

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.

Education Law states in part that a Board may permit the use of school buildings and grounds, to non-profit organizations when not in use for school purposes, for any of the following purposes:

1. “For holding social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public.
2. For meetings, entertainment and occasions where admission fees are charged, when the proceeds thereof are to be expended for the educational or charitable purpose; but such use shall not be permitted if such meetings, entertainment and occasions are under the exclusive control, and the said 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 of 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” (Education Law – 414).
3. The Board encourages the use of its facilities by groups and organizations when their purposes and objectives contribute to the benefit of the school district or the school community – and has directed the school administration to develop and promulgate administrative regulations.

Section I – Request to Use Facilities

A request to use school buildings and grounds must be submitted at least two weeks prior to the use date through our web based facilities program, SchoolDude.

A completed facility request consists of:

1. Use of Facilities request must be electronically submitted through the district’s online Facilities Scheduler: <https://login.school dude.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.

Section II – Priority

Priorities established for the use of school buildings or grounds are as follows:

NOTE: Only TUFSD organizations or non-profit groups will be granted permission to use school facilities.

GROUP I:

First priority use is reserved for direct school related activities. These are school activities such as athletic practices, athletic contests, meetings, plays, programs, etc. which are run by school personnel for students and the community. Most of these activities are considered an extension of the regular school program.

GROUP II:

Second priority use is reserved for non-profit organizations within the confines of the Tuckahoe Union Free School district boundaries. Examples of these groups who have traditionally used the school facilities and fall within this category are as follows: scouts, village and/or town recreation programs, village and/or town fire departments, village and/or town police departments and/or cultural societies.

Section III – Rules and Regulations

All requests shall be granted in accordance with the following terms and conditions, which may, from time to time, be amended:

- The school district has the right to refuse any group that might be too large to accommodate in the school building and/or grounds.
- Groups I and II will schedule, to the best of their ability, so as to limit school building use to normal business hours. This “best effort” will reduce the school district’s cost to operate a building when it is normally closed.

In order to facilitate the cleaning of buildings, a schedule for use of the district’s facilities is maintained. Based upon cleaning needs of each facility, it is possible that requests may not be approved to allow for scheduling cleaning of various areas.

- No rental shall be charged to District organizations during normal working hours, except in an Austerity Year.

- Should a facility be used by a municipality for the purpose of voting at a time when custodial service is not normally available, the requirement for custodial services, as described in the aforementioned, will be waived.
- Should a group require custodial services at a time when custodians are not normally on duty, arrangements must be made for a custodian through the Director of Facilities. If in the opinion of the Director of Facilities, the time required by custodial personnel is significant, the custodian(s) will be paid overtime by the district and the group will reimburse the district for such expenses. The custodian must be paid a minimum of three hours pay in cases in which an organization cancels the use of a facility within seventy-two (72) hours of the actual use. Movement of equipment requires a custodian and, therefore, should not be moved without first consulting a custodian.
- If a group does not show up for use of scheduled facility and does not notify District/School Custodian, the group will be subject to the district fees for the time the group was scheduled to use the facility.
- No special equipment that is the property of the school district will be used by an organization unless specific approval has been granted. If the request is granted:
 - Building and grounds must be left in the same condition in which they were found. 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 must be provided at all times and it is the responsibility of the organization using the facility to provide that supervision.
 - The use of alcoholic beverages and tobacco products is strictly prohibited.
 - Putting up decorations or scenery, or moving pianos, or other furniture will be prohibited unless special permission is granted by the Director of Facilities.
 - Items may not be sold, exhibited, or displayed without the permission of the Director of Facilities.
 - Parking will be in designated areas only.
- While the Board of Education carries adequate liability insurance for its own protection, all organizations granted permission to use school facilities are responsible for providing any additional insurance that they deem necessary for their own protection or as the Board may require. The Board of Education requires insurance protection; therefore, a certificate showing evidence of insurance and naming the school district as the “additional insured” must be submitted along with the request to use the facility prior to the actual date of use.
- The school district will assume no responsibility for properties left on the premises by the applicant.
- The school fiscal year extends from July 1st to June 30th. Requests for facility use may be made at any time during this period.
- All groups will abide by all rules and regulations established by the Board of Education including the TUFSD Code of Conduct. Groups who violate such

rules and regulations will receive a letter outlining the violations. Should violations reoccur, future use of the facility may be denied.

- The use of a school facility is secondary to the Educational Program and use by non-school related organizations may be cancelled temporarily or permanently if the facility is needed for a school purpose.
- Notwithstanding anything herein to the contrary, the Board of Education reserves the right to deny the use of school facilities to anyone if, in the opinion of the Board, it would not be in the best interest of the school district.
- No keys to district facilities are to be given to any group. A school 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 for the dates, times and locations outlined in the December 2018 IMA with the Town of Eastchester, all requests will be granted on a “first come, first served” basis.
- Use of facilities during the summer months may be limited so as to recognize the need for summer refurbishing of the district’s buildings and grounds.
- Organizations using school buildings and grounds shall not sell, dispense, or permit the consumption of alcoholic beverages or tobacco products of any type on school district properties.
- Children will not be in district building(s) and grounds without adult supervision.
- Participants are to be kept in the room or area stated in their request for which facility use permission was granted.
- Those who use the facilities are required to clean-up after using the room(s) or areas.
- No animals (except service animals) are allowed in or around the school facilities.
- Those who use the facilities shall leave the premises at the hour specified on their request.
- Their approved request shall be valid only for use of the particular area of the premises on the date or dates, at the hours, and for the purposes specified in their request.
- The email confirmation from SchoolDude shall be exhibited, upon request, to any representative of the board, school district representative, principal, custodial staff or security staff who request it.
- The request confirmation is not transferable.
- Any approved request may be cancelled 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 school authority.
- Equipment provided by the outside organization must be removed from the building or permit area promptly after the termination of the use so as not to interfere with school activities, unless other arrangements have been made.

- The Board of Education, or its representative, shall at all times have free access to all parts of the school premises.
- 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 set forth herein. Any such charges may be reduced or waived if such reduction or waiver is deemed to be warranted. Charges for facilities use are to 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.
- It shall be the responsibility of the school district to insure that playground facilities are kept in a clean, safe and healthy condition. 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 the 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, please notify the custodian on duty, or call the Athletic Office or Business Office the next morning.
- Profanity, objectionable language, disorderly acts 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 shall be promptly repaired at the user's expense.