

## Policy Information

### Series 5000 - NON-INSTRUCTIONAL/BUSINESS OPERATIONS

#### COMMUNITY USE OF SCHOOL FACILITIES—CONDITIONS AND FEES

Policy # 5631

##### Conditions

The use of school buildings and other facilities by any organization will be permitted only when all the following conditions are met:

1. A worthwhile educational, civic, or charitable purpose will be served.
2. The request is made by a not-for-profit organization.
3. A substantial group in the community will benefit from the use.
4. Each use of District facilities will be properly supervised by an adult representative of the requesting group to ensure that field/facility abuse does not occur and the area is properly cared for at the conclusion of each usage.
5. The Maintenance Foreperson shall be the District representative empowered to determine when weather conditions shall cancel an event(s). No usage can occur if it is determined that fields/facilities are not usable.
6. The District will require proof of liability coverage with minimum limits of \$2 million for bodily injury and property damage, naming the District as an additional insured and the requestor must submit a properly executed hold harmless agreement.
7. The organization does not discriminate in its philosophy or practices on the basis of age, race, religion, gender or ethnic origin (scouting and other similar organizations which serve one sex are exempt from the gender requirement).
8. The District recommends that organizations made provisions for an AED/CPR trained and certified person to be on hand during the times when the facilities are rented and in use.
9. Intoxicants shall not be brought onto school grounds at any time. All posted rules must be adhered to. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition are subject to removal from the premises.
10. Prior to the start of the event, an announcement should be made regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, use of fire alarms. etc.
11. Smoking or other use of tobacco products is not allowed on District property.
12. The District reserves the right to deny any request or revoke any permit, from any organization as it may deem appropriate to do so.
13. Other requirements as may be set by the Superintendent of Schools.

##### Priorities

School facilities will be available to school and community non-profit groups in accordance with the following priorities. The Superintendent of Schools will determine the priority category in which an organization applying for facilities use will be placed.

- A. School sponsored activities, such as club meetings, team practices and games, theatrical and musical rehearsals and performances, School Board meetings, and any such similar school meeting.
- B. School related activities or activities directly in support of the schools and their programs, such as PTA meetings and activities as well as meetings and activities of the Blind Brook Enrichment Program, and Boy and Girl Scout activities that occur during times when school buildings are

normally open.

C. Rye Brook Recreation Department activities.

D. Activities of other community and civic organizations which serve at least 75% Blind Brook School District residents. A roster of participants listing names and addresses must be submitted with the facilities use application.

E. Activities of other non-resident community and civic organizations that are expressly for non-profit purposes.

F. This includes casual small numbers of K-12 student or Blind Brook resident use of outdoor facilities at times when school is not in session. Students or residents must possess their school ID or some other valid means of identification in case asked to identify themselves to a school authority or Rye Brook police officer.

No fees will be charged for organizations in priority categories A through C provided the usage occurs when regular personnel services are being provided by the School District in the normal course of maintaining the District's facilities. When such regular personnel are not available, organizations in categories B and C will be charged the cost of providing appropriate custodial personnel services. Organizations in category D will be charged the resident use fee and organizations in category E will be charged the non-resident use fee. If the desired usage requires facilities personnel services, the cost of these services will be charged to the user. The following fee schedule shall apply:

<b>FACILITY</b>	<b>NON-RESIDENT USE FEE (Category E)</b>	<b>RESIDENT USE FEE (Category D)</b>
Classroom	\$35 per hour of usage (3-hour minimum on non-school days)	No Charge 2-Hour Limit
Gymnasium	\$75 per hour of usage (3-hour minimum on non-school days)	\$25 per hour of usage (3-hour minimum on non-school days)
Cafeteria or Multi-Purpose Room	\$75 per hour of usage; (3-hour minimum on non-school days)	\$25 per hour of usage (3-hour minimum on non-school days)
Library	\$75 per hour of usage; (3-hour minimum on non-school days)	\$25 per hour of usage (3-hour minimum on non-school days)
Fields	\$75 per hour of usage; (3-hour minimum on non-school days)	\$75 for the first 2 hours; \$25 each hour of additional usage (3-hour minimum on non-school days)

In the event of a request to use school facilities on a recurring, large-scale basis (i.e., rental of 10 or more classrooms and/or common areas on days when school is not in session), the Superintendent of Schools is authorized to negotiate a rental contract with an organization that departs from the above rental fee schedule and to advise the Board of Education of the request prior to execution of a rental agreement. the Board of Education will subsequently discuss the request and approve/disapprove the rental agreement by a vote during a public Board Meeting.

### **Personnel Services**

**Custodian - Saturdays:** \$50 per hour (minimum 3-hour charge).

**Custodian - Sundays and Holidays:** \$75 per hour (minimum 3-hour charge).

### **Fees for Blind Brook Auditorium**

Requests for usage by both resident groups and non-resident groups will be reviewed on a case-by-case basis. If a request is granted the following fees would apply for non-residents only:

**Non-resident group fee:** \$500 up to 4 hours; \$100 per hour for each additional hour; plus a \$100 per hour operations & maintenance fee which includes personnel services.

Adoption Date: 10/20/2008, Revised: 4/1/2013  
5000 - NON-INSTRUCTIONAL/BUSINESS OPERATIONS

---

### **Fees**



#### **RELATED FILES**

---



Hazard Communication Program (pdf file - 25kb)



Hazardous Materials (pdf file - 24kb)