

# Oriskany Central School District

Oriskany, New York 13424

## Request for Use of School Facilities by Non-School Group

**\*\* CERTIFICATE OF INSURANCE IS REQUIRED TO USE DISTRICT PROPERTY - SEE POLICY 1004 \*\*\***

PLEASE HAVE THIS SIGNED DOCUMENT IN YOUR POSSESSION DURING FACILITIES USE AS PROOF OF APPROVAL BY THE DISTRICT  
SHOULD YOU BE ASKED FOR VERIFICATION

The \_\_\_\_\_ requests the  
(Organization)

use of the following: \_\_\_\_\_  
(ie.- auditorium, gym, classroom, cafeteria, athletic fields)

at the \_\_\_\_\_ for the purpose of \_\_\_\_\_  
(School)

on \_\_\_\_\_  
(day or days of week) (month) (date or dates)

from \_\_\_\_\_ to \_\_\_\_\_. I will need to use the following school  
equipment: \_\_\_\_\_

Resident responsible and present during building usage: \_\_\_\_\_

Estimated fee to be charged for facilities use \$ \_\_\_\_\_

I hereby acknowledge that any loss or damage to school property occurring at the above time will be the responsibility of my organization.

The undersigned, having been granted permission to use certain premises of the Oriskany Central School District for:

\_\_\_\_\_  
(Name of Organization)

hereby agrees to hold harmless the said Oriskany Central School District for any damages that may be caused as a result for the use of the premises; and further agrees to indemnify said Oriskany Central School District for any damages that may be incurred to third persons as a result of the use of the premises by the undersigned.

Date \_\_\_\_\_ Signature of Resident \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

**Please note: This form MUST be signed by District Personnel in the order designated below to be valid:**

Date of School Approval \_\_\_\_\_

By \_\_\_\_\_

Application reviewed and fee estimate accepted

\_\_\_\_\_  
\_\_\_\_\_

\*Fees due 15 days after billing

\_\_\_\_\_  
(Signature, Director of Facilities)

\_\_\_\_\_  
(Signature, Athletic Director)

\_\_\_\_\_  
(Signature, Principal)

\_\_\_\_\_  
(Signature, Superintendent)

**COMMUNITY USE OF SCHOOL FACILITIES**  
**APPLICATION GUIDELINES FOR USE OF SCHOOL FACILITIES AND PROPERTY**

School functions will take precedence over all activities by non-school groups. Facilities should be requested more than ten (10) days in advance of date to be used.

**CONDITIONS AND RULES:**

It is understood and agreed that the requester will:

1. Not pay any school employee wages, tips, gratuities or gifts for work in connection with such use, the school district will compensate for such work.
2. Immediately make a written report of any and all accidents, breakage or damage and report such to the Chief School Administrator/Designee. Pay for all damage occurring to the school property.
3. Be admitted by a member of the custodial staff whose basic responsibility will be neither to police nor supervise the area.
4. Provide ticket sellers, ticket takers and ushers, as well as all incidental labor.
5. Move pianos, furniture, etc. **only** after securing permission and under the supervision of a custodian.
6. Maintain an orderly behavior in the group and assembled public.
7. Prevent smoking in/on school property.
8. Prevent the sale or use of intoxicating beverages in the building or on the premises.
9. Leave school properties in an orderly and neat condition. Any furniture, tables and chairs, or other equipment that is moved is to be returned to the original location.
10. Remain in the area specified by the request and only that portion of the facilities needed to fulfill the request.
11. Agree that only authorized members of group shall be allowed to use facilities. Others are to be kept out.

**FACILITIES USE CHECKLIST**

**\*\*Requester must check each item and sign at the bottom OR THE APPLICATION WILL NOT BE PROCESSED.**

\_\_\_\_\_ I have submitted and signed a Request for Use of School Facilities by Non-School Group form.

\_\_\_\_\_ I have provided a certificate of insurance to the school district.

\_\_\_\_\_ I understand that any changes incurred by the school district as a result of my request shall be paid within 15 days of billing.

\_\_\_\_\_ I have read the school district Policy 1004 and agree to comply with it.

\_\_\_\_\_ I understand that the use of school facilities is specifically designed for residents of the district.

\_\_\_\_\_ I understand that if the purpose for which school facilities are used is to raise funds for the organization I represent, and if a cost for such facilities is incurred by the district, a facilities fee will be charged to my organization.

\_\_\_\_\_ I understand that if additional work or cleaning is required to be completed by the district to re-establish pre-use facility conditions, the cost shall be borne by my organization.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Requester

## BUILDING USE PROCEDURES

1. Frequent monitoring of participants is required. The use of bathrooms and drinking fountains next to the gym is permitted. **All other areas of the school are off limits.** Please make sure that participants do not use any other part of the building for any reason. (i.e. no locker use, walking halls, etc.) Security is a key concern - your cooperation is required.
2. Use the entrance closest to your activity area. Do not use front doors for gym activities. Use the high school gym doors as an entrance or, at the elementary school, use the door off of the staff parking lot. Security of the building is better protected under these conditions.
3. Do not leave doors propped open. Inform all participants to be on time. No entrances are to be unmonitored. (Non-participants may not enter unmonitored outside doors. This is not permitted.) It is your responsibility to maintain building security. Also, lock all doors and turn off all lights (etc.) at the conclusion of the activity.
4. Please clean up after your activity. Cleaning supplies and equipment will be provided.
5. All school activities will be a priority over the use of the building by your organization. Please use the school calendar and be aware of sports schedules. We are unable to provide personalized communication to you concerning regularly scheduled events.
6. If you are given any key for use in the building, you are not to let anyone else use it. The resident responsible for building usage on the request form must be in attendance when the facility is being used.

The district will monitor the activities of all organizations using the facilities. District property must be protected and proper behavior by participants is required. The procedures outlined above will be strictly enforced. The first infraction will result in a warning. A subsequent infraction will result in immediate denial of facilities use privileges.

### Tips for success:

1. Communicate procedures to all participants
2. Enforce the procedures outlined above
3. Actively monitor your group
4. Make sure you have made arrangements for competent supervision by enough adults to be successful.
5. If you need emergency custodial help, call the Director of Facilities at 315-240-6227.

Thank you for your cooperation. We look forward to your successful use of our facilities.

## COMMUNITY USE OF SCHOOL FACILITIES

- I. It is the policy of the District's Board of Education that school facilities may be used by residents for activities that are educational, cultural, social, recreational or civic in nature and conducted primarily for the benefit of district residents. However, if there is a conflict between a requested community use and a school-sponsored activity, the school-sponsored activity will be granted use of the requested facility.

Requests for the use of school facilities must be made in writing on the Community Use of School Facilities Request Form. Such requests must be made at least thirty (30) days in advance of the date of requested use. At its discretion, the school district may grant so much of the request as to allow the use of a school facility, but reserves the right to designate which school facility may be used. All uses must be non-exclusive and open to the general public.

- II. The Authority of the Board of Education

The authority of the Board of Education to permit the use of schoolhouses, grounds and facilities is subject to Article XI, Section 3, of the New York State Constitution and Sections 414 of the Education Law of New York.

The Board's authority to permit the use of school facilities by community groups is delegated to the Superintendent of Schools, who will seek counsel as necessary.

- A. Section 414: Use of Schoolhouse and Grounds Out-of-School Hours.

Schoolhouses and the ground connected therewith and all property belonging to the District shall be in the custody and under the control and supervision of the Board of Education of the district. The Board of Education may adopt reasonable regulations for the use of such schoolhouses, grounds or other property, when not in use for school purposes, for such other public purposes as herein provided. Such regulations shall provide for the safety and security of the pupils and shall not conflict with the provisions of this chapter and shall conform to the purposes and intent of this section, and shall be subject to review on appeal to the Commissioner of Education, as provided by law. The Board of Education of each district may, subject to regulations adopted as above provided, permit the use of the schoolhouse and rooms therein, and the grounds and other property of the district, when not in use for school purposes, if in the opinion of the board of education, use will not be disruptive of normal school operations, for any of the following purposes:

1. For the purpose of instruction in any branch of education, learning or the arts.



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2. For public library purposes, subject to the provisions of the Education Law, or as stations of public libraries.
3. For holding social, civic and recreational meetings and entertainment, and other use pertaining to the welfare of the community; but such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public.
4. For meetings, entertainment and occasions where admission fees are charged, where the proceeds thereof are to be expended for an educational or charitable purpose; but such use shall not be permitted if such meetings, entertainment and occasions are under the exclusive control, and the said proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval and marine service of the United States and organizations of volunteer firemen.
5. As polling places for holding primaries and elections, and for registration of voters.
6. For civic forums and community centers. Upon the petition of at least twenty-five (25) citizens residing within the district or city, the trustees or Board of Education in each school district or city shall organize and conduct community centers for civic purposes, and civic forums in the several school districts and cities, to promote and advance principles of Americanism among the residents of the state. The trustees or Board of Education in each school district or city, when organizing such community centers or civic forums, shall provide funds for the maintenance and support of such community centers and civic forums, and shall prescribe regulations for their conduct and supervision, providing that nothing herein contained shall prohibit the trustees of such school districts or the Board of Education to prescribe and adopt rules and regulations to make such community centers or civic forums self-supporting as far as practicable. Such community centers and civic forums shall be at all times under the control of the trustees or the Board of Education in each school district or city, and shall be nonexclusive and open to the general public.
7. For classes of instruction for disabled individuals operated by a private organization approved by the Commissioner of Education, rent for the use of such facilities may be demanded by said Board of Education.

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8. For recreation, physical training and athletics, including competitive athletic contests of children attending a private nonprofit school.
9. For graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.
10. To provide child care services during non-school hours, provided that the cost of such care shall not be a school district charge but shall be paid by the person responsible for the support of such child; the local social services district as authorized by law; or by any other public or private voluntary source or any combination thereof.
11. For licensed school-based health, dental or mental health clinics that are located in a school facility of the district, is operated by an entity other than the district or Board of Cooperative Educational Services and will provide health, dental or mental health services during school hours and/or non-school hours to school-age and preschool children.

#### B. Use of School Facilities by News Media.

The Superintendent is delegated by the Board's authority to permit, subject to terms and conditions satisfactory to the Superintendent, the admission of persons and equipment of any news medium to school grounds, school houses, school buildings and other locations for the dissemination of information by print, broadcast recording or other means, of athletic events, concerts, lectures and similar activities taking place there at of interest to the general public; provided that nothing herein contained shall prevent the broadcasting or televising of any such events or activities with or without commercial sponsorship.

### III. General Guidelines:

- A. The Building Principal shall be responsible for maintaining proper use relationships with those organizations that apply to use the school facilities.
- B. No smoking shall be allowed on school grounds at any time. No candles or any flammable objects shall be used in any school building at any time by any outside organization.
- C. No intoxicants are to be used on school property at any time.
- D. Unauthorized use of school facilities including automobiles, motorbikes, snowmobiles, motorcycles, all-terrain vehicles, etc. is prohibited and signs to that effect shall be posted on district property. All other policies and regulations relative to public order on school property shall be applicable.

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- E. Any damage caused to school property by the community group shall be charged against the group.
- F. The Superintendent shall develop specific procedures for non-school groups to the school buildings and grounds when school is not in session. A fee for expenses incurred in lighting, heating, and janitorial services may be charged if the building(s) or grounds are requested by non-school groups at a time that the school is not normally open or when school employees will be required to work beyond their normal workday. This fee will be determined annually by the Board of Education.
- G. An authorized school or community group which has requested and received permission to use school facilities during a specific time period may also use the school playground during that time period if school is not in session. Individuals who are not members of an authorized school or community group must receive permission from the Superintendent of Schools before using school playgrounds between the hours of dusk and 8 a.m.
- H. A community group requesting use of school facilities shall be required to submit a certificate of insurance for \$500,000 if the group participants and spectators are all District residents. If the group participants and spectators are not District residents, the group requesting use of school facilities shall be required to submit a certificate of insurance for \$1,000,000. The certificate of insurance shall name the District as an additional named insured.
- I. The organization (community group) agrees to indemnify and save-harmless the Board of Education and/or the Oriskany Central School District, and/or any of its employees, from any and all claims that may arise through negligence or otherwise, or that may cause damage, loss, injury or death to the property of the School District, its employees or their property, or to other persons or property resulting from such use directly or indirectly.
- J. The school shall not insure, protect or safeguard the organization against any claim that may arise from any accident or injury to any person or persons through the use of school facilities by an organization.
- K. The sponsor must provide adequate supervision for the activity. The sponsor or his/her representative in charge of the activity shall be responsible for the fulfillment of the regulations governing the use of facilities.
- L. Persons attending or participating in the activity shall be limited to the use of the areas designated by the Building Principal.



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- M. In cases when the auditorium is used, school district employee supervision is required for all stage use. Where lighting or sound is required, the school district employee must be one from the District with the proper training to do the job. Dependent upon the performance scheduled, there may also be times when a student is required to assist, for which a fee will be charged. Due to its frequent use for school related activities, the school auditorium may not be used by any community group on an on-going, weekly basis.
- N. On days when school is closed because of snow or other emergency, all activities scheduled for that day will be canceled or postponed.
- O. The use of a school facility on a Sunday shall be limited to occasions when it can be shown to be impracticable to select another date or place.
- P. No group will tamper with any electrical or heating controls under any circumstances.
- Q. Items shall not be sold, given free of charge, exhibited or displayed without the permission of school authorities.
- R. No out-of-school group will begin with its activities until school is dismissed in the afternoon and pupils have left the building.
- S. The community group/organization using school facilities shall be responsible for announcing, prior to the event, the location of proper fire exits.
- T. Community organizations using school facilities may be permitted to store materials on school district property with prior consent from the Superintendent or his/her designee.
- U. Community organizations utilizing school facilities must, in any written communications seeking attendance at any function, clearly state that the activity is not an activity sponsored by, supported by or endorsed by the Board of Education of the District. Further, a similar disclaimer must be placed at the primary entrance where people participating in such event are likely to enter the school facility.
- V. The Board of Education also recognizes that its facilities may offer unique community shelter in the event of an emergency and, therefore, offers facilities to the federal state and local governments to be used as a community fallout shelter, providing the facilities are acceptable for that purpose. In addition, the Eastern Star Home may use the high school to evacuate their residents in case of an extreme emergency.



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W. All individuals must abide by the District's Board adopted policies including the District's Code of Conduct.

X. The Superintendent of Schools had the authority to terminate at any time the organization's permit to use school facilities.

#### IV. Prohibited Uses of School Buildings and Property

State Education Law and the New York State Constitution specifically prohibit the following uses of school buildings and property:

A. For any purpose that will in any way interfere with the use of school buildings, grounds, or other school property by the school.

B. By any person or profit-making organization for personal or private gain, financial or otherwise.

C. For a meeting, entertainment, or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or charitable purpose approved by the Board.

D. Meetings sponsored by political organizations unless authorized by a vote of the Board of Education.

E. Any use not permitted by this policy is prohibited.

#### V. Classification of School Groups:

A. Use of Facilities by School Groups (including school staff members):

School facilities may be used without a rental charge and without a charge for custodial service by any regularly sponsored school activity.

This includes PTO and school booster club meetings and PTO-SPONSORED groups, organizations and activities when custodians are regularly on duty.

B. Civic, Cultural, Religious and Service Groups

School facilities may be used by civic groups, service clubs, music, religious organizations, dramatic and literary organizations or other nonexclusive groups, organizations or activities as provided by regulations established by the Board of Education providing the school district: is reimbursed as scheduled, when reimbursement is called for under these regulations. The Board of Education, at its sole discretion, reserves the right to waive the charges scheduled in favor of

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fees for custodial services only when the proceeds of activities sponsored by organizations in this classification are used exclusively for the benefit of the school or charitable purpose.

- IV. In the event that the district is operating under a contingent budget, the use of school facilities will be restricted in accordance with New York State Law and decisions of the Commissioner of Education.

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Oriskany Central School District

Cross Ref: Policy 1006, Code of Conduct

Legal Ref: Section 414, New York State Education Law; Section 61.09, Arts and Cultural Affairs Law

Adopted: 07/10/62

Revised: 01/18/82, 07/01/91, 01/08/01, 07/07/08, 05/09/16