

Regulation 1500-R PUBLIC USE OF SCHOOL FACILITIES REGULATION

1. School activities shall have first preference.
2. The school buildings, playing fields, and playgrounds (i.e., gym, auditorium, cafeteria and classrooms) when not in use for school purposes, may be used for other purposes by school community based organizations for group uses or leagues in which school community based teams participate only if the user agrees to all policies, costs, rules and regulations established by the Board and maintained in the office of the Director of Operations as posted on the District's website. A permit shall be exhibited upon the request of any representative of the Board of Education, administration, the custodial staff or law enforcement personnel.
3. School building playgrounds, when not in use for school purposes may be used by residents of the school district. Non-school district residents may apply for an individual use permit and shall pay an individual use fee as set forth on the schedule maintained by the Director of Operations, as posted on the District's website. Any permit may be revoked immediately for failure to comply with the policies and regulations governing the use of school facilities as established by the Board. The Board reserves the right to alter or change any or all provisions of a permit or to cancel it in its entirety at any time providing the notice of such action is given in writing to the organization concerned.
4. All applications for permits pursuant to paragraphs 2 and 3 above, shall be made in writing and normally submitted at least 14 days prior to the activity to:

Director of Operations
Pearl River School District
135 West Crooked Hill Road
Pearl River, New York 10965

Regarding group and team activities, a person designated by each group or team, respectively, as its authorized representative will be responsible for making all arrangements with the Director of Operations or designee for the use of school facilities and equipment. Should the person assigned be changed, the group will notify the Director of Operations or designee of the change.

5. The custodian on duty is to be regarded as the representative of the Board of Education.
6. There shall be no use of intoxicating substances at any time on school district property.
7. There shall be no smoking or vaping on school district property.
8. Regular gym shoes must be worn when sports or games are conducted on the gymnasium floors.
9. Children's activities must be under strict supervision of adult sponsors at all times.
10. Responsibility for order and safety must be assured by the applicant. Any damage to school property shall be reimbursed by the organization using same.
11. The space used shall be vacated no later than 10:30 p.m., unless a specific exception is granted in the permit.
12. Any group given permission to use a school kitchen and its facilities must leave them in the same clean condition in which they are found or face the loss of kitchen privileges in the future. In addition, the community organization will be billed for the cost of cleaning the kitchen facilities. A member of the kitchen staff must be present when kitchen facilities are being utilized, except during summer vacation.

13. 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.

14. It shall be understood that the Superintendent has been delegated with the sole authority to grant or reject requests for the use of school facilities and equipment in the fitness center.

15. Any group using school facilities is required to present evidence of acceptable liability insurance, with the district named as an additional insured, in an amount deemed adequate by the Superintendent or Director of Operations. An insurance certificate evidencing such insurance and a hold harmless agreement must be filed with the district 10 days before use of premises is authorized. Sports activities must also include the following clause: "Claims from participants are included." All certificates should be reviewed by the NYSIR Loss Control Department.

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 entertainments, 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 Board; 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.

Use of School Facilities by School Personnel

Any use of school facilities for school-related activities will be scheduled through the Building Principal. 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 a teacher is on duty. Scheduling in advance will ensure that the space requested is available and not given to outside groups.

Fees

1. The Director of Operations or designee will determine the number of personnel needed for each building use request and will advise those making the request beforehand of the approximate cost.
2. For district organizations and groups located wholly within the district there will be no space rental nor custodial charge while a member of the maintenance staff is on the premises. However, on Friday evenings and weekends and holidays, a charge will be based upon the hourly custodial rate.
3. A fee will be charged for use of school facilities by organizations and groups located outside the school district. The amount of this fee will be determined by the Director of Operations in order to reimburse the district for expenses incurred.
 - a. The groups presently using the Central Avenue field may be allowed to continue their use, providing they conform with district guidelines. Future use of fields should be limited to Pearl River organizations exclusively. This provision is subject to annual review and may be changed by the Board of Education without notice.
 - b. Use of the Central Avenue field should be confined to the grass area west of the baseball infield. The infield must not be used.
 - c. A \$1,000 bond is required to cover any damages done to the Central Avenue field.
 - d. Certificates of insurance must be submitted ten (10) days prior to field use. Specific information may be obtained from the District Clerk.
 - e. The Director of School Facilities, or his/her designee, and a Park Committee representative are to inspect the Central Avenue field before and after the use of the property.
 - f. A fee of \$500 for three-day or more usage or if equipment is left overnight will be assessed to pay for the maintenance and revitalization of the Central Avenue field. Fee is required for each event. Revitalization should be done after each event.
 - g. It is suggested that any group sponsoring an event, if using the Gazebo, make a donation to the Pearl River Park and Activity Committee, Inc. to be put toward electric use.
 - h. There is a seven (7) day limit for use of the Central Avenue field. No equipment should be on the field for more than seven (7) days. No equipment can be set up more than one (1) day prior to the start of the event, and equipment must be off the Central Avenue field the day after the event closes.
 - i. Parking on the Central Avenue field is limited to equipment only. No live-in trailers are allowed.
 - j. No alcohol or gambling for monetary gain is to be allowed on school premises, including the Central Avenue field.
 - k. Any violation of the above set of regulations will automatically disallow future permit issuance. This is at the district's discretion.

Adoption date: December 12, 1995

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Revised date: August 8, 2017

Pearl River Union Free School District