

() Required
 (X) Local
 (x) Notice

PUBLIC USE OF SCHOOL FACILITIES

The Board of Education, in keeping with the philosophy of community education, encourages the use of the school facilities for purposes for the community. The school buildings and grounds are maintained for the education and recreation of the school children of the district, and no use shall be made of the buildings or grounds which would interfere or disrupt their most effective use for the benefit of the school children.

Permitted Uses

- A. Instruction in any branch of education, learning or the arts.
- B. Public library purposes, subject to provision of the Education Law, or as stations of public libraries.
- C. Social, civic and recreational meeting and entertainments, or other uses pertaining to the welfare of the community so long as such uses are nonexclusive and open to the general public.
- D. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
- E. Polling places for holding primaries and elections, for the registration of voters.
- F. Civic forums and community centers.
- G. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
- H. Child-care programs when school is not in session, or when school is in session for the children of students attending school and if there is additional space available, for children of employees of the district.
- I. Graduation exercises held by not-for-profit elementary and secondary schools provided that no religious service is performed.

Prohibited Uses

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited.

- A. Meetings sponsored by political organizations.
- B. Meetings, entertainments and occasions that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, fraternal, secret or exclusive society or organization, other than veteran's organizations or volunteer fire fighters or volunteer ambulance workers.

First reading: September 8, 2011
 Adoption: September 22, 2011

- E. For mixed community groups a roster is required for verification of 50% resident participation prior to approval for use.
- F. An email will be sent once the request is approved and all required paperwork is received noting approval or denial.
- G. Application for use of a school facility constitutes acceptance by the applicant of the responsibility for any damages done as a result of their use and willingness to comply with all rules and regulations regarding the use of school facilities as prescribed by the school board. In the event of damages, applicants shall accept the estimate of the amount of same as made by the Superintendent of Buildings and Grounds.
- H. The applicant will exercise proper care in the use of school premises and agree to protect, indemnify, and save the District harmless from all liability resulting from use of the requested facility.
- I. Before leaving the building or grounds, all groups will pick-up, clean, and put in order the facility used by them for their activity.
- J. The applicant will notify the Buildings and Grounds Office of any cancellation of previously scheduled facilities in ample time to plan accordingly. In case of failure to do so, the District may bill for expenses incurred in preparation for use of the facility requested.

First reading: September 8, 2011
Adoption: September 22, 2011

PUBLIC USE OF SCHOOL FACILITIES REGULATION

User Group Classifications

Listed in priority order for use of school district buildings

Each classification defines the type of group that qualifies for its priority level and appropriate fee schedule.

Group 1 – District or school oriented groups:

- Curricular and extra-curricular student groups
- Student body
- PTSA
- School Booster Clubs
- Staff Unions or other staff groups

Group 2 - Non-Profit organizations with members residing within the Brunswick Central School District. Includes but is not limited to:

- 4-H Club
- Boys and Girls Scouts
- Senior citizens groups
- Community clubs

Group 3 – The facility is being used by **District Residents** and an admission, participation, or registration fee is being charged. Includes but is not limited to:

- CYO Basketball

Group 4 – The facility is being used by a mixed community group: District and Non-District Residents. (District Residents must be more than 50%) Includes but is not limited to:

- Brunswick Little League
- Brunswick Soccer
- Brunswick Baseball
- USA Volleyball
- Brunswick Bulldog Football
- Cornell Cooperative Extension

Group 5 – The facility is being used by a private group of non-residents (or groups with less than 50% District Residents or where an admission, participant or registration fee is being charged). Includes but is not limited to:

- AAU Basketball
- Dance Recitals
- All of Group 4

Fee Schedule

| Facility | Groups 1-3 | Group 4 | Group 5 |
|-----------------|------------|---------|-----------|
| Classroom | No Charge | \$10/hr | \$25/hr |
| Conference Room | No Charge | \$10/hr | \$25/hr |
| Auditorium | No Charge | \$25/hr | \$100/hr |
| Lobbies/Hall | No Charge | \$5/hr | \$20/hr |
| Cafeteria | No Charge | \$15/hr | \$50/hr |
| Library | No Charge | \$15/hr | \$30/hr |
| Athletic Fields | No Charge | \$15/hr | \$100/hr* |
| Stadium Field | No Charge | \$25/hr | \$100/hr* |
| Gym | No Charge | \$25/hr | \$100/hr |

Considerations for a flat fee rate for Group 5 is reviewed by Superintendent.

* May be refused pending field conditions.

Equipment Use

Use of District equipment requires prior approval by the Superintendent. Charges for special equipment provided are as follows. (All fees are for a one day use.)

| | |
|--------------------|------|
| Piano | \$35 |
| Overhead w/Screen | \$25 |
| Podium | \$10 |
| Portable PA | \$25 |
| Projector w/Screen | \$25 |
| TV/VCR Cart | \$35 |

Custodial Services

There will be no charge for custodial services during regularly scheduled hours, M- F 6:30 am – 10:30 pm, Saturday 8 am – 4 pm (September – June), Sunday 8 am – 4 pm (November – April). After hour rates will include time and a half plus benefits for Monday – Saturday; Sunday rates will be at double time plus benefits. During their regularly scheduled hours custodians are here to provide general services i.e. toilet paper, paper towel, spills etc. Since they have their own job to perform, any excess time they spend will be billed under separate cover.

REQUEST FOR USE OF BUILDINGS & GROUNDS
BRUNSWICK CENTRAL SCHOOL DISTRICT
3992 NY 2
TROY, NEW YORK 12180
(518) 279-4600 EXT. 2802

| | |
|------------------------|-----------------------------------|
| Name of Organization*: | Request to use the facilities on: |
| Address*: | Date(s): |
| Contact Person*: | Time(s): |
| Phone Number*: | Day(s) of Week: |
| E-Mail*: | Purpose of Use: |

*REQUIRED

| Building Requested: ✓ | Building Area Requested: ✓ | | |
|--------------------------|-------------------------------|------------|--------------|
| Elementary School | | Auditorium | Gymnasium |
| Middle School | | Cafeteria | Kitchen |
| High School | | Library | Classroom(s) |
| | | Fields | Other |

of District Residents _____ # of Non-District Residents _____ (Please Attach Roster for Verification)

UNLESS PRIOR PERMISSION IS OBTAINED, SCHOOL DISTRICT EQUIPMENT MAY NOT BE USED

| | |
|--------------------------------------|--|
| Set Up/Custodial Services Requested: | |
| Equipment Requested: | |

I certify I have read the building use policy and that _____ (organization) members will abide by all District regulations and policies pertaining to building use and children will be supervised by an adult at all times.

Applicants Signature: _____ Date: _____

Certificate of Insurance Rec'd: _____ Roster Received (if applicable): _____