

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT****SUBJECT: USE OF SCHOOL FACILITIES**

Consistent with Board Policy and applicable law, the District encourages the greatest possible use of school facilities. Any such use will comply with the following:

- 1) Requests for use of school facilities must be submitted to the Board of Education or its designee at least two (2) weeks prior to the anticipated activity. Authorization to use school facilities will be granted on a "first come-first serve" basis.
- 2) A custodian will be on duty at all times when facilities inside a school building are in use. Such supervision will be provided "at no cost" during regular working hours. When overtime services are required, an additional fee will be assessed to reimburse the District for this service.
- 3) The Mount Pleasant Cottage School Union Free School District may not aid or perpetuate discrimination on the basis of race, creed, color, country of national origin, religion, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, or use of a service animal. Community groups and organizations should review their use of school facilities request for conformity. The District reserves the right to require evidence of compliance with civil rights law. However, in accordance with law, the District will not discriminate in its community use of school facilities against any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United State Code. Nor will the District deny such access or opportunity for reasons based on the membership or leadership criteria or oath of allegiance to God and country. However, such use must be in accordance with the District's community use of school facilities guidelines.
- 4) All activities conducted on school property must conform to federal and New York State laws, municipal ordinances, and District policies and regulations.
- 5) Organizations authorized to use school facilities assume responsibility for the conduct of both participants and spectators. Each group must designate a responsible adult representative who will be present at all times. Arrangements for supervision of anticipated crowds must receive prior approval of the Board of Education or its designee.
- 6) School facilities must be left in the same condition as they are found. Desks, displays, etc. should not be disturbed. All electrical equipment or movable properties owned by the District will at all times remain under the control of the District.
- 7) The District will assume no responsibility for equipment or property belonging to a community group or organization. Such property may not be stored on school property, unless specifically approved by the Board of Education or its designee.

(Continued)

## Community Relations

**SUBJECT: USE OF SCHOOL FACILITIES (Cont'd.)**

- 8) Community groups will be liable for any damage to school property resulting from activities they sponsor. A check of the school facility will be made before and after each activity by the "person in charge" and the custodian assigned.
- 9) Vehicles are not allowed on grassed areas or athletic fields. Parking for any large event should be controlled by sufficient personnel. Use of auxiliary police for this purpose may be required. Any and all charges associated with the use of such services will be assumed by the organization.
- 10) Admission charges, approved registration fees, or concessions may only be administered as stated on the request.
- 11) Except for rest room facilities, participants and spectators should remain in the area or room assigned for an activity.
- 12) The District assumes no liability for injuries resulting from community group activities. For certain activities, the District may require submission of a certificate of liability or insurance bond to the Board of Education or its designee.
- 13) The District or its representative will have free access to all facilities at all times.
- 14) The District reserves the right to revoke authorization to use school facilities at any time.
- 15) The District reserves the right to charge a fee for the use of its facilities by outside organizations in a manner consistent with law, and in the amounts specified in the fee schedule provided in Form #3280F.1.
- 16) The use of tobacco products on school grounds or within one hundred (100) feet of the entrance, exit or outdoor area of a school is prohibited. Likewise, no person may knowingly possess alcoholic beverages and/or illegal or non-prescribed "controlled substances," as defined by Penal Law Section 220.00, on school grounds.

For purposes of this regulation, tobacco is defined to include any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clove cigarette, spit/spitless tobacco, and any other smoking or tobacco product (smokeless, dip, chew, snus and/or snuff) in any form.

No person shall knowingly have in his/her possession, upon any premises to which these rules apply, any alcoholic beverages and/or illegal or non-prescribed "controlled substance." ("Controlled substance" as defined by Penal Law Section 220.00.)

