

Community Relations

SUBJECT: PUBLIC USE OF SCHOOL FACILITIES

The Board of Education recognizes that under the law it has discretion in authorizing use of a school building or grounds and in prescribing terms for said use.

School buildings and grounds may be used by Long Beach School District community groups for activities which are educational, social, recreational or civic in nature, primarily for the benefit of district residents and consistent with all applicable state laws. Any such use, however, shall not be deemed an endorsement of the activity or the purpose for which the facilities are used.

School buildings and grounds may be used by any responsible and properly organized Long Beach City School District community group. Such groups shall be permitted to use school buildings and grounds for any of the following purposes:

- a) For instruction in any branch of education, learning or the arts;
- b) For holding social, civic and recreational meetings as well as entertainment and other uses pertaining to the welfare of the community; such meetings, entertainment and uses shall be non-exclusive and shall be opened to the general public;
- c) For meetings, entertainment and occasions where admission fees are charged, when the proceeds thereof are to be expended exclusively for an educational or charitable purpose, and not to be used for the gain of a particular organization or group. PTA, Veterans' organizations and volunteer firefighters or ambulance workers may be granted the use of school facilities, even though the admission fees will be devoted to the use of said organizations
- d) For recreation, physical training and athletics.

In compliance with Section 414, New York State Education Law, which confers certain rights and imposes certain responsibilities and limitations on Boards of Education regarding the use of school buildings, grounds and other properties, and realizing that the first responsibility of the Board of Education is the education of the children and the welfare of all residents of the school district, the following policy is adopted:

1. No organization is entitled, as a matter of right, to use of a school building or grounds.
2. The school facilities must be reserved first for the use of the children and all residents of the district.
3. The use of all school facilities during the summer months must terminate by the end of the third week in August so that the custodial staff may prepare schools for their re-opening in September.
4. Any groups that use school facilities must be non-exclusive and open to the general public.
5. The Board of Education reserves the right to revoke permission granted for the Use of School Facilities.

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6. Responsibility for the preservation of order and protection of property must be assured by the organization of group using the facilities. The users must pay for any damages incurred from such use. The principal is to report such damage to the Chief Operating Officer for follow-up.
7. All functions attended by minors must be properly and adequately supervised or chaperoned.
8. The use of school facilities in the evening preceding a school day is discouraged by groups including students.
9. Admission fees may be charged only if the proceeds are to be used for educational, recreational and certain charitable purposes. Admission may not be restricted.
10. A fee schedule may be adopted by the Board of Education for the various types of groups that may request use.
11. A signed agreement acknowledging an adherence to the Code of Conduct is required.

The Superintendent shall prescribe regulations, subject to approval by the Board, for the use of any school facility and shall designate the Director of Facilities to schedule the use of school facilities and issue permits. Where the use of a particular facility is denied, approval for the use of an alternative facility on school property may be made.

The Superintendent has the right to request the following when an application is submitted:

1. Certificate of incorporation
2. Constitution of the organization
3. By-laws currently in effect
4. Names of officers
5. Written proof of liability insurance for no less than \$1,000,000 per incident
6. Payment in advance for all custodial, security, and related services required; and
7. Such additional documentation as may be necessary to evaluate the merits of the application.
8. Backup documentation relating to the use of any fees charged or fund raising conducted.
9. Other information as requested by the Superintendent.

All permits for the use of any school facility will be issued for specified hours, will be non-transferable and will be restricted to the specific purposes for which issued. The Superintendent may grant, revoke or modify any permit at any time and may make interim changes in the regulations in appropriate situations, but must tender notice to the Board. Permanent changes in the regulations must be approved by the Board.

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District facilities may be used by the Boy Scouts or other patriotic youth groups listed as a Patriotic Society in Title 36 of the U.S. Code to the same extent as other outside groups and in accordance with the law.

20 United States Code (USC) Section 7905
36 United States Code (USC) Subtitle II
34 Code of Federal Regulations (CFR) Parts 108
Educational Law Section 414

Adoption Date: April 24, 1990

Amended: March 12, 1996

Amended: November 10, 1998

First Reading of Revised Policy: February 14, 2012

Second Reading of Revised Policy: March 13, 2012

Adoption Date of Revised Policy: April 17, 2012

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1. **APPLICATIONS:** Applications for the use of school facilities should be submitted to the Office of Facilities, 130 Maple Boulevard, Long Beach, New York, no later than June 1 in order to allow proper consideration. Applications submitted after June 1, will be reviewed on a first come, first serve basis. In those instances where an organization wishes to place mechanized vehicles on school property, including but not limited to trucks, automobiles, and amusement rides, said organization should make application for use no later than sixty (60) days preceding the first day of requested use.

All applications for use of school facilities shall be made in writing. The applicant shall list all groups or organizations that are co-sponsors of the event for which use of school facilities is being requested. Failure to comply with this requirement will result in cancellation of the permit and/or assessment of future applications in term of previous non-compliance with this requirement. All co-sponsors shall meet the requirements of the school district for users of school facilities.

All applications will be reviewed by the Board of Education and, if approved, the Board will issue a permit for use.

2. **INSURANCE:** Organizations applying for use of school facilities must provide written proof of insurance for no less than \$1,000,000 per incident with a company licensed in New York State at the time of application to protect the District against any liability resulting from the organization's use of school facilities. The organization must also provide any additional insurance that the District may require. Said insurance shall list the Long Beach City School District as a co-insured party on the insurance document.
3. **DAMAGES:** Permit holders using school facilities shall be liable for reimbursing the District for the correction of any damages resulting from the use of said facilities. Failure to pay such charges will bar the permit holders from any future use of school facilities. The District reserves the right to request a deposit in advance.
4. **ACTIVITIES PROHIBITED:**
 - a) Smoking in school buildings or on school grounds;
 - b) Sale, distribution, consumption or carrying of alcoholic beverages in school buildings or on school grounds;
 - c) Gambling or games of any chance of any kind;
 - d) Putting up of decorations or scenery, or moving pianos without special written permission;
 - e) Sale, distribution, exhibition or display of materials without advance written permission;

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- f) Use of any apparatus, electrical appliance, or stage lighting, without prior written permission for same.
 - g) Any activity in violation of any federal, state, or local law or regulation or District policy.
5. **LIGHTS:** Requests for use of outdoor lighting shall be made at the time of application. Outdoor lighting will be permitted until 9:30 PM. Permit holders will be charged for their usage at an hourly rate.
 6. **SOUND:** The outdoor sound system will be regulated by District administrators so it is within the code requirements relating to normal use.
 7. **SCOREBOARD, CONTROL ROOM/PRESS BOX:** The scoreboard, control room/press box must be operated by trained District personnel only. An hourly fee will be charged for this usage.
 8. **FEES:** A fee schedule for the public use of school facilities has been established by the Board of Education and attached to this policy.
 9. **SECURITY:** The District will supply all necessary security and permit holders will be charged for such costs.
 10. **CLEAN-UP:** All permit holders will be responsible for the clean-up of any area being used by such organization. Any charges incurred by the District for additional maintenance will be charged back to the permit holders.
 11. **PAYMENT:** Payment in full shall be made to the District at least 3 business days prior to use. Failure to pay in a timely manner will result in a cancellation of the scheduled use.
 12. **CANCELLATIONS:** All cancellations shall be made in writing to the District at least 3 business days prior to the requested use.
 13. **The District** reserves the right to transfer, on due notice, any activity from one space to another in the same building, or to another building to achieve energy savings, economies in the building operation and maintenance, efficient utilization of facilities, and to satisfy the requirements of a school program.

**PUBLIC USE OF SCHOOL FACILITIES
FACILITIES FEE SCHEDULE**

The Board encourages the use of its facilities by the community and has created a fee schedule that supports that use. Fees may be applied when the District incurs additional costs. Weekday use after 6 PM may incur additional costs.

Activity	Fee
To Open Building (if necessary)	Hourly Rate for Head Custodian for duration of event (minimum 4 hours) \$55 per hour
Auditorium	Hourly Rate for 2 Cleaners for 2 hours \$35 per hour/pp or \$70 per hour
Cafeteria	Hourly Rate for 2 Cleaners for 2 hours \$35 per hour/pp or \$70 per hour
Classroom	\$10 per room
HS Gymnasium	Hourly Rate for 2 Cleaners for 2 hours \$35 per hour/pp or \$70 per hour
Lindell/MS Gymnasium	Hourly Rate for 1 Cleaner for 2 hours \$35 per hour
East/Lido/West Gymnasium	Hourly Rate for 1 Cleaner for 1 hour \$35 per hour
Pool	Hourly Rate for 2 Cleaners for 2 hours \$35 per hour/pp or \$70 per hour
Security	Hourly Rate per Guard per hour As per contract
Fields	Hourly Rate for 2 Groundskeepers for 3 hours - (non-school days) \$38 per hr/pp or \$76 per hour
Special Lining	Hourly Rate for 2 Groundskeepers depending on sport \$38 per hr/pp or \$76 hr
Press Box – Control Room	Hourly Rate for Building/Teacher Aide per hour of use \$26 per hr/pp
Lights	\$60 per hour