



***Policy #3280.1***  
*Page 1 of 4*  
*Community Relations*

**SUBJECT: USE OF SCHOOL FACILITIES**

**Eligibility**

The use of school facilities is under the control and supervision of the Board of Education. The Board has adopted policies, regulations and procedures pertaining to the use of school facilities, which apply only as they may be interpreted to conform with the provisions set forth in Section 414 of the Education Law.

Inasmuch as the schools and commercial establishments of the community have been built with public funds and are supported by the citizens of the community, the Board of Education wishes to do all that is possible, consistent with the provisions of the New York State Education Law, to make school facilities available to community organizations.

NOTE: No association or organization is entitled as a matter of right, to use school facilities, but must apply in writing and in advance for approval of the Board of Education or their designee. The Superintendent of Schools, or his designated representative may grant permission for use of school facilities.

- A. Facilities may be used for the purpose of instruction in any branch of education of the arts;
- B. For holding social, civil and recreational meetings and entertainment, as long as such meetings are non-exclusive and open to the general public;
- C. For meetings and entertainment purposes where admission fees are charged, provided the proceeds are to be expended for a clearly designated educational or charitable purpose.

The right to revoke a permit at any time is reserved by the Board of Education. The Superintendent may suspend the permit pending action by the Board of Education at its subsequent meeting.

**Proceeds**

Whenever an admission fee of any type is charged, all responsibility for admissions tax settlement rests solely with the sponsoring group.

All profit from any enterprise held in public school buildings must go to the benefit of some specific educational charitable purpose, and not be used for the gain of a particular organization or group. The Education Law expressly prohibits the use of school buildings for personal profit or advantage. (Except for activities of Veterans groups and volunteer firemen).

Veterans organizations and volunteer firemen may be granted the use of facilities, even though the admission fees will be devoted to the use of said organizations.

Organizations charging admission fees need not turn over the entire proceeds for an educational or charitable purpose, but may first deduct the actual and reasonable expenses for such a program.



# ***Policy #3280.1***

*Page 2 of 4*

## ***Community Relations***

### **SUBJECT: USE OF SCHOOL FACILITIES (cont'd)**

#### **Charges**

Usually there is no fee assessed when the building use involves children of the district and no admission charge is made by the sponsoring group. However, during periods of operation under a contingency budget or at other times when a fee is applicable, the established rates for use of facilities are as follows:

	Yearly Charges for one day per week, use	
	Basic Rate	Required Custodial
	<u>for Use of Facilities</u> *	<u>Work and/or Coverage</u> *
Auditorium	\$50.00 }	
General Purpose Room	\$50.00 }	
Cafeteria	\$50.00 }	\$45.00 per hour
Gymnasium	\$50.00 }	
Little Theater, Salk	\$50.00 }	
Lecture Hall, Division	\$50.00 }	
Regular Classrooms	\$25.00 }	

\*Note: The rates above are subject to adjustment based on the reevaluation of actual costs by the Board of Education

If extra custodial help is needed, or if the meeting extends beyond the 11:00 p.m. closing hour, a custodial service fee of \$45.00 per hour, or fraction thereof, per man shall be charged. Otherwise, applicable rates shall be specified at the time the application is approved.

#### **Rules and Regulations**

1. Applications for use of school facilities should be made in writing on forms provided by the district at least six weeks in advance of desired date of use.
2. Buildings and equipment must be used with care. Restitution must promptly be made for any damage or loss caused or suffered during the applicant's occupancy. The buildings must be left clean and in order.
3. No substitution may be made. The specific facilities may be used only by the applicant and only for the requested use appearing on the application. People attending any function must be restricted in the use of buildings to those rooms actually assigned to them.
4. Sales at a time when any school or political election or registration is being conducted shall not be held within the legal restrictions and not less than 100 feet from the polling places.



***Policy #3280.1***  
*Page 3 of 4*  
*Community Relations*

**SUBJECT: USE OF SCHOOL FACILITIES (cont'd)**

- 5.No intoxicating liquors will be permitted in the buildings or on school grounds, and smoking is prohibited as defined by policy # 5640.
- 6.All ordinances affecting use of public buildings must be complied with.
- 7.No lotteries, gambling, etc., for any purpose whatever will be permitted.
- 8.Putting up decorations or scenery or the use of, or moving of pianos is prohibited unless written permission is given.
- 9.Responsibility for the preservation of order must be assured by the applicant. Disorderly persons shall not be allowed in the buildings.
- 10.The Board of Education, or its custodian or other representative, must have free access to the buildings at all times.
- 11.The number of tickets sold or the number of persons admitted must not exceed the number of permanent seating.
- 12.Any advertising for an event scheduled at a school building must clearly state the name of the sponsoring group.
- 13.All organizations requesting the use of school facilities must submit their by-laws, charter, or a letter from a responsible officer which states, in detail, the aims and principles for which the organization is operated.
- 14.All school social functions attended by minors must be properly chaperoned. Chaperones may be paid at a rate of pay derived from the proceeds in accordance with school board directive.
- 14.The requested use of facilities must conform to all Board of Education policy and the applicant must agree to abide by and comply with any and all rules and regulations heretofore or hereafter made by the Board of Education. It is understood that any violation of these conditions may result in the denial of subsequent applications.

**Prohibited Uses**

The Board of Education may not allow the use of school buildings or facilities, for any of the following:

Any meeting of a religious sect or denomination of fraternal, secret or exclusive society, unless such group sponsors an activity which is conducted strictly for the purpose of general educational instruction, recreation or entertainment and is non-exclusive and in no way related to religious instructions.



# ***Policy #3280.1***

*Page 4 of 4*

## ***Community Relations***

### **SUBJECT: USE OF SCHOOL FACILITIES (cont'd)**

The Board of Education prohibits the use of school buildings or facilities by any individual, group or commercial endeavor for activities which are designated for the purpose of private profit making or will in any way result in private gain.

**Any organization using school facilities must adhere to all Board of Education policies.**

Adopted: August 4, 1958

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