

REGULATION

Pleasantville School District

Section: Property
7510. USE OF SCHOOL FACILITIES
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7510. USE OF SCHOOL FACILITIES

Who May Use Facilities

It is the Board of Education's intention to grant the use of school facilities under the attached rules and regulations for activities of educational, cultural, civic, social, recreational, governmental, religious, charitable groups and individuals, which are to be sponsored by responsible, recognized local persons, organizations, agencies, or institutions.

Requirements of Users

The district's application for the use of school facilities must be completed and signed.

The renter shall secure and pay the premiums for general liability insurance in the amount of \$1,000,000 (One Million Dollars) for coverage of the entire time the facilities will be utilized. The renter must present before renting, an insurance certificate in the above amount, naming Pleasantville Public Schools as an additional named insured. Said insurance certificate must be filed with the Assistant Business Administrator at least seven days prior to the date of use. The Board reserves the right to request additional limits of insurance at its discretion when it deems the event pose additional risks.

A hold harmless agreement must be completed signed and filed with the Assistant Business Administrator at least seven days before the date of use. The "Hold Harmless" statement should also appear on the insurance certificate as follows. "The (insert name and address of organization) covenants and agrees to save and hold harmless the Pleasantville Public Schools, its agents, servants and administrators, from any and all liability arising out of the use of said premises or property, including any and all pre-existing conditions."

Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league

organized by or affiliated with a county or municipal recreation department.

A \$50 non-refundable application fee is due at the time the application is submitted. Payment of fees related to the event must be made at least seven days before the date of use. All payments must be in the form of a certified check or money order payable to the Pleasantville Board of Education. Non-payment will automatically cancel the contract.

Application Filing Date

Applications must be completed thirty days before the date on which the facilities are needed. Applications will be reviewed by the Board Secretary, approved by the Chief School Administrator and presented to the Board of Education at the Board's Regular Public Meeting.

Cancellation

The user group must notify the Assistant Business Administrator of a cancellation at least three days prior to the date on which a facility will be used. Failure to do so may result in costs being assessed against the user group.

The Superintendent and/or the Board of Education may deny any request if any information on the application is found to be inaccurate or misleading or if the certificate of insurance and other required forms are not submitted in a fully completed and timely fashion.

School functions, whether regularly scheduled or because of rescheduling, shall have an overriding priority. When they conflict with previously assigned non-school uses, sponsors shall be so informed of this provision and may be asked to cancel or postpone approved events.

Limitations of Use

1. School facilities may not be used for unlawful purposes.
2. Gambling, smoking, and the use of alcoholic beverages on school property are prohibited.
3. Signs, banners, and placards cannot be placed on school grounds without approval of the Superintendent.
4. No food or drinks are allowed in any room except in the cafeteria.
5. Only those areas listed on application may be used by organization.
6. School equipment may only be used with the permission of the building administrator.
7. The use of fire, explosives and/or the lighting of candles is strictly prohibited.
8. The use of charcoal or gas grills is strictly prohibited.

Limitations of Use - Football/Track Field

The Board of Education deems it necessary to have the football/track grounds and fields to be in the best condition for school sponsored athletic competitions, games, meets and matches.

The Board of Education will not consider applications for, circuses, carnivals or carnival activities such as games, rides and booths, animal shows, airplane shows, motorcycle shows or other non-athletic activities of a similar nature.

The Board may consider applications for athletic events and activities that are congruent with the present and intended use of the stadium, provided they do not conflict with regularly scheduled athletic activities or maintenance plans of the fields and grounds.

Responsibilities of User

The person or persons whose name or names appear on the application must take full responsibility for the use of the approved area and must identify themselves accordingly to the custodian in charge.

The user group agrees to conform to all fire and safety regulations.

The user group assumes full legal responsibility for breakage, damage and/or loss of school property.

The user organization assumes full responsibility for breakage, damage and/or loss of all personal property. The Pleasantville Board of Education is waived of all responsibility for the breakage, damage and/or loss of all personal property inside and outside the school facility.

Security

The safety of all people attending, participating and working in the school facility is of paramount concern. For certain types of uses not limited to, but including concerts dances, live entertainment, recorded music presentations, charity sports events etc., it will be at the discretion of the Board of Education to require the use of Pleasantville Public Schools licensed security personnel at least to a ratio of one security person per seventy-five people. In certain cases, the Board reserves the right to request Pleasantville Police Officers as additional security coverage.

The presence and behavior of persons attending the event must be monitored to ensure that school property is not broken, damaged or destroyed.

Security personnel shall supervise the entering and exiting of people from the school facility into the surrounding area. Any unnecessary noise or loitering outside the facility or surrounding area may be cause for denial to use of a facility in the future.

Time Limitations

All school premises must be vacated no later than twelve midnight. No school facility may be used prior to 7:00 a.m.

Responsibilities of Custodians

Custodians represent the Board of Education and are to execute all policies, rules, and regulations while the facility is being used.

Custodians are to make certain no damage occurs; they may request through security personnel that unruly people are to vacate the premises and shall notify the district liaison and the police if assistance is needed.

Custodians may not issue keys to the user organization.

Custodians are responsible for the general clean up of the area used by the organization.

The custodian in charge must complete the Custodian Report at the completion of the organization's use of the facility.

Responsibilities of Food Services Personnel

Food service personnel represent the Board of Education and are to execute all policies, rules, and regulations while the kitchen facility is being used.

Food service personnel are to make certain no damage occurs; they may request through security personnel that unruly people are to vacate the premises and shall notify the district liaison and the police if assistance is needed.

Food service personnel may not issue keys to the user organization.

Food services personnel are responsible for the general clean up of the kitchen area used by the organization.

The food service employee in charge must complete the Custodian Report at the completion of the organization's use of the facility.

Only authorized Pleasantville Public Schools Food Service Employees shall prepare food on premises for all functions.

Warmers and reach in refrigerators may be provided upon request for food prepared off premises. An authorized food service employee must be present to monitor usage of equipment.

Rights of the Board/Superintendent

The Board of Education and/or Superintendent may, by Board resolution, waive any

requirements so listed and may take any actions so deemed to be in the best interest of the Board.

The Board of Education reserves the right to deny future use of school facilities to any group who violated the “Use of School Facilities” regulations.

Health Concerns -Serving of Food

The serving of food by outside groups in the district's buildings may create potent health problems. To address this situation, the district requires the following:

- A designated representative of the user group meet before the scheduled date of use with the Coordinator of Food Services to discuss any issues concerning the serving of food and use of school kitchens.
- If additional permits or approvals are required the user group must secure them before the scheduled date of use. Copies of the permits or approvals are to be submitted to the Assistant Business Administrator.

Schedule For Use of District Facilities

Category I	High School	Middle School	Elementary Schools
Auditorium/Cafeteria/ Multi-purpose room			
0 to 4 hours	Fees waived for groups in this category.		
Greater than 4 hours	Fees waived for groups in this category.		
Gymnasium			
0 to 4 hours	Fees waived for groups in this category.		
Greater than 4 hours	Fees waived for groups in this category.		
Pool	Per Event (Renter responsible for Lifeguard)		
Food Services Department Staff Rate	\$25.00 per hour (Warmers shall be provided upon request for food prepared off site. A food services department staff person must be present to maintain equipment.) (Food prepared on site must be prepared by Pleasantville Public School Food Service Employees. Upon application an appointment with the Food Services Coordinator will be set up for those		

	requesting prepared food.)		
District Classrooms	Classrooms are available for use between the hours of 3:00 p.m. to 8:30 p.m. free of charge.		
Football/Track Fields	\$ - per session		
Security Guards & Custodians	\$20.00 per hour		
Category II	High School	Middle School	Elementary Schools
Auditorium/Cafeteria/ Multi-purpose room			
0 to 4 hours	\$15.00	\$15.00	\$15.00 per hour
Greater than 4 hours	\$90.00	\$90.00	\$90.00 per session
Gymnasium			
0 to 4 hours	\$15.00	\$15.00	Per hour
Greater than 4 hours	\$90.00	\$90.00	Per session
Pool (Renter responsible for Lifeguard)	\$50.00		Per session
Food Services Department Staff Rate	<p>\$25.00 per hour (Warmers shall be provided upon request for food prepared off site. A food services department staff person must be present to maintain equipment.)</p> <p>(Food prepared on site must be prepared by Pleasantville Public School Food Service Employees. Upon application an appointment with the Food Services Coordinator will be set up for those requesting prepared food.)</p>		
District Classrooms	Classrooms are available for use between the hours of 3:00 p.m. to 8:30 p.m. free of charge.		
Football/Track Fields	\$100.00 per session		
Security Guards & Custodians	\$20.00 per hour		
Category III	High School	Middle School	Elementary Schools
Auditorium/Cafeteria/ Multi-purpose room			
0 to 4 hours	\$50.00	\$50.00	\$30.00 per hour
Greater than 4 hours	\$300.00	\$300.00	\$180.00 per session

Gymnasium			
0 to 4 hours	\$50.00	\$50.00	Per hour
Greater than 4 hours	\$300.00	\$300.00	Per session
Pool (Renter responsible for Lifeguard)	\$75.00 \$350.00		Per hour Per session
Food Services Department Staff Rate	<p>\$25.00 per hour (Warmers shall be provided upon request for food prepared off site. A food services department staff person must be present to maintain equipment.)</p> <p>(Food prepared on site must be prepared by Pleasantville Public School Food Service Employees. Upon application an appointment with the Food Services Coordinator will be set up for those requesting prepared food.)</p>		
District Classrooms	Classrooms are available for use between the hours of 3:00 p.m. to 8:30 p.m. free of charge.		
Football/Track Fields	\$200.00 per session		
Security Guards & Custodians	\$20.00 per hour		

For Profit Organizations charging admission fees shall be charged a concession fee of 10% of revenue collected for the event certified by a certified public accountant.

26 June 2007

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