for the registration of voters;
and
4. for "civic forums and community centers."

Prohibited Uses of School Buildings and Property

State Education Law and the Constitution of New York State specifically prohibit the following uses of school buildings and property:

1. for any purpose that will in any way interfere with the use of school buildings, grounds, or other school property by the school;
2. by any person or profit-making organization for personal or private gain, financial or otherwise;

3. for holding a social, civic or recreational meeting or other use pertaining to the welfare of the community, unless such meeting, entertainment or use shall be non-exclusive and open to the general public;
4. for a meeting, entertainment or occasion where admission fees are charged, if such meeting, entertainment or occasion is under the exclusive control 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 any organization other than any organization of veterans or of volunteer firemen.

Use of School Facilities by School Personnel

Any use of school facilities for school-related activities will be scheduled through the Building Principal. Any other use outside the regular school week will be scheduled, by the principal, with paperwork forwarded to the Business Office and the School Business Administrator.

No students are allowed in a school building without appropriate supervision. Scheduling in advance will ensure that the space requested is available and not given to outside groups.

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