

PUBLIC USE OF SCHOOL FACILITIES

APPLICATION PROCEDURES

The following application procedures are established for any organization wishing to use school district facilities:

The organization shall:

- (1) apply, in writing, for a permit for the facility desired on a form provided by the Board of Education, at least three (3) weeks in advance of the proposed use,
- (2) specify the uses to be made of school facilities by the organization,
- (3) if a non-school organization, submit proof of insurance coverage protecting the school district against any liability resulting from use of school facilities for no less than \$1,000,000 per incident,
- (4) indicate admission charges, registration fees and concessions and the use (s) to be made of these funds,
- (5) ensure that programs are open to all residents and children of the school district

CONDITIONS OF USE

Any organization using school district facilities must agree to comply with all of the following conditions. In the event of school closing or school holidays, school buildings and facilities will be closed to all community groups and organizations.

Persons or organizations that use school buildings and facilities must:

- (1) not aid or perpetuate discrimination on the basis of race, creed, color, country of national origin, religion, gender, marital status ore disability
- (2) observe all school district policies and all applicable laws and local ordinances of the State of New York and local fire protection and law enforcement agencies
 - motor vehicles are restricted to parking lots
 - no parking is allowed in fire lanes or on grassy areas
 - use of tobacco products and the sale, possession or use of illegal drugs, alcohol and weapons is prohibited in school buildings and on school grounds
- (3) assume full responsibility for conduct of all participants and spectators
 - designate a responsible adult representative who is present during use
 - assure that occupancy limits are observed
 - make exiting procedures known to all participants

(continued)

- (4) assume liability for any damage to school property from any activities they sponsor:
 - school desks, displays and other items must not be disturbed
 - all equipment owned by the school district remains under district control
 - equipment or supplies belonging to the community organization will not be installed or moved by school district employees, shall be removed promptly following use and must be fire-resistant and flameproof

- (5) arrange in advance for special facilities of the school district:
 - use of kitchen equipment requires that a food service employee is on duty
 - use of a nature area shall be under the supervision of the building principal and no changes shall be instituted in such area without express permission
 - use of the high school auditorium requires supervision by the auditorium manager

- (6) vacate space by 11:00 p.m. unless a different time is specified in the building use permit. Fees are charged when school district personnel must work beyond assigned hours

- (7) agree to restore the facilities to the condition they found it regarding furniture location/layout and building/grounds cleanliness and condition. Fire codes and general safety practices for building use will be observed such as: announcing fire exit locations prior to activities, not exceeding room capacities, keeping fire lanes clear, maintaining clear routes for exiting, observing parking lot capacities and keeping vehicles off fields. If groups will be using paints or other chemicals, for any purpose, a listing of these products must be forwarded to the district's safety coordinator for approval prior to use in school facilities

FEES FOR USE OF SCHOOL FACILITIES

Charges may be assessed to a person or organization if the school district is required to provide additional services. Town of Ontario and Town of Walworth Recreation Departments and officially recognized school-related organizations may be authorized to use school facilities without payment of a fee.

A school district employee shall be on duty whenever indoor facilities are in use.

No fees are charged for the use of school facilities during regular working hours.

Fees shall be charged to non-school organizations when it is necessary to assign school district employees to accommodate use of school facilities by non-school organizations; examples of such accommodations include, but are not limited to, services for custodian, food service, auditorium manager, time for set-up or clean-up, and snow removal.

All payment of building use fees is made to the school district business office.

PUBLIC USE UNDER A CONTINGENCY BUDGET

When the school district is operating under a contingency budget, fees are assessed for any use of school facilities by non-school organizations as provided by Education Law.

REGULATION APPROVED: December 1, 1999 **WAYNE CENTRAL SCHOOL DISTRICT**
Ontario Center, New York 14520