

1500-R PUBLIC USE OF SCHOOL FACILITIES REGULATION

The Board of Education believes that it is in the best interests of the district to establish a regulation governing the use, conduct and maintenance of all building facilities, including the athletic fields, playgrounds and parking areas at the district's schools.

1. The custodian on duty is to be regarded as the representative of the Board of Education.
2. No students are allowed in a school building unless appropriate school personnel is on duty.
3. All groups using the facilities shall be properly supervised by adult persons representing such groups.
4. In the case of an accident resulting in injury to a person or damages to school and/or personal property, the incident must be reported in writing to the Superintendent immediately following the function.
5. In the event large spectator groups are anticipated, the district reserves the right as a condition of use to require the hiring by the user group of off duty or auxiliary police to assist in supervision, to require the user group to install toilet facilities and to require the user group to place a clean-up bond to be determined by the Board.
6. Children below the age of six years shall be accompanied by a responsible person of suitable years at all times when using playground facilities.
7. The sale of refreshments by vendors or user groups is prohibited, unless approved by the Superintendent.
8. There shall be no use of intoxicating beverages and/or illegal substances of any nature at any time on school district property.
9. There shall be no smoking on school district property.
10. Guns, weapons of any type, fireworks or fires are prohibited.
11. Discarding trash, refuse or garbage is prohibited.
12. The use of glass bottles or containers on district athletic fields, playgrounds or parking areas is prohibited.
13. No food or drink is permitted in auditoriums or gymnasiums.
14. Walking or curbing of pets on any school district property is prohibited.
15. Golf playing or the use of electronic or remote controlled model airplanes, cars or trucks or any mechanized, unregistered or unlicensed vehicle, is prohibited.
16. Gambling games of chance or the betting or wagering on any contests are prohibited.
17. The number of persons admitted for a function must not exceed room capacity limits.
18. Responsibility for order, cleanliness and safety must be assured by the applicant. Any damage to school property shall be reimbursed by the organization using same.
19. In addition to a facilities use fee, the Superintendent may, require the posting of a cash bond to indemnify the district against potential damage to its fields or unusual post-use cleanup.
20. Regular gym shoes must be worn when sports or games are conducted on the gymnasium floors.
21. The interior spaces and parking lots used shall be vacated no later than 11 p.m., unless specific exception is granted in the permit.
22. All fields and playgrounds will be closed at dark except for those specific fields being utilized for night games being played under the lights.
23. Automobile or vehicle repairs, unauthorized parking or the abandonment of any vehicle or part thereof, are prohibited.
24. Unauthorized persons remaining or found on the premises after the closing of any field, playground or parking area will be subject to arrest and prosecution.
25. Whenever inclement weather or an emergency situation causing the closing of district facilities, all functions scheduled for that day will be cancelled.
26. A detailed financial statement showing total receipts and expenses for each use of building(s) or grounds for which admission is charged must be available on request.

27. The person in charge of a function must notify persons in attendance, at the beginning of the function, of the procedures to be followed in the case of an emergency.

Rate Schedule

All space permits requires a two hour minimum usage.

(A minimum of 30 minutes prior and after the rental will be added to prepare and close facilities).

Space		Local Hourly Rate	Non-Local Hourly Rate
Classrooms	All schools	\$50.00	\$100.00
Auditorium	PCHS and PCMS	\$100.00	\$200.00
Auditorium	King and JFK (Olivia)	\$75.00	\$150.00
Gymnasium	PCHS and PCMS	\$100.00	\$200.00
Gymnasium	Elementary Schools	\$75.00	\$150.00
Park Ave Softball	PCHS	\$75.00	\$150.00
Nueton Ave Softball	PCHS	\$75.00	\$150.00
College Ave Baseball	PCHS	\$75.00	\$150.00
Green Space	PCHS	\$75.00	\$150.00
Green Space (near)	PCMS	\$75.00	\$150.00
Green Space (far)	PCMS	\$75.00	\$150.00
Baseball Field	PCMS	\$75.00	\$150.00
Green Space	King Street	\$75.00	\$150.00
Green Space	JFK (Olivia)	\$75.00	\$150.00
Cafeteria (no kitchen access)	PCHS	\$100.00	\$200.00
Cafeteria (no kitchen access)	PCMS (one side)	\$75.00	\$150.00
Cafeteria (no kitchen access)	PCMS (two sides)	\$100.00	\$200.00
Cafeteria (no kitchen access)	Elementary Schools	\$75.00	\$150.00
¹ Cafeteria (with kitchen access)	PCHS	\$125.00	\$250.00
¹ Cafeteria (with kitchen access)	PCMS (one side)	\$100.00	\$200.00
¹ Cafeteria (with kitchen access)	PCMS (two sides)	\$125.00	\$250.00
¹ Cafeteria (with kitchen access)	Elementary Schools	\$100.00	\$200.00
¹ Air conditioning	PCMS Auditorium	\$72.00	\$144.00
¹ Spotlight	Where available	\$25.00	\$50.00
¹ Sound System	Where available	\$25.00	\$50.00
¹ Video System	Where available	\$25.00	\$50.00
¹ Projection System	Where available	\$25.00	\$50.00
² Custodian (Monday-Saturday)	All facilities	\$71.00	\$142.00
² Custodian (Sunday and Holidays)	All facilities	\$85.00	\$170.00
¹ Use of school equipment, such as projectors, stage lighting equipment or cafeteria-kitchen equipment, may only be used when operated by staff-assigned personnel or trained personnel approved by the District. Compensation of district staff and food service staff will be paid by the permittee at overtime rates.			
² A District custodian must be in attendance during the use of the buildings. The District reserves the exclusive and non-reviewable judgment to determine the required number of custodians and the start and stop times required by the event.			

Rates do not include the services of guards, police or any other personnel which may be required at the discretion of the 1500-R

Superintendent.

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Revised date: July 1, 2009

Revised date: August 29, 2013 (rates in bold print)

Adopted 3.13.18

Port Chester-Rye Union Free School District
