

Community Relations

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT**

Private and/or personal use of school-owned materials and equipment by community members, employees, or students is not permitted. Except when used in connection with or when rented under provisions of Education Law Section 414, school-owned materials and equipment may be used only in connection with school-related purposes. Loans of equipment to local government are permitted, as long as the loan does not interfere with normal school operations.

The regular school program will have first priority on the use of school materials and equipment. Personnel approving applications for use of such materials and equipment by local government, community members, employees and students must ensure that it is available for school use during regular school hours. The equipment must be returned promptly by the individual who borrows it by the agreed upon time.

A local government, community member, employee or student borrowing materials and/or equipment will complete a Permission Form for Authorized Use of School-Owned Materials and Equipment (Form #3280F) and submit it to the Principal, his/her designee or the Director of Buildings and Grounds as appropriate, at least twenty-four (24) hours in advance. The Principal, his/her designee or the Director will approve or disapprove the application. Upon return of the materials and/or equipment, the Principal, his/her designee or the Director will inspect it for damage. The local government, community member, employee or student or his/her parent/guardian may be held responsible for the cost of repair or replacement, with the exception of normal wear and tear, in accordance with applicable law.

In addition to the above restrictions, District equipment may not be used for:

- 1) Any public meeting or entertainment that reflects in any discriminatory way on a citizen's race, color, creed, national origin, sex, sexual orientation, disability, age, marital status, military status, veteran status, or use of a recognized guide dog, hearing dog or service dog. However, in accordance with law, the District will not discriminate in its community use of school-owned materials and equipment 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-owned materials and equipment guidelines.
- 2) Any use that is likely to result in damage to the equipment.
- 3) A meeting of any group whose purpose is to overthrow the government of the United States or New York State.
- 4) For personal gain or any type of business activity.