

THOUSAND ISLANDS CENTRAL SCHOOL DISTRICT
FACILITIES USE REQUEST OF
SCHOOL BUILDINGS AND GROUNDS FOR COMMUNITY GROUPS
2014-2015

Consistent with the primary function of carrying out the educational program, it is the Board of Education's policy to make school facilities available to youth groups, citizen groups and other community organizations. However, school activities take precedent over any outside activities. Submit this request form at least 3 weeks prior to the event.

Building requested: \_\_\_\_\_

Facility requested (Please check all that apply):

Auditorium/ Gymnasium (specify) \_\_\_\_\_
Athletic Field (specify) \_\_\_\_\_
Library \_\_\_\_\_
Classroom # \_\_\_\_\_
Transportation: \$29/ hr driving \_\_\_\_\_
\$23/ hr waiting \_\_\_\_\_
\$1.50/ odometer mile \_\_\_\_\_

Cafeteria (without Kitchen) \_\_\_\_\_
Pool: \$25/hr up to 50 swimmers \_\_\_\_\_
\$10/hr add'l guards over 50 swimmers \_\_\_\_\_
Pool Party During Public Swim:
\$40 for Under 25 participants \_\_\_\_\_
\$60 for Over 25 participants \_\_\_\_\_
Payment must be attached to this request form to be approved
Custodian\*\* (Regular Time/ Overtime) \_\_\_\_\_

\* Must coordinate details with School Lunch Manager
\*\* Note: If custodial services are needed in connection with any event, the charge will be \$18.00 per hour for regular time and \$27.00 for overtime.

Additional requests- Furniture setup, technology/video/ Custodial services i.e. lights, # chairs, cords:
\_\_\_\_\_
\_\_\_\_\_

Event \_\_\_\_\_

Name of Community Group \_\_\_\_\_

Date(s) & Time(s) Requested for Event \_\_\_\_\_

Number of people participating in Event \_\_\_\_\_

Contact Person(s) \_\_\_\_\_

E-mail address of Contact Person \_\_\_\_\_

Address and Phone Number(s) \_\_\_\_\_

I accept responsibility for care of the school district property while it is being used as described above. I further understand that school activities take precedent over any outside activity. I have read and will abide by the district's procedure §8112.3 Use of School Facilities.

Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

A CERTIFICATE OF INSURANCE MUST ACCOMPANY THIS REQUEST BEFORE EVENT IS APPROVED.\*

\* Not required for Saturday Family Swim Session
After this request has been approved and scheduled by Central Administration, the Building Principal will send a copy of this form to the contact person listed above.

Building Principal \_\_\_\_\_ Date \_\_\_\_\_

Buildings and Grounds/ Pool/ Transportation \_\_\_\_\_ Date \_\_\_\_\_

District Office \_\_\_\_\_ Date \_\_\_\_\_

(District Office will keep original signature and make copies for Community Group, Building Principal, and Buildings & Grounds/ Pool )

THOUSAND ISLANDS CENTRAL SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE  
COMMUNITY RELATIONS  
(Series 8000)

PUBLIC ACTIVITIES INVOLVING STAFF, STUDENTS  
OR SCHOOL FACILITIES

USE OF SCHOOL FACILITIES.....8112.3

PURPOSE

The Board of Education believes that Thousand Islands Central School District buildings and grounds, hereafter District facilities, should be made available for responsible use by the community, providing that such use does not interfere with school sponsored programs and activities and can be supported by available district resources.

AUTHORITY

The Board will provide for the use of District facilities when permission has been requested on the designated “Facilities Use Request of School Buildings and Grounds For Community Groups” form and has been approved by the Building Principal for scheduling the event and filed in the district office in accordance with the administrative guidelines.

In considering requests for the use of District facilities, priorities shall be as follows:

- a. Activities and programs directly related to the instruction and educational programs of the District.
- b. Events or activities designed to serve the youth of the individual school community which are planned and directed by District-recognized and school-attached groups.
- c. Use by community organizations whose primary purpose is service to youth or, through the use of District facilities, the improvement of the general welfare of the community, and where no admission, entry or participation fee is charged.
- d. Events or activities sponsored by recreational boards of municipalities and other citizens groups within the boundaries of the District.
- e. Use by civic and service groups whose purpose, through the use of District facilities, is to improve the general welfare of the community, and whose admission, entry or participation fee is charged only to yield net receipts to be expensed for the welfare of the pupils or for charitable purposes.
- f. For-profit groups which provide support to the youth or community in which the district is not able, as long as it does not unfairly benefit one private group over the others in the community.
- g. For-profit groups whose main motivation is to make money.

In determining how school facilities are to be assigned when the number of requests exceed the number of facilities available, the following criteria will be reviewed:

- a. Youth oriented takes precedent over adult activities;
- b. Date of application (understanding that once an activity is approved and scheduled the group will not be bumped out unless it is a school sponsored activity which always takes precedence);
- c. Percentage of district residents involved in the program and number of participants served;
- d. Suitability of the facility for the activity;
- e. Number of years program has operated at the requested facility;
- f. Compliance with all application requirements and past history of compliance.

DELEGATION OF RESPONSIBILITY

All community use shall be subject to the provision of the following rules, regulations, and general policies:

- 1. The use and rental of District facilities shall be generally restricted to organizations located within Thousand Islands Central School District or having a majority of members who are residents, and to organizations within the District who are acting as hosts to area or regional meetings or programs. Rental to groups located outside the District who are not being sponsored by a local group may also be approved by district administration, when in the judgment of the administration the renting group is offering a program of interest and benefit to the community and whose major purpose is to serve the youth of the community or is for charitable purposes.

2. All applications for use of the District's facilities shall be made to the Principal's Office of the building being requested on the Facilities Use Request Form. The application shall be made at least ten working days prior to the date of use to allow time for necessary approvals and arrangements.
3. The lessee must agree to assume all responsibility for damage claims or liability of any kind arising out of it by reason of its use of the facilities and further must agree to hold the District harmless from any claims, liability, expense or cost in connection with the use of the District's facilities.
4. All groups who use the District's facilities must provide personal and property liability insurance coverage with a minimum coverage of \$500,000. Higher coverage may be required for selected activities. No person involved in the activity, whether spectators or players, may be excluded from coverage. The District must be named as an additional insured for all events which take place in the district facilities. A certificate of insurance must be presented to the district prior to use and must indicate that the district has been added as an additional insured. The certificates of insurance must accompany the request form. These certificates will be maintained in the District Office.
5. All applications shall be signed by a contact member who is responsible for the organization making application. Signature by the member shall be considered evidence that the group assumes full responsibility for obeying all regulations regarding facility use including understanding and complying with this document. It should also be understood that the individual signing the application will be responsible for any costs associated with use of the District's facilities.
6. All applications are subject to approval of school officials with regard to general conditions, special facilities, services desired or community standards.
7. The availability of the facilities for use is dependent upon the needs of the school as determined by the school principal and is subject to the priorities established above.
8. The Board will annually approve a schedule of facility use charges. All rental charges for the use of school will be billed and payable within ten days of receipt of the event billing. Checks are payable to District Treasurer, Thousand Islands Central School District High St P.O. Box 100, Clayton, NY 13624.
9. When an admission is charged, the organization using the facility must provide, upon request, evidence of payment together with an itemized attendance report.
10. Organizations using a facility may not subject or transfer their rights and privileges to any other group, individual or organization.
11. Organizations or individuals using school facilities shall be responsible for any theft of school property or damage to school property which occurs during facility use and shall reimburse the district for any such theft or damage within ten days of receipt of a bill from the District.
12. Organizations using the facilities shall provide police protection at their own expense, if it is deemed necessary by school officials to maintain order, to protect school property and to provide for traffic supervision and direction. The school employee in charge during the facility use may call the police if, in the employee's judgment, it becomes necessary.
13. For-profit groups will only be allowed to use facilities in the event that they are able to provide services that the district is unable to provide, due to time or resources, and it provides that service to the youth or community without unduly providing that group an unfair economic advantage through its use of the school facility.
14. The organization using school facilities shall have control of those who may be admitted to the activity, except school employees or specifically trained student personnel, unless special arrangement are made otherwise. Equipment or electrical outlet usage requests which are not listed on the request form may not be used by the group. Prior approval for all use must be granted in writing by appropriate district personnel.
15. Any and all decorations to be used must be fireproof or fire-retardant and subject to the approval of school officials. No open flame decorations shall be used anywhere in the building. No decorations shall be fastened to walls or ceilings. Any and all decoration, furnishing and equipment shall be installed and removed by the user, under direction and supervision of the school staff.
16. There shall be no installation of equipment or alterations to the existing facilities by the user without the prior written approval of school officials.
17. The use of any tobacco product on school property is prohibited. Alcoholic beverages and illegal substances may not be possessed, transported, served, sold or consumed on District property.
18. Proper adult supervision of youth activities must be provided at all times. Groups which do not provide proper adult supervision may have their use terminated by the district.

### FEE GUIDELINES

There are generally four categories of groups seeking use of school facilities which are divided in the following categories:

1. District co-sponsored organizations. Including Parent-Teacher Organizations, Booster Clubs. Organizations in this category will only be charged for actual expenses incurred in providing the event to the groups i.e. extra custodial time, utility fees and rentals if appropriate.
2. Youth Groups, Adult Civic groups, groups sponsored by the Youth Commission or sponsored by adult civic groups, government-related, and other non-profit groups such as private schools. These groups will only be charged for actual expenses incurred in providing the event to the group i.e. extra custodial time, utility fees and rentals if appropriate.
3. For-profit groups which provide support to the youth or community will be charged for actual expenses incurred in providing the event, i.e. extra custodial time, utility fees and rentals if appropriate, and also be charged a nominal rental fee.

4. For-profit groups who will use the facilities for financial profit or for assisting private interests. This category includes all individuals or groups not qualifying under categories one or two. This group will be charged not only for actual expenses incurred in providing the event to the group but it must also be charged a rental fee found on an annually reviewed fee structure attached to this policy. The fee structure is predicated upon a monthly or a per session use for which the user will be billed accordingly.

#### ADDITIONAL STIPULATIONS

1. Profane, obscene, immoral or unbecoming conduct shall not be permitted on district property.
2. Reasonable, non-negligent care is to be taken of all District property and equipment.
3. The use of District facilities by independent vendors is generally not favored and must have the written approval of the District in order to do business on District property.
4. The use of a concession stand in conjunction with a rental must be sought at the time of the original request and approved with the rental agreement.
5. Motor vehicles shall be driven and parked only on areas designated by the District for such purposes.
6. All security personnel employed by the lessee must be pre-approved by the District
7. A buildings and grounds employee, generally, must be on duty at all times when a District facility is in use. If such coverage requires the hiring of additional personnel or the extension of the employee's work hours, such cost shall be borne by the lessee at the approved labor rate listed on the request form.
8. All trash and debris generated by the activity is to be placed in the appropriate containers or preferably be removed from the premises by the lessee immediately upon completion of the activity. Any labor fees or tipping fees that the district incurs for the removal of trash or recyclables will be billed as appropriate.
9. Chapter 9 of the NYS Laws of 1991 covers any after-school program, event or performance which takes place in school and which is attended by persons who do not regularly attend classes within the school. Notification must be given to such persons in attendance at the beginning of such program, event or performance of the proper procedure to evacuate the building in an orderly and timely manner in the event of a fire emergency. The notification shall be given to the attendees at any single occurrence, and at each occurrence where the same presentation is given to a different audience. Where a program class runs several weeks, such as adult education, the notice shall be given at the first meeting.
10. Telephone usage is limited to emergencies only. Transportation arrangements home for youth groups should be made ahead of time. Staff should not be expected to stop their work in order to unlock an office for telephone access.
11. Only school personnel will move folded cafeteria tables and A.V. equipment on carts, as these items are recognized tipping hazards.
12. Kitchen privileges will only be granted when the cafeteria manager is working and communicating with the group.

#### Rental Rates :

For-Profit Groups which serve youth and community:

\$25 per month or a discounted rate of \$150 per year for auditorium, gym, cafeteria, wrestling room

All other For-Profit Groups:

\$500 per session for auditorium, gym, cafeteria, wrestling room