LEVITTOWN UNION FREE SCHOOL DISTRICT Policy 3280

USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT

Inasmuch as the school district facilities 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.

Eligibility

The use of school facilities is under the control and supervision of the Board of Education. The Board of Education 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. Facilities may be used for the purpose of:

1. For instruction in any branch of education, learning, or the arts.

2. For holding social, civic, and recreational meetings and entertainments, and other uses pertaining to the welfare of the community. But these meetings, entertainments, and uses will be non-exclusive and will be open to the general public.

3. For meetings, entertainments, and occasions where admission fees are charged, when the proceeds are to be expended for an education or charitable purposes. But this use will not be permitted if the meetings, entertainments, and occasions are 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 organizations of veterans of the military, naval, and marine service of the United States and organizations of volunteer firefighters or volunteer ambulance workers.

4. For polling places for holding primaries and elections and for the registration of voters and for holding political meetings. But no meetings sponsored by political organizations will be permitted unless authorized by a vote of a District meeting, held as provided by law.

5. For civic forums and community centers.

6. For recreation, physical training, and athletics.

7. Resident groups -- Resident groups or organizations whose membership is comprised of 85% or greater of Levittown School District residents.

8. Nonresident groups -- An organization whose membership is comprised of less than 85% District residents will require special permission from the Board of Education, or its designee for the use of school facilities.

The Board of Education reserves the right to revoke a permit at any time, and reserves the right to charge a fee for the use of its facilities in a manner consistent with law, and on terms specified in regulation or by agreement with the organizations.

Proceeds

Facilities may be used 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. 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 firefighters, who 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.

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, there may be a charge. The Superintendent of Schools will propose to the Board of Education each year at the Organizational Meeting appropriate fees for outside organizations related to use of facilities including but not limited to for any required custodial services and/or the use of field lights.

Rules and Regulations

1. Applications for use of school facilities must be made through the district website (www.levittownschools.com) pursuant to Regulation 3280.

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. Buildings and fields must be left clean and in order. Responsibility for the preservation of order must be assured by the applicant, including the proper supervision of minors. Disorderly persons shall not be allowed in the building.

3. No substitutions may be made. 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. Furthermore, the number of attendees must not exceed room occupancy limits.

4. When any school or political election or registration is being conducted on school property, sales of school merchandise or food shall not be held ~~no~~ less than 100 feet from the polling places.

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 followed.

7. Any advertising for an event scheduled at a school building must clearly state the name of the sponsoring group.

8. The use of facilities by the organization shall in no way interfere with the normal operations of schools, cleaning schedules, or repair work.

9. Prior to initial approval, all organizations 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 to be reviewed and approved by the Board of Education.

10. The request use of facilities must conform to all Board of Education policies 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.

Use of District Equipment

School District PTA's, PTSA's and organized employee groups may use school duplicating equipment in accordance with rules and regulations established by the Superintendent of Schools. All duplicating materials are to be furnished by the organization and on-duty school clerical personnel may not be involved in the duplicating process.

School equipment, such as audio-visual equipment, athletic equipment, science equipment, etc., will be subject to the following rules:

1. Organizations meeting within the school building or on school premises may use certain pieces of equipment with the expressed permission of the administration.

2. Members of the professional staff may use pieces of equipment off district premises for professional purposes, such as lectures, courses, or presentations, with the expressed permission of the administration.

3. No equipment is to be loaned to any outside organization for use off district premises.

Insurance

Any organization or association seeking use of school facilities shall present a copy of a Certificate of Insurance with coverage in an amount deemed sufficient by the Board of Education.

Prohibited Uses

1. 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 instruction.

2. 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.

3. The Board of Education prohibits the use of power vehicles of any type on school grounds other than staff, student or public parking in designated areas. This applies particularly to recreational vehicles such as go-carts, mini-bikes, motorcycles, etc., as well as to all other power vehicles. The foregoing does not apply to school employees' operating maintenance vehicles.

4. The Board of Education prohibits lotteries, gambling, etc. for any purposes whatsoever.

5. The Board of Education prohibits the hitting of golf balls, archery or flying gas powered model airplanes or drones on school grounds.

6. The Board of Education also prohibits the parking of all vehicles on driveways and in areas designated as fire lanes on all school property. As certain parking spaces at each district building are designated as reserved for persons with handicapping conditions, the Board expressly prohibits the unauthorized use of such reserved areas in accordance with the Vehicle and Traffic Law of the State of New York.

The Superintendent of Schools will develop administrative regulations to support the implementation of this policy.

Previously Policy No. 1500 and 3280.1

Ref: Education Law, 414
Note: Revision of prior policy manual § § 1130, 1330.1, 1330.3, 1331.1, 1331.2 and 1336.1
Adopted: December 9, 1992
Re-Adopted: January 23, 2013
Revised: January 13, 2016
Revised and Re-Adopted: July 2, 2025