

REGULATION

2018

3270

Community Relations

SUBJECT: Community Use of Facilities

1. The Superintendent delegates to the building principals the authority to act on requests for the use of school buildings by community groups and to the athletic director the authority to act on requests for the use of fields. Requests shall be submitted not more than 180 days in advance of the first date of use and not less than 14 days in advance of the date of use. Any questions regarding use of School Facilities should be directed to the principal of the building which is being requested for use. Approval will be given on a first-come, first served basis. School events will take precedence over other uses of the facilities.
2. Notice of cancellation must be provided within 48 hours in advance of use or the requestor will be responsible for all fees.
3. The District assumes no liability for injuries resulting from community group activities. An Insurance Certificate is required. [See Insurance Certificate link for details](#). Insurance must be submitted prior to approval of use.
4. A custodian shall be on duty at all times when facilities inside a school building are in use. Such personnel will be provided “at no cost” during regular working hours. When overtime services are required a fee will be assessed to reimburse the District for this service. Groups may be charged a fee to cover the cost of heat, light and any special services that may be required. The custodian on duty will be the person in charge of the building unless designated otherwise by the building principal.
5. The school district may not aid or perpetuate discrimination on the basis of race, creed, color, country of national origin, religion, sex, marital status or physical handicap (ESEA Act of 1974, Title IX, Section 86.31(b) para 7). Community groups and organizations should review their use of school facilities requests for conformity. The District reserves the right to require evidence of compliance.
6. Community groups are required to observe all District policies on smoking, drugs and alcohol use. The sale or possession of alcohol or illegal drugs on school property is prohibited. Smoking is not permitted in school buildings.
7. It is the responsibility of the group using the facilities to make sure all activities conducted on school property confirm with New York State law and any applicable local ordinances.
8. Groups requesting to use facilities must be non-profit and must be for the benefit of Jamesville-DeWitt students.

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9. All building doors will be locked at all times and doors not propped open. It is the responsibility of the group using the facility to allow entrance to the building.
10. All adult activities will be required to request space at the High School. All groups will be charged an hourly rate for usage, as listed in the fee schedule on the website.
11. Organizations authorized to use school facilities assume full responsibility for the conduct of all participants and spectators. Each group shall designate a responsible adult representative who must be present at all times. Arrangements for supervision or anticipated crowds must receive prior approval of the building principal/athletic director.
12. School Facilities must be left in the same conditions as they are found. Desks, displays, etc. should not be disturbed. All electrical equipment or movable properties owned by the District shall at all times remain under the control of the District.
13. The District will assume no responsibility for equipment or property belonging to a community group or organization. Such property shall not be stored on school property, unless specifically approved in advance by the Superintendent or designee.
14. Community groups shall be liable for any damage to school property resulting from activities they sponsor. A check of the school facility shall be made before and after each activity by the "person in charge" and the custodian assigned.
15. If the pool is to be used an adult lifeguard with a valid American Red Cross Certification for Advanced Life Saving and Water Safety must be on duty. A copy of this certification with the individual's name must accompany the request for use of school facilities. Each group is responsible for providing and paying its own lifeguard. Additional fees are charged for pool use. See Fee Schedule. Rules for use of the pool are posted in the pool room and must be strictly observed.
16. Kitchen facilities are only available by prior arrangement with the business executive and only when a food service employee is on duty. Where overtime pay for such services is required, a fee will be assessed to reimburse the District for this service.

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17. Vehicles are not allowed to be parked in designated fire lanes nor on grass or athletic fields at any time. Parking for any large event should be controlled by sufficient personnel. Use of auxiliary police for this purpose may be required. If so, this expense shall be paid by the group using the facilities.
18. Admission charges, approved registration fees or concessions may only be administered as stated on the request and approved in advance by the District.
19. Except for rest room facilities, participants and spectators shall remain in the area or room assigned for an activity.
20. The building principal, building custodian and District officials will have access to all facilities at all time.
21. The District reserves the right to revoke authorization to use school facilities at any time.
22. In the event of school closings and/or school holidays, the building will be closed to all community groups.
23. Groups using school building facilities shall make known to all participants all emergency exiting procedures.
24. Automated External Defibrillators (AED's) are available for use by authorized personnel certified by the American Red Cross, American Heart Association or other district approved agencies.