

POLICY

1991/2011/2019

3250

Use of School Facilities, Materials, and Equipment

Community Relations

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS, AND EQUIPMENT

It is the District policy to make District buildings and facilities available to the community when they are not in use for school activities. District buildings are not available for events on Sundays or holidays. On rare occasion, an event may be held on a Sunday or holiday with pre-approval from the Superintendent or designee.

The Board reserves and delegates to the Superintendent, or designee, the right to refuse approval or to cancel any and all pre-approved requests issued for the use of a school building or its facilities when it is deemed that such action is necessary or in the best interest of the District.

The Board delegates to the Superintendent, or designee, the authority to set fees for the use of school facilities and other related costs. In establishing the schedule of fees and related costs, the District may impose a higher fee for weekend and holiday use due to the increased administrative burdens related to the use of District facilities on those days. These increased burdens may include such things as making arrangements for heating, ventilating and air conditioning; assuring the availability of adequate custodial staff; handling security concerns; rescheduling planned maintenance and repair; and responding to concerns resulting from the increased level of traffic, parking, and other activities around the facilities which would otherwise not occur on weekends and holidays.

District policies and regulations, which govern school use of facilities will also govern community use of school facilities.

Permission for use of District facilities will not constitute a District endorsement of any organization, the beliefs of an organization or group, nor the expression of any opinion regarding the nomination, retention, election or defeat of any candidate, nor the expression of any opinion as to the passage or defeat of an issue.

Individuals, groups, or organizations, which advance any doctrine or theory which is subversive to the Constitution or laws of the State of New York or the United States, will be denied the use of District facilities.

Individuals, groups, or organizations which advocate social or political change by use of violence, will be denied the use of District facilities.

Community groups who arrange to use school facilities may also, before the event, arrange to use furniture and equipment which is located in the specific area of the facility requested. Furniture and equipment may not be moved from one area to another or removed from the premises. The group using the equipment will be responsible for any damage which may occur while the furniture or equipment is being used. A fee may be assessed for the use of certain District equipment.

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**SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT
(Cont'd.)**

Specialized District equipment, i.e., multimedia equipment, public address systems, athletic equipment, etc. may be provided based upon availability with approval. Approval of any equipment is contingent on the user's operating knowledge and care of the requested equipment. The group using the specialized equipment will be responsible for any damage which may occur while equipment is being used. A fee may be assessed for the use of certain specialized District equipment.

Community groups who bring and leave personally owned items or equipment in school facilities do so at their own risk. Such items and equipment are not covered by the District's insurance and the District cannot pay for repairs, damage, or loss.

Implementation

An online application for building and facility use must be completed *two weeks* before all requested dates and times. The application is available online from the Whitney Point Central School District's home page at <http://www.wpcsd.org>. The applicant, by signing the building use application, will indemnify the District as to its property and any person whose property may be within the building for loss or damage to such property caused by any person or persons attending the events or activities or any damage or injury arising because of the holding the events or activities. The applicant, by signing the building use application, also agrees to comply with all safety and security measures as outlined in the application. The District reserves the right to require *proof of liability* for protection of the building facility equipment, and to guarantee the rental or expenses.

In the event of an energy shortage, conservation program, major maintenance or renovation, inclement weather, staff shortages or other events beyond the District's reasonable control, some or all buildings and facilities may not be available; and if previously approved, may be canceled.

Misuse or abuse of District facilities as well as nonpayment of previous use, may result in the immediate cancellation and/or denial of current and future building use requests.

Materials and Equipment

Except when used in connection with, or rented under provisions of Education Law Section 414, school-owned materials or equipment may be used for school-related purposes only. Private or personal use of school-owned materials and equipment is strictly prohibited. The use of equipment for public purposes that serve the welfare of the community is allowed, as long as the equipment is not needed at that time for school purposes and that the proposed use will not disrupt normal school operations. All use of school-owned materials and equipment must be pre-approved by the District Superintendent or designee.

Education Law § 414
NY Constitution Article 8

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**SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT
(Cont'd.)**

NOTE: Refer also to Policies #3410 -- Maintenance of Public Order on School Property
#5630 -- Tobacco Use
#7320 -- Alcohol, Tobacco, Drugs and Other Substances
#7410 -- Extracurricular Activities
7310 -- School Conduct and Discipline
7310.1 Code of Conduct

Updated: March 19, 2019