

ROCKY POINT SCHOOL DISTRICT APPLICATION FOR USE OF SCHOOL FACILITIES

Read RPUFSD Board of Education Policy 3280 – Community Use of School Facilities – Before Completing This Application

Name of Organization: _____

Date of Application: _____

Description of Activity

Designated Contact from Sponsoring Organization: _____

Address of Sponsoring Organization _____

Phone: _____ E-mail: _____

School Requested:

- Frank J. Carasiti (K-2)
- Joseph A. Edgar (3-5)
- Middle School (6-8)
- High School (9-12)

Room Requested:

- _____ Classroom
- _____ Gymnasium
- _____ Auditorium
- _____ Cafeteria
- _____ Field _____
- _____ Parking Lot _____
- _____ Kitchen (Requires Additional Fees)
- _____ Other (specify) _____

Date Start: _____ Date End: _____ Hours Start: _____ AM/PM End: _____ AM/PM

Approximate Number of Individuals in Attendance: _____ (Attach roster if available.)

If roster is not available explain: _____

Insurance Certificate Attached: (Check box to indicate appropriate certificate of insurance is attached to application.)

No requests will be approved without a certificate of insurance, even if one is already on file with the district!

AED Trained Individual _____ (Please read back of form)

Purpose (Be Specific): _____

Fee Enclosed: \$ _____ (see BOE policy #3280 to calculate fee due for this event.)

(Make checks payable to Rocky Point Schools)

By my signature, below, I certify that I am authorized to act on behalf of the individual(s) and/or organization(s) listed as the sponsoring organization for the indicated event(s). Furthermore, I certify that I have received a copy, read, and understand the RPUFSD Board of Education policy #3280, Community Use of School Facilities as well as the terms and conditions listed on the reverse hereof, and agree, on behalf of myself and the sponsoring organization, to be bound by the terms and conditions contained therein.

Applicant's Signature

Applicant's Address

Telephone #

District Use Only

Approved Date _____

Disapproved Date _____

Authorized School Official

Title

c: Applicant, Building Principal, Building Head Custodian, Security, Building and Grounds with certificate of insurance.

GUIDELINES FOR THE USE OF SCHOOL DISTRICT FACILITIES BY COMMUNITY GROUPS

1. Before completing this application, please read RPUFSD Board of Education policy #3280 – Community Use of School Facilities.
2. Before approval is granted, all groups must submit an insurance certificate with limits in accordance with Board of Education policy #3280.
3. School functions shall take precedence over those of all other agencies.
4. Only those facilities specified on the application are to be used.
5. Each sponsoring organization will attach a roster or list of participants, if available. If a list of participants is not available, please explain why in the space provided.
6. Each organization will provide adequate supervision and shall accept responsibility for all damage done by members of the organization or its' audience. Doors shall be opened only to an adult in charge of the group. Persons supervising an activity shall not leave the school site until all participants and observers have departed from school premises.
7. The organization will conclude its event and be out of the building by 10:30 p.m. unless approved otherwise.
8. The organization agrees to pay all applicable costs in accordance with Board of Education policy #3280.
9. Each organization will provide its own equipment; no responsibility will be accepted by the school for loss or damage of such equipment.
10. The organization agrees not to make any alterations in school property or equipment.
11. No smoke machines or pyrotechnics are permitted in the district buildings.
12. No alcoholic beverages are permitted on school premises at any time; no food or beverages of any kind are permitted in the auditorium or gymnasium.
13. Sneakers must be worn in the gymnasium for games or marching.
14. By New York State Law and Board of Education policy, there is no smoking in the district buildings or on school grounds.
15. In cases of duplicate requests by different organizations, every attempt will be made to accommodate both. In the event this cannot be done, the application received the earliest will be honored.
16. This policy shall be so administrated that no one organization monopolizes the use of facilities.
17. The superintendent of schools may, at any time, withdraw approval of an application to use district facilities.
18. In case of misuse of any facility, further use by that group or organization may be denied.
19. It is advised that the supervisor of the activity note the condition of the area to be used, prior to use. If damage exists, the supervisor should bring it to the attention of the custodian on duty before the program begins.
20. The superintendent of schools reserves the right to cancel this agreement if, in his/her opinion, the interests of the District dictate such action and it is apparent that the above rules and regulations are not being followed.
21. Use of district facilities will be permitted only in accordance with the terms of Education Law 414 and applicable Board of Education policies.

AED GUIDELINES

The Rocky Point School District acknowledges the importance of automatic external defibrillation (AED) in the event of a sudden cardiac related arrest and thus supports the implementation of a solid Public Access Defibrillation (PAD) Program pursuant to the New York State Department of Health Laws. The purpose of this law is to make available in schools portable defibrillator units that can be utilized by community members and staff (who have been trained and certified by a nationally recognized organization) in the event of a life threatening cardiac emergency.

We strongly suggest and recommend that each outside organizations requesting building use, provide an AED trained individual to accompany their group. You will have access and availability to our units.

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT**School Buildings**

The use of buildings, grounds, and facilities of the Rocky Point Union Free School District as community centers, for legitimate and appropriate activities by the people of the community, is encouraged by the Board of Education. An organization whose membership is comprised of a majority of District residents may apply to use District facilities. Such use shall be subject to appropriate sections of New York State Education Law, decisions by the New York State Commissioner of Education, and the policies of the Board of Education. Priority for the use of these facilities shall always be given to the various aspects of the educational program for which they were primarily provided, including activities relating to the regular school program, intramural and other extracurricular activities, adult education, summer school, and in-service education programs.

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, or as stations of public libraries.
- c) Social, civic and recreational meetings and entertainments, 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 and for holding political meetings.
- f) Civic forums and community centers.
- g) Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
- h) 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.
- i) Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.

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SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd.)**Prohibited Uses**

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

- a) Meetings sponsored by political organizations.
- b) 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 or 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.
- b) To ensure that District facilities are preserved for the benefit of the greater District community, only community-based groups and organizations (that is, groups which are located within the geographic area covered by the District) may be granted access to District facilities.
- c) Use of District facilities by the Boy Scouts or other patriotic youth groups listed as a patriotic society in Title 36 of the U.S. Code will be permitted to the same extent as other outside groups.
- d) The District shall not deny access to or otherwise discriminate against youth groups based solely on the group's membership or leadership criteria or oath of allegiance to God and country.
- e) United States Military Recruiters will be provided the same access to high school students on school grounds that is generally provided to colleges and universities or prospective employers.
- f) Use of District facilities will be permitted only where the applicant agrees to pay the District a user fee according to a schedule adopted by the District to cover the various costs of the facilities, and any other expenses associated with the requested use. Use is further conditioned upon the applicant's agreement to pay additional fees associated with the use of any additional services or equipment. 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 at the time of application acceptance. The District retains the further right to waive user fees for groups that are associated with or sponsored by the District when deemed appropriate by the Superintendent of Schools.

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SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd.)

- g) 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.
- h) Use of District facilities will only be permitted where the organization provides the District timely evidence of adequate insurance coverage to save 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.
- i) The Board reserves the discretion to deny use of District facilities described above or to terminate use of District facilities:
 - 1. By an applicant who has previously misused or abused District facilities or property or who has violated this policy;
 - 2. For 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 Constitution;
 - 3. For any use which, in the estimation of the Board, could reasonably be expected to or actually does give rise to a riot or public disturbance;
 - 4. For any use which the Board deems inconsistent with this policy;
 - 5. 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;
 - 6. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
 - 7. For any use prohibited by law.

Application Process

- a) All requests for the use of facilities by any outside organization wishing to use the buildings or facilities are to be initiated through the buildings and grounds department, which will ascertain the availability of the buildings or facilities concerned. Additionally, the buildings and grounds department will forward a copy of all requests to the Building Principal.
- b) Applications will be accepted not later than forty-five (45) days prior to the requested date for use of the buildings or facilities.

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Community Relations

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd.)

- c) Only completed applications will be accepted. A complete application includes a fully executed Application For Use of School Facilities and acceptable proof of insurance. All applicable fees must be received prior to the final acceptance of the application.
- d) Building use may not commence until approval is given by the Superintendent of Schools or his/her designee.
- e) The applicant must clearly and completely describe the intended use of the District facility in the application.
- f) All applicants must review this policy 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.
- g) All applicants must agree to assume responsibility for all damages resulting from its use of District facilities.
- h) The Superintendent is authorized to alter or cancel any use of District buildings or facilities if it becomes necessary to use the facility for school purposes or for other justifiable reason.
- 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.

Materials And Equipment

The Board of Education permits the use of District-owned materials and equipment (e.g., laptop computers, cell phones, audio-visual equipment, etc.) by Board members, officers, and employees of the District when such material and equipment is needed for District-related purposes.

The Superintendent of Schools, in consultation with the Assistant Superintendent for Finance and Operations, shall establish regulations governing the loan and use of such equipment. Such regulations must address:

- a) The individuals who may properly authorize the use of such material and/or equipment;
- b) The lack of authority of the borrower to use such material or equipment for private, non-business purposes;
- c) The responsibilities of the borrower for proper use, care and maintenance;

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SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd.)

- d) That, regardless of condition or other factors, all loaned equipment must be returned to the District. No item may be sold to or purchased by the borrower unless such equipment has been returned to the District for evaluation, and if necessary, disposal in accordance with District policy and procedures.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was loaned, to whom it was loaned, and the date of expected and actual return.

Individuals borrowing District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

The Business Office shall maintain records of all equipment that is loaned for long-term use (e.g., school year, term of office, etc.) and shall review such list yearly.

Schedule of Charges

Charges for use of buildings and athletic fields shall be assessed according to the criteria outlined below and will be established by the Board of Education.

Level I Users

School-affiliated or not-for-profit community-based organizations that provide direct services to students such as PTA, scouting, youth-centered athletic programs, or organizations involved in a partnership program with a school or District club or organization.

- a) For an event that requires one (1) staff member:

1. Days/times when the facility is otherwise appropriately staffed

No charge. (However, charges for staff beyond that which is otherwise scheduled will be applicable at a rate of twenty-five dollars (\$25) per hour. Moreover, additional services and/or requested furniture or equipment, beyond that ordinarily available at the requested location, date, and time, may be subject to charges based upon the actual cost to be incurred in providing said items.)

2. Days/times when the facility is **not** otherwise appropriately staffed

Twenty-five dollars (\$25) per hour. (However, charges for staff beyond one (1) custodian and for additional services, and/or requested furniture or equipment, beyond that ordinarily available at the requested location, date, and time, may apply. Such charges to be based upon the actual cost to be incurred in providing said staffing, services, furniture, and/or equipment.)

(Continued)

Community Relations

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd.)

- b) Rate for each food service worker required for events that utilize the kitchens (a minimum of three (3) hours will be required) will be determined by the Child Nutrition department.

Level II Users

Not-for-profit community-based organizations such as local fire departments, hospitals, service clubs, and government agencies.

- a) For an event that requires one (1) staff member:

1. Days/times when the facility is otherwise appropriately staffed

No charge. (However, charges for staff beyond that which is otherwise scheduled will be applicable at a rate of twenty-five dollars (\$25) per hour. Moreover, additional services and/or requested furniture or equipment, beyond that ordinarily available at the requested location, date, and time, may be subject to charges based upon the actual cost to be incurred in providing said items.)

2. Days/times when the facility is **not** otherwise appropriately staffed

Forty dollars (\$40) per hour. (However, charges for staff beyond one (1) custodian and for additional services, and/or requested furniture or equipment, beyond that ordinarily available at the requested location, date, and time, may apply. Such charges to be based upon the actual cost to be incurred in providing said staffing, services, furniture, and/or equipment.)

- b) Rate for each food service worker required for events that utilize the kitchens (a minimum of three (3) hours will be required) will be determined by the Child Nutrition department.

Level III Users

For-profit organizations.

- a) For an event that requires one (1) staff member:

1. Days/times when the facility is otherwise appropriately staffed

Forty dollars (\$40) per hour. (However, charges for staff beyond one (1) custodian and for additional services, and/or requested furniture or equipment may apply. Such charges to be determined at the sole discretion of the District.)

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Community Relations

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd.)2. Days/times when the facility is **not** otherwise appropriately staffed

One hundred dollars (\$100) per hour. (However, charges for staff beyond one (1) custodian and for additional services, and/or requested furniture or equipment may apply. Such charges to be determined at the sole discretion of the District.)

- b) Rate for each food service worker required for events that utilize the kitchens (a minimum of three (3) hours will be required) will be determined by the Child Nutrition department.

Liability

Because it is in the public interest for the Board of Education to protect the School District against substantial financial loss, liability insurance will be required for all individuals or groups, other than District sponsored clubs and organizations, who use school facilities or School District sites. Applicable individuals and organizations shall attach a certificate of insurance, naming the Rocky Point Union Free School District as additional insured, to the application requesting the use of a School District-owned facility or an outdoor site. As a minimum standard, the certificate of insurance shall meet the following coverage requirements:

General Liability Insurance:	\$1,000,000 per occurrence / \$2,000,000 aggregate
Damage to Property:	\$1,000,000
Medical Payments to Others:	\$50,000

Exemptions from this policy are authorized, at the discretion of the Superintendent of Schools, for School District-sponsored events or for events sponsored by school-related organizations such as student groups and parent-teacher organizations. A further modification of this policy is authorized to be made by the Superintendent of Schools for certain community organizations such as civic associations or incorporated groups. In these instances, the Superintendent of Schools may waive the liability insurance. No exemption, however, will be granted to any organization which intends to use school facilities for recreational, athletic, physical fitness, or similar activities.

Organizations whose meetings are of a nature which require the participants to be sedentary are those to be considered for a waiver of liability insurance. Should such an organization wish to depart from its usual business meeting activity to sponsor a recreational, athletic, or physical fitness activity, the minimum insurance will be required and written evidence of same must be filed, in advance, pursuant to the established building use application procedure.

20 United States Code (USC) Section 7905
36 United States Code (USC) Subtitle II
34 Code of Federal Regulations (CFR) Parts 75, 76 and 108
Education Law Section 414

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SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd.)

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property
#5640 -- Smoking/Tobacco Use
#7310 -- School Conduct and Discipline
#7320 -- Alcohol, Tobacco, Drugs and Other Substances (Students)
#7410 -- Extracurricular Activities
District Code of Conduct on School Property