

Community Relations

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES

School buildings and facilities, when not in use for school purposes or by school-sponsored organizations, may be used for educational, civic and recreational purposes by the community in accordance with the policy outlined by the Board of Education and the regulations herein provided.

1. Priority Ranking of User Groups

As a guide to what groups should be given preference in terms of scheduling and reserving facilities, priority is given in order as follows:

A1. Regular school district instructional programs;

All Spencerport School District instructional and extra-curricular programs and outgrowths of those programs, including regular classroom instruction, clubs, music groups; intramural and interscholastic sports. Additionally, this includes any BOCES service initiated by the District to exclusively serve District students (this does not include BOCES rental of classroom space for BOCES programs).

A2. Spencerport Community Programs

All programs and activities sponsored by the Community Education program, including regular classroom instructional programs, driver education, college credit courses, recreational and swimming pool use.

A3. All Spencerport School District Parent & Teacher type organizations, school booster clubs (music and sports and First Robotic organizations for which the District pays a participation fee to belong (i.e., New York State and Section V athletics, state and county music associations, Odyssey of the Mind).

(Continued)

Community Relations

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)**B. Outside Groups****B1. Town of Ogden;**

All groups which the Town of Ogden actively sponsors and subsidizes and which benefit by direct or indirect budget support from the town.

B2. Other community organizations;

Youth Groups: Boy Scouts, Girls Scouts, YMCA, 4-H Club, youth recreational organizations (e.g., Little League)

Civic and Services Clubs, etc.

- Organizations involving district residents will be given priority for approval (see 2A below).

B3. Not for profit organizations

- Organizations involving district residents will be given priority for approval (see 2A below).

B4. Businesses**C. Employees of the District****C1. Employees of the District**

- Employees wishing to use District facilities for non-school sanctioned activities or personal purposes (e.g., recreational) where there is no financial gain.

2) Use of School Facilities Guidelines**a. Availability of Facilities**

District facilities and grounds will be available for community use when it does not conflict with the District's instructional programs and the needs of the school related groups.

(Continued)

Community Relations

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

Additionally, the District retains the right to deny or limit requests for the use of District facilities and grounds in order to support the operational and maintenance needs of the District. Event type may not exceed size of available paved parking spaces with consideration of other events occurring during the same time period

Building Hours District's elementary schools are open from 7 a.m. to 9 p.m. on weekdays during the academic school year and 7 a.m. to 3 p.m. during the summer recess. The secondary schools are generally available from 7 a.m. to 9 p.m. Monday through Saturday during the academic school year and 7 a.m. to 3 p.m. during the summer recess. District fields are generally available between 7 a.m. and 9 p.m. Requests to use District facilities and grounds on Sundays or designated holidays requires prior approval of the Superintendent of Schools or their designee.

b. Residency Requirements

Verified in-district organizations composed predominantly of Spencerport Central School District residents may be granted use of the facilities. Exception to this requirement may be granted where an authorized Spencerport District-based group, which regularly utilizes school facilities, desires to hold a tournament or other such activity with similar groups which are not Spencerport District based. The sponsoring group must be prepared to comply with all other district building conditions, rules and regulations, including reimbursement to the district of any costs entailed over and beyond regular district operation.

c. Outdoor Facilities/Field Use

With respect of use of the outdoor facilities by outside groups and organizations, no use of in-school facilities, restrooms, showers, etc. is understood to be included unless separate charges are paid or otherwise indicated. In addition, these groups are expected to pay for any costs incurred in restoring fields and grounds to their original condition. All field lining and markings will be done with prior approval and under the supervision of Spencerport School District personnel.

(Continued)

Community Relations

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

d. Content of Programs

The district does not accept responsibility for content of any performance or activity, conducted by an outside group which takes place on its premises. However, it reserves the right to review the material beforehand and disapprove the use of facilities if material is deemed inappropriate. All use must be in full compliance with federal, state and local laws and district policies and regulations

The school district may not aid or perpetuate discrimination on the basis of race, creed, color, country of national origin, religion, sex, age, marital status or disability. Community groups and organizations should review their *Use of Facilities Request* for conformity. The district reserves the right to require evidence of compliance with civil rights law.

e. Use as a Polling Place

The law requires that any public or other building exempt from taxation be made available for the purposes of registration and voting if such use will not interfere with the facility's customary use. Such space or spaces to be used as a polling place should be so arranged as to be convenient to voters in the district. No fee will be charged.

f. Use by Public Safety Agencies

Any special use of district facilities by public safety agencies (police, sheriff, fire, etc.) should be referred to the Superintendent of Schools for approval.

g. Special Security Requirements

Charges for special security requirements are to be waived for all school related events (A1 & A2). The District reserves the right to require security services for any event, the is deemed necessary. The organization, booster, group or club will be responsible for the costs associated with these services consistent with the fee schedule.

(Continued)

Community Relations

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

h. Presence of a District Employee

Building facilities may not be used unless a school district employee is present in the building throughout the use. Building custodial staff personnel, when on duty, will normally satisfy this requirement. When no such employee is on duty, the using group must agree to pay all service fees associated with provision of a custodian on an overtime basis. While this employee is primarily responsible for the security of the facility and the building equipment, he/she will also assist with lights, heat, ventilation, etc. In no case will a "volunteer" hourly employee assume the above-listed responsibilities. Such "suffering to work" has been held to be in violation of the Federal Wage and Hour Law. In all cases appropriate cost will be charged to the user.

i. Presence of a Suitable Staff Person

In some cases where a group desires to use complex and/or expensive equipment, etc., or to use a space where such equipment is installed, it may be the determination of the Superintendent or district designee that such space may only be used if a suitable staff member is present to assure the security of the district property in question and/or the safety of the members of the group. In such cases, the group is expected to pay all service fees associated with having such staff member on duty for the period requested. The hourly rate as identified on the cost matrix will be charged for these services.

j. Employee Use of Facilities

Employees wishing to reserve a district facility for personal purposes may do so. If requesting a facility for recreational purposes, all participants in the activity must sign the District's liability release form prior to participation. Additional requirements as detailed in this regulation may apply, including usage and/or service fees when the schools are closed based on the facility requested.

(Continued)

Community Relations

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)3) Additional Guidelines for Specific Facilities

a. Swimming Pools Facilities

New York State and Monroe County Health Department regulations provide for the protection and safety of all who use the swimming pool area, and they are:

Any time the pool is in use, there must be one qualified **supervising** lifeguard. In addition to the qualified supervising lifeguard, there should be an additional lifeguard for each section of bathers (maximum of 30 bathers per lifeguard).

The lifeguard is to be in appropriate lifeguard attire, in proper position and performing lifeguard duties only, at all times.

Copies of valid lifeguard certifications (with expiration dates shown) must be provided for all personnel who will be lifeguards for your organization. These copies **MUST** be submitted to the Community Programs Office prior to **approval of** your pool facility request.

All logs books must be properly filled out and signed daily. These log books are located in the pool office.

The District does not provide lifeguard services for a fee.

Only official organization personnel are to be allowed in the pool office (no students, participants or competitors). Phone use is for official pool business only (i.e., emergencies).

Proper supervision and security must be maintained in the locker room(s) at all times. A responsible adult is to be present in the locker rooms when in use.

All equipment must be returned to its original location and stored properly at the end of each use.

(Continued)

Community Relations

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

Timing system cannot be used without prior approval and can be used only by an approved trained operator.

Any violation of the above may result in the revocation of the organization's approval to use this facility.

All requesters of the swimming pool will be provided with a copy of the District's Safety Plan for the Spencerport High School Swimming Pool.

b. Kitchen Facilities

Community organizations having received approval for the use of any of the building kitchens from the Superintendent or Designee must make arrangements with the School Food Service Director.

By necessity, school personnel will be on duty during the hours of the event. If there is to be any preparation of food or if any kitchen equipment is to be used at least one member of the District's kitchen staff must be present at all times for supervisory purposes. In such cases, the group is expected to pay all service fees associated with having such staff member on duty for the period requested.

Provisions must be made by the sponsoring organization to provide necessary personnel to do all work in preparation and cleaning afterwards to the kitchen and cafeteria. Arrangements may be made through the School Food Services Director to provide these services at the expense listed on the fee schedule.

If the sponsoring organization will need cooler, freezer and/or storeroom space prior and/or during their event prior arrangements must be made through the school food service director and all efforts will be made to provide the space needed.

Bowls, serving spoons, platters, and hot pads to prevent damage to table surfaces must be furnished by the sponsoring organizations.

(Continued)

Community Relations

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

Any outside equipment to be used must have the approval of the School Food Services Director and Facility Director. **Open flame equipment is not allowed anywhere on District property without prior approval.**

No children are permitted in the kitchen.

c. Ranger Stadium (artificial turf field)

No metal cleats are allowed on the artificial turf surface. Appropriate cleats and/or sneakers will be approved through the office of the Athletic Director.

No food, seeds of any kind, gum, or chewing tobacco is allowed on the artificial turf surface.

No animals are allowed on the artificial turf surface.

Users of the turf field are required to dispose of all trash after each event or practice.

Normal evening use ends at 9 p.m. Request to use the soccer/lacrosse stadium after 9 p.m. requires prior approval of the Superintendent of Schools or their designee.

The District may at its discretion, mandate that a District employee be present to monitor the activity of the organization's use of the Stadium. The organization will be responsible for all costs associated with this monitoring.

The District reserves the right to require security services for any event. The organization will be responsible for the costs associated with these services consistent with the fee schedule.

Any violation of the above may result in the revocation of the organization's approval to use this facility.

(Continued)

Community Relations

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

d. High School Stadium

Organizations may request to use the stadium's seating.

Requests to use the football field and/or track require the prior approval of the district's designees.

Normal evening use ends at 9 p.m. Requests to use the football stadium after 9 p.m. requires prior approval of the Superintendent or their designee.

The District may at its discretion, mandate that a District employee be present to monitor the activity of the organization's use of the stadium. The organization will be responsible for all costs associated with this monitoring.

The District may require the presence of security services for any event. The organization will be responsible for the costs associated with these services consistent with the fee schedule.

Any violation of the above may result in the revocation of the organization's approval to use this facility.

e. District Performing Arts Centers

External organizations may request to use any of the District's Performing Arts Centers. External organizations using the facilities at the Middle School or the High School must meet with the designated coordinator to review the facility's capabilities and review technical needs.

Under no circumstances may users of the facilities move, amend or alter the facility or its equipment without prior approval of the designated coordinator.

(Continued)

Community Relations

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

District staff will operate all sound, lighting and stage rigging system. Exceptions may be granted by the designated coordinator, and in such cases, District staff will be present at the event to provide assistance at the cost of the organization.

The District may require the presence of the Performing Arts Center's designated coordinator or event supervisor during the external organization's use of the performing arts center. The organization will be responsible for the cost of the coordinator.

All requests to use any of the District's Performing Arts Centers must include the anticipated numbers of people attend the event.

The District may require the presence of security services for any event. The organization will be responsible for the costs associated with these services consistent with the fee schedule.

All users of the Performing Art Centers are responsible to clean up the facility after its use. Additionally, external organizations will be responsible for damage caused by its use of the facility. The district will determine the cost to clean, repair or replace any damage equipment or facilities.

A request to use a school's Performing Arts Centers does not include any other rooms within the school. Additional fees will be applied for use of dressing room space, storage space and other needs.

4) General Facility Policies

- a. District Code of Conduct: All users of and participants at events held on District property must comply with the District's Code of Conduct.
- b. Insurance Coverage: The district requires the organization to provide insurance coverage for all events electronically. You are not approved to use the space until we have confirmed receipt of your up to date insurance coverage
- c. Conduct: Sponsoring organizations will insure that proper order is maintained and that the function reflects favorably upon the sponsor and the school.

(Continued)

Community Relations

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

- d. Smoking: Smoking is prohibited on all school district property by NYS Education Department Law.
- e. Alcoholic Beverages and Illegal Substances: No alcoholic beverages or illegal substances shall be brought into, or served, in any school building or on school property.
- f. Parking: All parking must adhere to the District's requirements including not parking in No Parking zones and designated fire lanes. Any car(s) parked in the NO PARKING area may be towed at the owner's expense.
- g. Gambling: Gambling on school property is not permitted.
- h. Damage to Facilities: The organization using the facility will be responsible for damage or excessive wear caused by its use of the facility. The district will determine the cost to repair or replace any damaged equipment or facilities.
- i. Treatment of Gymnasium Floors: A district designee shall approve the use of any materials used on the gymnasium floors.
- j. Trampolines and Rebounding Devices: The use of any size trampoline or rebounding device is prohibited on school property without the prior approval of the District Designee or Superintendent. Certificate of insurance and release of liability will be required.
- k. Open flame devices: The use of open flame devices, including cooking grills, are not allowed on District property without prior approval of the Food Service Director and the Director of Facilities.
- l. Purchases: The school will not act as the purchasing agent for any consumable supplies or equipment used by nonschool groups.
- m. School facilities are not available for any purpose on Sundays or designated holidays except with the written consent of the Superintendent of Schools.

(Continued)

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

12 of 18

Community Relations

- n. Sub-leasing and vendors; Any group, organization or business approved for facility use is not authorized to sub-lease their approval to another group, organization or business without the approval of the District Designee or Superintendent of Schools. No vendor is approved to be on campus without prior approval.
- o. At no time may you hold an event that is different than what you are approved for. Attendance size must remain consistent for season use. Practices and Games vs. Championship Game, End of year parties or award ceremonies and special events must have approval before you can host.

Failure to comply with the expectations and requirements detailed in policy and this regulation may result in the denial of future request and we reserve the right to revoke or terminate your contract.

5) Request Procedures

- a. All applications for the use of school building facilities or grounds (and Release of Liability and Certificate of Insurance, if applicable) will be submitted to the **Community Programs Director, online only**. Such applications must be completed and submitted by the adult leader as follows:

Use of building facilities or grounds request initiating between:

1. February 1st and July 31st must be submitted on or before October 15th of the preceding year. Notification of approval/denial will be returned on or before November 15th.
 2. August 1st and January 31st must be submitted on or before April 15th. Notification of approval/denial will be returned on or before May 15th.
- b. Request made after the specified date will be considered on a “first come –first served” basis based on availability and the organizations approval level (A1-C1). All requests must be submitted to online at least two weeks prior to use so that charges can be determined. Requests may be approved with shorter notice depending upon the user need and district designee's availability. The person signing as the adult leader, or their designated adult supervisor, must be present at the activity.

(Continued)

Community Relations

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

Online Requests will be reviewed as follows:

The Community Director will monitor all Facilities Use Requests until the due date for each time period.

The Community Programs Director will review each request in priority order and attempt to schedule and approve with the support of building, athletic and facility designee where applicable.

The school principal (or designee) or Athletic Director will review all forms no later than two weeks after online receipt to the Community Programs Director for review by the Director of Facilities, Athletic Director, Director of Food Service and the Deputy Superintendent.

Notification of approval will be delivered via email from Community Programs Director.

A copy of the completed facilities request will be held via online service and Release of Liability will be retained in the District Business Office. Approve requests and cancelations will be viewed by building, athletic and facility staff.

A. A summary of this regulation will be transmitted with the approved application to the group and/or individual requesting the use of school building facilities or grounds. If a group and/or individual submit multiple requests, they will receive one copy of this regulation annually.

B. All communications for needs including and not limited to; mowing, repairs, additional days, and use of equipment, must be communicate to and through Community Programs Director or Event Supervisor in Charge. At no time is any custodial staff, coach or district employee allowed to approve.

(Continued)

Community Relations

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

- B. Certificate of Insurance: Outside (non-school sponsored) groups which request the use of any district facilities are required to furnish a Certificate of Insurance to verify the existence of their insurance coverage.

The Certificate of Insurance must be submitted with the online request per client.

Additionally:

- 1) The minimum single limit bodily injury and property damage policy shall be \$1,000,000.
 - 2) Under the cancellation clause of the Certificate of Insurance, the following wording shall be included: "This policy may not be cancelled without ten days' prior written notice to the Spencerport Central School District."
 - 3) The Spencerport Central School District must be listed as an additional named insured on the Certificate of Insurance.
- C. Outside (non-school sponsored) groups and employees of the District who request the use of any district facilities are required to submit a signed *Release of Liability* form (3280F). This form must be submitted with each request prior to approval for the use of any facilities.
- D. A weekly schedule of events showing times, locations, sponsoring activity and other pertinent data will be available online.
- E. Annual reservations need to be submitted each year in accordance with the request procedure.

(Continued)

Community Relations

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

F. Spencerport Central School District reserves the right to revoke a permit at any time.

G. Charges, Deposits and Estimates: Billing will be done by the Business Office and reflected on your contract. All Contracts must be electronically signed and considered binding. In all cases, the charges as computed by the Business Office shall be understood to be official. Charges quoted by Community Programs and others are understood to be only estimates. Fees/cost associated with the signed contract are an Estimate Only. Final billing will come after your event is complete and may include additional charges.

H. The Community Programs Office will coordinate the overall building use function through the rendering of

1. Publish procedures, guidelines, use fees and service fees.
2. Coordinate with the building principals, facility office, and athletic department involved in those activities that affect more than one building.
3. Assist principals with advice and interpretation of guidelines.

6. Schedule of Use and Service Fees

A. Description of Fees

1. Use Fee: Fixed rate of charges to cover overhead costs for facilities. This fee is intended as reimbursement for expenses incurred by the district for light, heating, routine custodial services, routine grounds services, etc. The fact that these particular costs are not separately identifiable does not refute the fact that they exist. Rehearsals, practices, and the like will be paid for at the same rate as performances and games. Additional fees applied for "whole" building or field requests.
2. Service Fee: Service fees include but are not limited to special room set-ups, athletic field preparation or additional services (e.g., non-routine custodial services) beyond a regular room or field set-up. In addition, organizations will be charged for any damage to facilities or equipment. The amount of service fee will be assessed at the determination of the District.

(Continued)

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

The District reserves the right to require the services of security and/or the auditorium coordinator for any event. The organization will be responsible for all costs associated with these services consistent with the fee schedule.

3. A deposit equal to 25% of the use and service fee may be required within five (5) business days after approval of the request. If the deposit is not received within the specified time, the approval may be rescinded. Should the organization cancel their request after the deposit has been received, the deposit will not be refunded unless the District can secure another reservation for the requested facility for the same date(s) and time(s).

B. Fee Structure

1. For priority A1 and A2 groups, fees may apply based additional needs and building hours.
2. Priority A3 groups will only be charged for service fees if their request requires additional services. Summer camps fee schedule for A3 attached.
3. Priority B1, B2, and B3 groups will be charged the use and service fees at all times. The local Girl Scout and Boy Scout organizations will be required to pay 25% of the use fees and 100% of the service fees.
4. Use fees for Priority B1, B2, and B3 groups requesting use of the Performing Arts Centers will be determined by the District Designee based on the needs of the organization and District standard fees. Additionally, service fees in accordance with the service fee schedule will apply.
5. Priority B4 groups will be charged a use fee as established by the District Designee based on the specific request of the business. Additionally, service fees in accordance with the service fee schedule will apply.

(Continued)

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

C. Use Fee Schedule for B1, B2, B3 Groups (effective June 16, 2009)

Definitions

- Indoor site – rooms/facilities in one building (excluding the Performing Arts Centers)
- Outdoor site – the fields at one (1) school, does not include Stadiums
- School or location – multiple rooms/facilities in one building or fields

One day usage	\$25	One day usage at one (1) site
Weekly usage	\$100	Weekly usage is defined as no more than seven (7) consecutive days at one (1) site
Seasonal usage	\$200	Seasonal usage is defined as no more than six (6) months at one (1) site
Annual usage	\$400	Annual usage is defined as no more than twelve (12) consecutive months at one (1) site
Tournament	\$200	Tournament is defined as no more than three (3) consecutive days at up to two (2) sites
Camp	\$200	Camp is defined as no more than five (5) consecutive days at up to two (2) sites
Summer Camp A	\$2000	Summer camp A is defined as five (5) or more weeks at one school
Summer Camp B	\$3500	Summer camp B is defined as five (5) or more weeks at two or more schools.

In all cases, prior approval is required for all use of District facilities and grounds on Sundays and designated holidays by the District Designee.

Event Supervisor: \$25 an hour subject to event type, users may be required to have district representation during events or games and B1 - B4 will incur all charges.

(Continued)

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)**D. Service Fee Schedule**

Facilities: Facilities service fees shall be charged as necessary to provide special or additional services. The District reserves the right to require the services of security and/or the auditorium coordinator for any event. The organization will be responsible for all costs associated with these services consistent with the fee schedule.

Custodial Services	\$30 per hour, \$40 on Sunday/designated holidays
Grounds/Maintenance Services	\$30 per hour, \$40 on Weekends/holidays
Security Fee	\$30 per hour, \$40 on Sunday/designated holidays

Performing Arts Center: Performing Art Center service fees shall be charged as follows: \$110 per hour

Tech Crew	\$10 per hour per worker min. 2 workers
Auditorium Coordinator	\$30 per hour, \$40 on Sunday/designated holidays, min. 3 hours

Cafeteria: Kitchen services fees shall be charged as necessary for any services:

Kitchen Services: \$30 per hour, \$40 on Sunday/designated holidays

Fields: District staff will cut the grass and provide grooming for all outdoor playing to meet the needs of District Scholastic Teams. Additionally, each field will be lined twice without charge in school season. Additional linings of fields can be provided upon request based on the service fee for grounds services. Organizations can request approval from the Community Programs Office or their designee to line the fields they will use.

Lining Game or Practice Field Fees:	Baseball \$50
	Soccer and Lacrosse \$122
	Football Field \$200

Stadium Rental Fees:	Ranger Stadium \$75 per hour
	High School Stadium \$75 per hour
	Track subject to daily or Seasonal Usage Fees

E. Damage to Facilities: The requester will be responsible for the cost to repair or replace any damaged equipment or facilities as determined by the District.

F. Cancellation Fee may be applied to all approved use. Cancellation Fees \$25 and up depending on type of event and size of event. User shall incur all district costs associated with event cancellations. Multiple cancellations may result in denied use.