

# TUCKAHOE UFSD FACILITIES USE RULES

The Board of Education recognizes the capital investment the District has in its school plant and facilities and believes that these buildings and facilities should be used for legitimate community use within the framework outlined by Education Law and the District's Facilities Use Policy and Regulation.

Pursuant to the District's Facilities Use Policy and Regulation, the following rules are hereby established with respect to the use of the District's buildings and grounds.

## Request to Use Facilities

A request to use school buildings and grounds must be submitted at least 30 days prior to the use date through our web based facilities program, SchoolDude. The 30 day requirement may be waived on good cause shown.

A completed facility request consists of:

1. A Use of Facilities Request submitted electronically through the District's online Facilities Scheduler: <https://login.schooldude.com/>
2. Proof of general liability insurance. Appropriate documentation of required insurance must be electronically submitted/uploaded by applicant.

The request will be reviewed to ascertain whether the area requested has been reserved.

Upon review by the Athletic Director and the Superintendent of Schools or his/her designee, the requester will be notified via email of approval or disapproval of the request.

## Rules and Regulations

- There shall be no refunds of any facility use fees for cancellations on less than 24 hours' notice.
- No equipment that is the property of the District will be used by an organization unless specific approval has been granted. Upon such approval, only authorized personnel shall operate District equipment.
- Building and grounds must be left in the same condition in which they were found. Those who use the District's facilities are required to clean-up after using the facilities. The applicant must agree in advance to promptly pay for any loss or damage occurring during the use of buildings and/or grounds.
- Adequate adult supervision of any minors using the District's facilities must be provided at all times and it is the responsibility of the organization using the facility to provide that supervision.

- Putting up decorations or scenery, or moving pianos or other furniture is prohibited unless special permission is granted by the Director of Facilities.
- Items may not be sold, exhibited, or displayed without prior District approval.
- Parking will be in designated areas only.
- The District assumes no responsibility for any property left on the premises by members of the organization using the District's facilities.
- All groups will abide by all rules and regulations established by the Board of Education including the TUFSD Code of Conduct. Should violations occur, future use of the facility may be denied.
- No keys to District facilities shall be given to any group. A District employee must be on duty during the period that the facilities are being used.
- Because of the numerous groups within the District that may want to use buildings, except as set forth in existing agreements regarding the use of District facilities, all requests will be granted on a "first come, first served" basis.
- Organizations using school buildings and grounds shall not sell, dispense, or permit the consumption of alcoholic beverages, illegal substances or tobacco products of any type on District property.
- No animals (except service animals) are allowed on District property.
- An approved request shall be valid only for use of the particular area of the premises on the date(s), at the hours, and for the purposes specified in the request. Participants must strictly adhere to the date(s), times and locations specified in their request.
- The email confirmation from SchoolDude shall be exhibited, upon request, to any District representative.
- The approval of a facilities use request is not transferable or assignable.
- Any approved request may be cancelled by the District without notice for failure to comply with the rules and regulations of the Board of Education or the Superintendent.
- All Federal and State Laws, Local Ordinances, and rules of the Police and Fire Departments regarding public assemblies MUST be strictly obeyed.
- The services of a custodian do not include erecting or dismantling of scenery or equipment unless such scenery or equipment is the property of the Board of Education and such work is authorized by a school authority.
- The organization must receive prior approval to bring any outside equipment onto school property. Such equipment must be removed from District property promptly upon the end of the approved facilities use.
- District representatives shall have free access to all parts of the school premises during an organization's use of the District's facilities.
- The requestor assumes full responsibility for the preservation of order in the school buildings and grounds.
- Charges for use of school premises shall be imposed in accordance with the schedule of rates established. Charges for facilities must be paid ten (10) days prior to use. All fees will be paid by check payable to Tuckahoe Union Free School District and must be submitted to the Business Office to the attention

of the Accounts Payable Department. Any group with a balance for prior use will be denied access.

- All playground facility users are to have one adult supervisor for every 12 children. An adult supervisor shall be 18 years of age or older.
- Prior to the start of an event, an announcement should be made to your group regarding emergency evacuation procedures. For example, point out posted procedures, directions for exiting, how to respond to fire alarms, etc.
- In the event of an accident, the custodian on duty, the Athletic Office and/or the Business Office must be contacted immediately.
- Profanity, objectionable language, gambling, disorderly or obscene acts and/or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
- Any damage to District facilities must be promptly repaired at the user's expense.