

Authorization of Room Availability

- _____ Building Principal
- _____ Athletic Director
- _____ Cafeteria Manager
- _____ Music Dept. Head

Schoharie Central School District
P O Box 430, 136 Academy Drive
Schoharie, New York 12157
Phone (518) 295-6673
Fax (518) 295-9510

BUILDING USE FORM

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE BUSINESS OFFICE

PLEASE CHECK APPROPRIATE BOX

- School District Organization
- Community Organization
- Other _____

REQUESTING PERSON: _____ ORGANIZATION: _____

DATE: _____

EQUIPMENT NEEDED: _____

ROOMS BEING REQUESTED

Wk Day _____ Date _____ From _____ am/pm To _____ am/pm

If multiple days, please attach a schedule

- _____ Auditorium
- _____ HS Gym
- _____ Gym Lobby
- _____ Elementary Gym
- _____ Library
- _____ HS Cafeteria
- _____ ES Cafeteria
- _____ Classroom # _____ / (Building) _____
- _____ Home Economics Room
- _____ Hallways

Purpose of activity: _____

I hereby certify that I have read and agree to abide by the District Public Use of School Facilities and Grounds Policy, and hereby indemnify SCS against, and hold SCS harmless from, any and all claims, actions, and liabilities arising from acts or omissions in connection with the use of school facilities.

Print Name/Phone

Signature

Street

City, State, Zip

Office use only

Approved

Denied

Reason _____

Business Administrator Signature

Superintendent of Schools Signature

This activity requires a charge for Building Use
Estimated Amount \$ _____

Certificate of Insurance is Required
(Must be received 15 days prior to the event)

PUBLIC USE OF SCHOOL FACILITIES AND GROUNDS

The school buildings and grounds are maintained for the education and recreation of school children and for the benefit of the community. All uses of school buildings and grounds shall be consistent with section 414 of the Education Law.

Public use of school facilities may take place during and after school hours and if, in the opinion of the Building Principal or Director of Physical Education the use will not be disruptive to normal school operations. The determination of the Building Principal or Director of Physical Education in this regard may be appealed to the Superintendent of Schools.

The Board authorizes the use of school facilities, both indoor and outdoor. The Board maintains sole and unreviewable discretion to schedule facilities and delegates this authority to the Superintendent of Schools for items one thru three with four and five being approved by the board of education. The following priority order will be used as needed if conflict arises in scheduling use.

1. for district use
2. for Town or local programs with only students from Schoharie Central School
3. for Town programs within Schoharie Central School which may include students from other districts, and then
4. for other community uses
5. non-district requests

(For items 2 and 3 a roster of participants must be provided.)

Conditions of Use for School Facilities

- A. The District, in its sole and unreviewable discretion, reserves the right to determine whether a requested use will disrupt, interfere with, or disturb normal school operations or educational programs, or if facilities are in use for normal school operations.
- B. To ensure that school facilities and grounds are preserved for the benefit of the greater district community, community-based groups and organizations (that is, groups which are located within the geographic area covered by the district) are given priority consideration for use of district facilities.
- C. Use of school facilities will be permitted only where the applicant agrees to pay the district a use fee according to a schedule adopted by the district to cover the costs of heat, electricity, maintenance, custodial services and any other expenses associated with the requested use. Use is further conditioned upon the applicant's agreement to pay additional fees associated with the use of any additional services or equipment. This district retains the right to condition use upon an applicant depositing with the district a sum equaling the estimated costs and fees associated with the proposed use 10 days in advance of the requested use. The district retains the further right to waive use fees for groups that are associated with or sponsored by the district.
- D. Where, in the judgement of the district, the requested use of school facilities requires special equipment or supervision, the district reserves the right to deny such use, or in the alternative, to condition such use upon the applicant's payment of additional fees in accordance with paragraph C. above. Only authorized personnel shall operate district equipment.
- E. Use of school facilities will only be permitted where the organization provides the district 15 days prior of adequate insurance coverage (\$1,000,000 minimum) to save the district harmless from all liability, property damage, personal injuries and/or medical expenses. The district will exercise complete and unreviewable discretion regarding what constitutes adequate insurance coverage for each proposed use.

- F. The Board reserves the discretion to deny use of school facilities described above, or to terminate use of district facilities:
1. By an applicant who has previously misused or abused school facilities or property or who has violated this policy;
 2. For any use which should have the effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York State Constitution;
 3. For any use which in the estimation of the Board, could reasonably be expected to or actually does give rise to a riot or public disturbance;
 4. For any use which the Board deems inconsistent with this policy;
 5. For any use by a private for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
 6. In any instance where alcoholic beverages, tobacco products, unlawful drugs or misuse of legal drugs including steroids are sold, distribute, consumed, promoted or possessed;
 7. For any use prohibited by law.

Application Procedure for Use of School Facilities

- A. All applications for use of school facilities shall be made in writing and submitted to the Building Principal or Director of Physical Education or designee at least 15 days prior to the date of the requested use. A use permit application is available in all school buildings.
- B. The applicant must clearly and completely describe the intended use of the district facility in the application.
- C. All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board policies and regulations and to use district facilities strictly in accordance with the use described in the application.
- D. All applicants must agree to assume responsibility for all damages resulting from its use of district facilities. Proof of adequate insurance must be provided by the applicant at least 15 days before the date of the requested use.
- E. Permits shall be valid only for the facility, use, dates and time specified in the permit. No adjustment to the permit is allowed except with the prior written approval of the Superintendent or designee. Permits shall not be transferable.
- F. The Board of Education is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reason.
- G. With regard to scheduling activities, the district retains the right to give preference to groups and organizations which are associated with or sponsored by the district.
- H. Issuance of a permit shall not limit the right of access to the facility by district staff.

Ref: Education Law.414

ADOPTED: October 18, 2006
 REVISED: March 19, 2015

FEE SCHEDULE FOR USE OF SCHOOL FACILITIES AND GROUNDS

1. The district will not charge fees to Schoharie Central School organizations (athletic teams, EPTSO, school clubs or activities).
2. Fees for all organizations within the school district boundaries, unless the building is already open and staffed:
 - a. A \$10 fee per participant for the season. (all other costs except custodial fees will be waived) (The outside group may waive the \$10 fee for hardship cases as it deems appropriate.)
 - b. With Superintendent of Schools approval “in kind” work and equipment will be considered as a credit toward the \$10 per participant fees (ex. Purchase of scoreboard. goal posts, etc.)
 - c. \$35per hour cafeteria staff member for the entire time of kitchen use.
 - d.

<u>Hourly Rate for Utilities</u>	<u>Custodians/Cleaners</u>	<u>Cafeteria Staff Member</u>	
High School Gym	\$6/hour	\$55/hour	\$35/hour
Elementary Gyms	\$4/hour		
Cafeteria HS	\$8/hour		
Cafeteria ES	\$6/hour		
Auditorium	\$6/hour		
Classrooms	\$2/hour		
Home Economics	\$4/hour		
Halls	\$2/hour		
 - e. **The fees for custodians/cleaners/cafeteria staff are the maximum per hour cost that will be charged to community groups within the boundary of the school district. The school district will invoice the community group for the actual employee cost, considering the calculated hourly rate and including FICA/Medicare and Employees’ Retirement System payroll costs.**
3. Non district requests:
 - a. gym, auditorium, fields - \$150 per hour (includes custodial fees)
 - b. classrooms - \$75 per hour (includes custodial fees)
 - c. fees for programs benefiting district children may be waived or reduced by application to the Superintendent with Board approval.
4. For all groups:
 - a. For protracted use of water, electric, etc., a charge consistent with the cost to the District will be determined by the Superintendent of Schools and charged to the group (e.g.... the town youth program’s use of electricity all summer).
 - b. The user in all cases will be expected to clean the facility, fields and leave it as they found it or be charged (for a minimum fee of \$55 per hour with a two hour minimum charge) to return the facility to the original condition.
 - c. Users will be allowed to do set-up work such as setting up folding chairs or arranging furniture, in order to save the cost of custodial service, but will not be allowed to move or set up equipment which requires trained custodial workers, as determined by the Superintendent of Buildings and Grounds.
 - d. Preparation for the use of grounds or playing fields will be at a charge of \$59 per field. This charge includes labor plus materials for preparing and lining the fields as needed. The charge for use of the cafeteria (including cafeteria worker) is \$35 per hour. The Superintendent may waive the field charge if the organization completes the work itself as approved by the Superintendent of Schools.
 - e. Custodians will be on duty for all facility use. This rule may be waived if, in the judgement of the Superintendent of Schools, an individual associated with the group requesting access is qualified in the operation of the facility and able to assume responsibility for building security. In these cases, no additional custodian charge will be assessed.