

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. This custodial service does not include moving of equipment, props, furniture, pianos, etc.
3. Possession or consumption of alcoholic beverages, drugs or narcotics is prohibited in or on school property. Smoking by adults shall only be permitted in designated areas. Student smoking is prohibited.
4. Adequate lighting shall be maintained at all times.
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. This responsibility extends to supervision of parking areas and insuring that the building is secure at the end of the activity.
8. The space used shall be vacated no later than 11 p.m., unless a specific exception is granted in the permit. Exceptions may be made on days when schools are not in session. Non-school related groups may use the facilities from 4 P.M. to 11 P.M. Monday through Friday; 9 A.M. to 11 P.M. on Saturday; and 12 Noon to 11 P.M. on Sunday. When a school facility is used as a polling place for registrations, primaries or elections, it is exempt from hour and fee rules.
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 has the authority to grant or reject requests for the use of school facilities and equipment subject to Board policy.
11. Any outside 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, unless the proceeds thereof are to be expended for an educational or charitable purpose approved by the Board; and/or
5. 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 of veterans or of volunteer firemen.

Classification of the User Groups

1. Category A - PTA, PTO, employee organizations, public education associations and affiliated groups.
2. Category B - community youth groups (Scouts, 4-H, YMCA, CYO, etc.)
3. Category C - government units (firemen, police), youth recreation, cultural and charitable organizations (Salvation Army, Red Cross, etc.)
4. Category D - community civic (Fulton Volleyball Association, Fulton Basketball League), service and non-profit educational and recreational organizations (Veterans, Rotary, Lions, Kiwanis, etc.), adult activities.

Fees and Exemptions

1. Category A - PTA, PTO, employee, public education groups: no charge except for additional custodial costs involved for any fund raising activities.
2. Category B - community youth groups: no charge except for additional custodial costs involved.
3. Category C - government units, youth recreation, cultural and charitable organizations: no charge except for additional custodial costs involved.
4. Category D - community civic service and non-profit educational and recreational organizations, adult activities: no charge except for custodial overtime involved.

Groups other than those listed above shall pay a fee for the use of school facilities. This fee is to reimburse the school district for operating the facility: lights, heat, janitorial services, etc. Outside groups will pay according to a fee structure, which will be reviewed by the Board each August. However, there shall be no fee if the outside group reverts all its profits to the treasury of a school group. But where only part of the profits revert to the treasury of a school group, the fee shall be paid by the outside group.

There are no fee exempt groups for pool usage. Refer to facility use charges in policy 1500, Public Use of School Facilities.

The approval of the facilities use will be at the discretion of the Superintendent of Schools of his/her designee.

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 through the Superintendent.

Recognized collective bargaining units may use school facilities to conduct meetings as specified in the collective bargaining agreement(s).

No students are allowed in a school building unless under proper adult supervision. Scheduling in advance will ensure that the space requested is available and not given to outside groups.

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