

## **1500 PUBLIC USE OF SCHOOL FACILITIES**

The school buildings and grounds are maintained for the education and recreation of the school children of the district, and no use shall be made of the buildings or grounds which would interfere or disrupt their most effective use for the benefit of the school children. All uses of school buildings and grounds shall be consistent with [section 414 of the Education Law](#).

Such use may take place during school hours only if, in the opinion of the Board of Education, the use will not be disruptive of normal school operations. Both during and after school hours, all such use should pertain to the general welfare of the school and/or community, in compliance with the Education Law. Any such use, however, shall not be deemed an endorsement of the activity or purpose for which the facilities are used.

Cross-ref:

[1511](#), Advertising in the Schools

Ref:

[Education Law §414](#)

Adoption date: August, 1993

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## **1500-R PUBLIC USE OF SCHOOL FACILITIES REGULATION**

1. School activities shall have first preference.
2. The custodian on duty is to be regarded as the representative of the Board of Education.
3. There shall be no use of intoxicating beverages at any time *on school district property*.
4. There shall be no smoking *on school district property*.
5. Regular gym shoes must be worn when sports or games are conducted on the gymnasium floors.
6. *All* children's activities must be under strict supervision of adult sponsors at all times.
7. 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.
8. The space used shall be vacated no later than 11 p.m., unless specific exception is granted in the permit.
9. 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.
10. The Superintendent of Schools shall have authority, on behalf of the Board of Education, to grant or reject all requests for the use of school facilities subject to and after discussion with the President of the Board. All requests shall be submitted in a timely fashion on a "Facilities Use Request" form. Copies of completed forms will be sent to all Board of Education Trustees as part of the weekly update and shall indicate any deviations from Policy 1500-R requirements. The President of the Board or any other Board member may request that approval or rejection be

discussed and voted on at an official Board meeting.

If a Board member has a direct affiliation with an organization making a request, the Superintendent shall bring said request before the Board of Education for approval by a public vote at an official meeting of the Board.

11. Any group using school facilities is required to present evidence of liability insurance, with the district named as an additional insured, in an amount deemed adequate by the Superintendent or School Business Administrator.

#### Uses encouraged for District Residents

In accordance with State Education Law, the following uses of school buildings and grounds are acceptable:

1. for instruction in any "branch of education, learning or the arts";
2. for "social, civic and recreational meetings and entertainment's, and other uses pertaining to the welfare of the community";
3. as polling places for holding primaries and elections and for the registration of voters; and
4. for "civic forums and community centers."

#### Prohibited Uses of School Buildings and Property

State Education Law and the Constitution of New York State specifically prohibit the following uses of school buildings and property:

1. For any purpose that will in any way interfere with the use of school buildings, grounds, or other school property by the school;
2. By any person or profit-making organization for personal or private gain, financial or otherwise;
3. for holding a social, civic or recreational meeting or other use pertaining to the welfare of the community, unless such meeting, entertainment or use shall be non-exclusive and open to the general public;
4. For a meeting, entertainment, or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or charitable purpose approved by the Superintendent; and/or
5. For a meeting, entertainment or occasion where admission fees are charged, if such meeting, entertainment or occasion is 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 any organization of veterans or of volunteer firemen.

Any use of school facilities for school-related activities will be scheduled through the Building Principal and Superintendent of Schools. Any other use outside the regular school week will be scheduled through the Superintendent of Schools. Recognized collective bargaining units may use school facilities to conduct meetings as specified in the collective bargaining agreement(s).

No students are allowed in a school building unless appropriate school personnel is on duty.

Scheduling in advance will ensure that the space requested is available and not given to outside.

Use of Athletic Fields, Playgrounds and Parking Areas

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 the athletic fields, playgrounds and parking areas at the district's schools.

\* The Board hereby adopts the following regulation governing the use, conduct and maintenance of the athletic fields, High School track, playgrounds and parking areas at the various schools located in the district:

- \*1. The baseball diamonds, soccer fields, High School track, and athletic fields may only be used for non-school related activities by express, written permission of the Superintendent.
2. Requests to use said facilities shall be by written application on forms supplied by the Board. In addition, all outside organizations using the grounds and buildings of the district and who are required to provide liability insurance covering the district shall be required to present satisfactory evidence that liability insurance is or will be in effect at the time of their use of said buildings or grounds, in the amount of \$1,000,000.00 per occurrence for liability, \$2,000,000.00 aggregate, and \$300,000.00 for property damage naming the Port Chester-Rye Union Free School District, its agents, servants and employees as an additional insured.
3. 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 clean up.
4. All groups using the facilities shall be properly supervised by adult persons representing such groups. 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.* Children below the age of six years shall be accompanied by a responsible person of suitable years at all times when using playground facilities.
5. The use of alcoholic beverages or drugs (including smoking) are at all times prohibited.
6. Gambling games of chance or the betting or wagering on any contests are prohibited.
7. Guns, weapons of any type, fireworks or fires are prohibited.
8. Golf playing or the use of electronic or remote controlled model airplanes, cars or trucks or any mechanized, unregistered or unlicensed vehicle, is prohibited.
9. Automobile or vehicle repairs, unauthorized parking or the abandonment of any vehicle or part thereof, are prohibited.
10. The sale of refreshments by vendors or user groups is prohibited, *unless approved by the Superintendent.*
11. Discarding trash, refuse or garbage is prohibited. The use of glass bottles or containers on district athletic fields, playgrounds or parking areas is prohibited.
12. Walking or curbing of pets on any school district property is prohibited.

13. All fields and playgrounds will be closed at dark except for those specific fields being utilized for night games being played under the lights. Other portions of the athletic fields not so specifically lighted will be closed at dark.

14. 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.

15. Athletic fields may not be used by any non-school group during the school day or on days when school is in session.

16. The Board has established a User Fee of \$50.00 per hour (2 hour minimum) for outside facilities, *and may at its discretion, impose a minimum \$50 surcharge for out of district users.*

\*16a. The Board has established a User Fee of \$50.00 per hour (2 hour minimum) for indoor facilities except as noted below:

\*17. Facility Rates: \$50 per hour - May be increased or decreased at the discretion of the Superintendent with notification to the Board:

Senior High School Auditorium \$250 per evening (6 hr. maximum between 5-11 p.m.)\*

\* Middle School Auditorium \$250 per evening (6 hr. maximum between 5-11 p.m.)\*

Senior High School Gymnasium \$250 per evening (6 hr. maximum between 5-11 p.m.)\*

Middle School Gymnasium \$250 per evening (6 hr. maximum between 5-11 p.m.)\*

\* If use exceeds the 6 hour maximum, the user fee of \$50 per hour is applied.

**\* If air conditioning is requested, there is a separate surcharge of \$69 per hour providing the “turn on” charge is satisfied.**

\* Senior High School Cafeteria with kitchen \$250 per evening (6 hr. maximum between 5-11 p.m.)

\* Middle School Cafeteria (2) with kitchen \$250 per evening (6 hr. maximum between 5-11 p.m.)

\* Middle School Cafeteria (1) with kitchen \$200 per evening (6 hr. maximum between 5-11 p.m.)

Elementary Gymnasiums \$150 per evening (6 hr. maximum between 5-11 p.m.)

Elementary Auditoriums \$150 per evening (6 hr. maximum between 5-11 p.m.)

All Classrooms \$ 50 per room

\* Elementary Cafeteria with Kitchen \$150 per evening

Room 213 \$150 for 4 hours

\* When a school kitchen is used for an event, kitchen personnel are required and the cost must be assumed by the user. The Superintendent may modify this requirement for any group (i.e.: PTA, PTO, Booster Club, etc.) at his discretion.

\* If a group serves food at any activity from a temporary food service other than a Port Chester kitchen facility, that group will be required to obtain a food service permit from the Westchester County Department of Health prior to use.

**Custodial Charges:**

When school custodians are required, the user will be charged 2 times the highest salary schedule step of the Head Custodian hourly rate.

Example: \$32.11 hourly rate X 2 = **\$64.22 per hour.**

Sunday and Holiday rates are **\$85** per hour.

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

Adoption date: August, 1993

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Revised date: July 1, 2009

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

**PORT CHESTER-RYE UNION FREE SCHOOL DISTRICT**

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