

## **PUBLIC USE OF SCHOOL FACILITIES**

The Board of Education will permit the use of the buildings, grounds and other property of the district, when not in use for school business, for any of the following purposes:

- For instruction in any branch of education, learning or the arts.
- For holding social, civic and recreational meetings and entertainment; these shall be non-exclusive and open to the general public.
- As a polling place
- For meetings of district employee organizations and for organizations for veterans and volunteer fireman.
- For meetings and entertainment where the proceeds of admission fees charged are to be expended for an educational or charitable purpose, except in the case of veterans' organizations and organizations of volunteer fireman.
- Sports events and practice to the extent they can be accommodated

### *General Rules for Facility Use*

The use of any school facility is by a permit only. Permits must have the approval of the Superintendent of Schools or his/her designee. Users must adhere to rules applicable to space for which permit is granted.

- Building Use Applications must be submitted at least 2 weeks prior to the event with an up-to-date insurance certificate waiver (unless there is a current certificate already on file).
- all questions, concerns, or requests are to be directed to the administrator in charge, not the staff members. If an administrator is not present, the custodian on duty is charged with the responsibility of the building and grounds. Additional requests outside the scope of the Facilities Use Form/Contract need appropriate administrator approval.
- the district requires that a member of its staff be on the premises whenever a facility is in use. Additional specialized staff may be required if school equipment is used.
- district authorities must have access to all rooms at all times.
- use of tobacco, possession or use of intoxicating liquor or illegal drugs and/or fighting will not be allowed on the school district premises or within any facility used.
- permit holders must comply with all applicable State and Federal laws, town ordinances, school district regulations, by-laws and policies, and permit conditions.
- no alterations are to be made to any school property or equipment.
- any damages incurred during use of the facility shall be paid by the user.
- no outside activities will be scheduled after 10:00 p.m. unless special permission is granted by the Superintendent or his/her designee.
- the Superintendent or his/her representative may revoke a Use Permit for violation of the regulation set forth in this document; in addition, the Superintendent or his/her representative shall have the authority to impose reasonable conditions, in addition to those specified in this policy, when

necessary

- use permits are limited to the specified area for which permission is granted during the hours and days specified. The Permit holder shall insure that the remainder of the building is not entered or molested. The activity shall not extend beyond the hours approved in the request.
- the assignment of field locations to community based programs is at the discretion of the Director of Athletics.
- any financial or other commitment given by an applicant to another person, group, or other concern, prior to the receipt in hand by such applicant of a Use Permit, shall be at the applicant's own risk and shall have no bearing on the District's issuance or denial of such a request or its imposition of conditions on such request.

The Board of Education has absolute discretion in refusing a use requested and prescribing terms if the use is allowed.

### *Group Contact Person*

Each group using school facilities must designate one person who will serve as the contact for communication from and to district staff. The "Group Contact Person" will also assume responsibility for:

- Scheduling of activities
- Communication with group members and the school district
- The conduct of the group members
- The proper use of school property
- The payment of any fees due
- Enforcing district regulations as described in the Use of Facilities Handbook
- Obtaining building closure information via the media
- Being aware of emergency weather conditions which may cancel a program (i.e. heavy rainstorm for outdoor practices, etc.)

In addition to the "Group Contact Person," each youth group must designate at least one "Team or Group Parent" and this person may not be the coach or group leader. The "Team or Group Parent" is responsible for the supervision of the youth during use of Voorheesville Central School District property. Their names along with the coach's or group leader's name must be sent to the School District before activities may commence. For group larger than twenty there shall be at least two "Team or Group Parents" listed.

### *Use of School Equipment*

Use Permits include use of normal furniture and large equipment that is usually assigned to that particular area of the building. No school property or equipment is to be altered or removed from the premises. The permit holder will be expected to furnish his or her own expendable supplies (e.g., basketballs, ping-pong balls, dishes, napkins, paper, etc.)

### *Safety*

All measures necessary to ensure the safety, health and lawful conduct of permit

activities, including, but not limited to, crowd control measures and fire and police protection, shall be undertaken and financed by the permit holder. Any other permits required from police, fire health or other governmental agencies must be obtained and copies presented to the Superintendent or his/her designee prior to the issuance of any Use Permit.

*Assumption of Risk*

When applying to use the facilities, a user group must complete and sign a Facilities Use Request Form that states that to the fullest extent permitted by law, the group shall defend, indemnify, and hold harmless the Voorheesville Central School District, their officers, directors, and employees from and against any and all claims, demands, suits or causes of action that result from injury to any person, including death, or damage to or loss of tangible property arising from the negligent or intentional acts or omissions of the group, its employees, participants or agents. To the extent that this paragraph conflicts with any term of provision contained within the group's insurance policy, the terms of the insurance policy shall control.

*Abuse of Property*

In the event of misuse of facilities, misconduct of individuals or groups, or other abuse of the privileges extended, the Group Contact Person shall make a report on the incidence to the Superintendent of Schools or his/her designee. The district may take action considered appropriate, including, but not limited to, suspension of permit to use facilities, requiring replacement of Group Contact Person, requiring reimbursement for damages or extra expenses incurred and denial of future requests for use of school property.

A cash bond in the amount of \$5,000 shall be required from sponsors who have previously sponsored activities that result in damage or when damage has previously occurred in connection with the type of activity for which a permit is sought. A security deposit may be requested for "Special Events" to be used in the event of any damage to the facility. The security deposit will be returned after the event concludes and all other fees are paid.

*Insurance Requirements*

All permit holders are required to provide a certificate of general liability insurance coverage of \$1,000,000 naming Voorheesville Central School District as an additional insured. This certificate must be on file in the district office at least three days before the date(s) requested.

*"Special Event" Fees*

Certain events require an increase in costs to the district. If there will be large population attending an event, the event has many activities in different locations, requires a significant amount of equipment, requires a significant amount of set up and clean up, requires custodial staff work overtime and/or requires a significant amount of district coordination, the user may be assessed at a "Special Event" Fee in replacement of the regular charge for using the facilities.

*Cancellations and School Closing*

Groups who need to cancel their activity must call the District Office 24 hours in advance for weekday activities, and by the close of business on Thursday prior to weekend activities. If a group's activity needs to be canceled as a result of a school activity, the group will be notified as soon as possible.

In the event of the cancellation of all after school activities due to inclement weather, all permit activities will be cancelled also.

The district may cancel use of fields due to inclement weather or field conditions, even if indoor activities are not cancelled.

Canceling of after-school and evening events will not be automatic when school is closed for the day. A decision regarding after school and evening activities will be made by 2:00 pm and announced via local radio and TV stations and the district's School News Notifier (SNN) messaging system.

If it appears weather conditions may threaten Saturday and Sunday activities, every attempt will be made to evaluate and communicate with the group contact person by 5:00 pm on Friday.

The District's facilities will be closed on days that are recognized by the District as holidays for 12 month employees. This may be waived at the discretion of the appropriate administrator.

*Bumping*

If an unexpected change or emergency should occur, which results in a reserved facility no longer being available, a higher priority organization may "bump" a lower priority organization with 24 hour notice. (See "Assignment of Priority Use of Facilities")

*Contracts*

The District may enter into separate agreements with specific groups that use the facilities on a regular basis or for an extended period of time. Individual contracts will be reviewed annually by the Facilities Committee before they are approved by the Board of Education. Once a contract is approved, it will be added to the Facilities Policy as an appendix.

*50% Rule*

If the attendance of group members increases by 50% from the original size of the group, a new permit must be obtained for using the facility. This excludes "Special Events."

*Fees*

A group or organization will be responsible for custodial fees if a building must be specifically opened for their use.

Extra costs, including labor costs for special services performed by School District employees, will be charged to the using organization when such services are requested by the using organization.

If the facility is not used in accordance with hours shown or additional personnel are required, a revised billing will be made.

*Event Profit*

All admissions received by any organizations for activities using school facilities must be dedicated to educational and/or charitable purposes. Admission fees are monies collected at the event to gain entrance to the premises; they are not the same as a fee or dues paid by an individual to belong to or participate with an organization.

Admission fee profits for CLASS I, II and III must be dedicated to educational and/or charitable purposes within the geographical limitation of the district (exceptions: volunteer fire companies and veteran's organizations). CLASS IV organizations may dedicate their profits to educational and charitable purposes both inside and outside the district.

*Assignment of User Classes*

Permit holders shall be assigned a "Class" designation by the Superintendent or his/her designee. Guidelines to determine Class status are as follows:

Class I:

All official community groups and organizations directly affiliated with the school: PTA, Friends of Music, Booster Club, Dollars for Scholars, VTA, UEV, Public Library, etc.

Class II:

- A. Community groups with programs with direct community student population involvement: Boy Scouts, Girls Scout, 4-H, Kiwanis Youth Groups, New Scotland Soccer Club, CYO Basketball, Voorheesville Community and School Foundation, etc.
- B. Any community group supported by local property tax dollars: Town Youth recreational programs, New Scotland Senior Citizens, etc.
- C. Civic forums and Red Cross activities

Class III:

Public functions or groups sponsored by religious, cultural, non-profit and charitable organizations that have headquarters and principal membership (at least 75 percent) within the boundaries of the district. These organizations may include adult members.

Class IV:

Non-resident status: Groups not primarily located within the Voorheesville Central School District.

*Assignment of Priority Use of Facilities*

Youth activities will be given consideration for earlier, rather than later evening hours.

Sign up for activities will be prioritized as follows.

Priority I: This group may schedule before August 1.

1. Building activities for school district instructional purposes for students and adults, and for in-service activities
2. Facility needs for approved extracurricular and interscholastic programs.
3. Adult education

Priority H: This group may schedule after August 5<sup>th</sup>.

CLASS I Groups

CLASS II Groups

Priority III: This group may schedule after August 10<sup>th</sup>.

CLASS III Groups

Priority IV: This group may schedule after August 15<sup>th</sup>.

CLASS IV Groups

With reasonable advanced notice, a group given a long-range commitment to a facility can be replaced for a single date for an activity or event for school pupils or parents.

Within the given priority structure, time shall be allocated for the pool outside of the school day as follows. This time will be based on possible operation use time of 6:30 am – 7:30 am; 2:30 pm – 9:30 pm Monday – Friday; Saturday 8:00am - 2:00 pm, which is 46 hours per week).

Interscholastic athletics and extracurricular swim time: 30 – 35%

Adult Education: 30—35%

Community Sponsored Youth/Adult Activities: 25%

Non-community/Other use: 5 – 10%

Adoption date: April 7, 2003

Revised: September 21, 2015

Revised: January 11, 2016

**Facilities Usage Fee Schedule**

\* In addition to the below fees, **additional professional fees may apply**. Please see the “Professional Fees” section immediately following this schedule.

	<b>CLASS I</b> Groups affiliated directly with the Voorheesville Central School District (VCSD).	<b>CLASS II</b> Groups providing VCSD Community Youth Activities, groups supported by tax dollars, Civic Forums.	<b>CLASS III</b> Groups sponsoring activities with at least 75% VCSD community participation.	<b>CLASS IV</b> Non-resident status - Groups sponsoring activities with less than 75% VCSD community participation.
<b><u>Classroom</u></b>	No Fee*	No Fee*	No Fee*	\$40 per hr.*
<b><u>Athletic Facilities</u></b>				
<i>Elem. School Main Gym</i>				
General Meeting	No Fee*	No Fee*	No Fee*	\$100/hr., min. 2 hrs.*
Seasonal Athletic Activity	No Fee*	\$250/season for 10 wks; \$25/wk if extended.*	\$350/season for 10 wks; \$35/wk if extended.*	Not Available
Special Use (per day)	No Fee*	No Fee*	\$50/hr., min. 1 hour*	\$100/hr., min. 4 hrs.*
<i>Elem. School Small Gym</i>				
General Meeting	No Fee*	No Fee*	No Fee*	\$100/hr., min. 2 hrs.*
Seasonal Athletic Activity	No Fee*	\$100/season for 10 wks; \$10/wk if extended.*	\$150/season for 10 wks; \$15/wk if extended.*	Not Available
Non-Athletic Activity (per day)	No Fee*	No Fee*	\$50/hr., min. 1 hour*	\$100/hr., min. 4 hrs.*
<i>Middle School Gym</i>				
Athletic Contest (single event)	No Fee*	\$50/hr.*	\$75/hr.*	\$100/hr., min. 4 hrs.*
Seasonal Athletic Activity	No Fee*	\$400/season for 10 wks; \$40/wk if extended.*	\$500/season for 10 wks; \$50/wk if extended.*	\$1,500/season for 10 wks; \$150/wk if extended.*
Non-Athletic Activity (per day)	No Fee*	No Fee*	\$100/hr., min. 3 hrs.*	\$125/hr., min. 4 hrs.*
<i>High School Gym</i>				
Athletic Contest (single event)	No Fee*	\$50/hr.*	\$75/hr.*	\$100/hr., min. 4 hrs.*
Seasonal Athletic Activity	No Fee*	\$1,000/season for 10 wks; \$150/wk if extended.*	\$1,500/season for 10 wks; \$200/wk if extended.*	\$2,000/season for 10 wks; \$250/wk if extended.*
Non-Athletic Activity (per day)	No Fee*	No Fee*	\$100/hr., min. 2 hrs.*	\$125/hr., min. 4 hrs.*

**Note:** You must reserve at these fees for any use of the High School Gym.  
**Notice:** You may be assigned to use the Middle School Gym if there is a scheduling conflict with a school sports team and/or event.

## Policy 1500-R

### *High School Cafeteria* Seasonal Athletic Activity

No Fee*	\$150/season for 10 wks; \$20/wk if extended.*	\$200/season for 10 wks; \$25/wk if extended.*	Not Available
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### *Swimming Pool Facility*

Single Use

Lifeguard + \$50/hour*	Lifeguard + \$75/hour*	Lifeguard + \$125/hour*	Lifeguard + \$150/hour*
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Seasonal Activities

Lifeguard + \$50/hour*	Lifeguard + \$75/hour*	Lifeguard + \$125/hour*	Lifeguard + \$150/hour*
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**Note: Lifeguards must be fully certified and approved for use by the District Office and the Albany County Department of Health.**

### *Athletic Fields*

Elementary School

No Fee*	No Fee*	No Fee*	Not Available
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Middle/High School

Not Available	Not Available	Not Available	Not Available
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Remote Site ( soccer and baseball only)

No Fee*	\$150/field/season, # of fields used to be determined by the district.*	\$150/field/season, # of fields used to be determined by the district.*	\$900/field/season*
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### *Track and Field Facilities*

No Fee*	\$25/hour*	\$50/hour*	\$100/hour*
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**Note: Outside groups must provide their own equipment when using the Track and Field Facilities, or make arrangements through the Athletic Director's office to use school equipment for an additional charge.**

## **Kitchens and Cafeterias**

### *Elementary School*

Kitchen

Kitchen Fee*	Kitchen Fee*	Kitchen Fee + \$50/hr., min. 1 hr.*	Kitchen Fee + \$100/hr., min. 4 hrs.*
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Cafeteria

No Fee*	No Fee*	\$50/hr., min. 1 hr.*	\$100/hr., min. 4 hrs.*
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### *Middle/High School*

Kitchen

Kitchen Fee*	Kitchen Fee*	Kitchen Fee + \$50/hr., min. 1 hr.*	Kitchen Fee + \$100/hr., min. 4 hrs.*
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Cafeteria

No Fee*	No Fee*	\$50/hr., min. 1 hr.*	\$100/hr., min. 4 hrs.*
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## **Special Use Areas**

### *High School Commons*

No Fee*	No Fee*	\$50/hr., min. 1 hr.*	\$100/hr., min. 2 hrs.*
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### *High School Library*

No Fee*	No Fee*	\$50/hr., min. 1 hr.*	\$100/hr., min. 1hr.*
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### *Performing Arts Center*

Gen. Meeting w/o Stage  
Event w/Stage

PAC Manager Fee*	PAC Manager Fee*	PAC Manager Fee+ \$50/hr., min 1 hr. *	PAC Manager Fee+ \$100/hr., min 1 hr. *
PAC Manager Fee*	PAC Manager Fee*	\$50/hr., min 1 hr.*	\$100/hr., min 1 hr.*

### *Performing Arts Center Stage*

PAC Manager Fee*	PAC Manager Fee*	\$50/hr., min 1 hr.*	\$100/hr., min 1 hr.*
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LGI

No Fee*	No Fee*	\$40/hr., min 1 hr.*	\$40/hr., min 1 hr.*
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**Professional Fees:**

- PAC Manager: \$25/hr. (Mon- Sat); \$37.50/hr. (Sun)\*
- Kitchen: \$18/hr. (Mon-Sat); \$27/hr. (Sun)\*\*
- Custodial: \$20/hr. (Mon-Sat); \$30/hr. (Sun)\*\*\*

\* The PAC Manager must be present when any group utilizes the PAC.

\*\* A member of the Food Service Department must be present when any group utilizes the kitchen.

\*\*\* Custodial fees apply for all groups when the requested building is not otherwise scheduled to be open.

**Hours of Normal Operation**

*Elementary School:* Monday through Friday 3:30 - 8:30 pm; Saturday 8:00 am - 2:00 pm.

*Middle/High School:* Monday through Friday 2:30 - 10:00 pm; Saturday 8:00 am - 2:00 pm.

*Athletic Fields:* After regular school hours until dusk Monday through Friday; Saturday 7:00 am - dusk. Sundays - As arranged with school district.

*Swimming Pool Facility:* Monday through Friday 6:30 am - 9:30 pm; Saturday 8:00 am - 2:00 pm.

**Use During Off Hours**

**Arrangements may be made for facilities use during off hours. For all organizations requesting use during "off hours," a fee may be charged to cover custodial costs.**

**Kitchen Use**

If school kitchens are used, a Food Service Department employee must be present and have the general supervision of the kitchen and kitchen equipment. Additional labor fees are charged for this service.

**Last update of fee schedule: 2016**

**VOORHEESVILLE CENTRAL SCHOOL DISTRICT**

**Use of Facilities Request Form  
(District Office – 765-3313, ext. 103)**

<b>Organization:</b> _____	<b>EVENT DATE:</b> _____
<b>Contact Person:</b> _____	<b>Title:</b> _____
<b>Phone Number:</b> _____	<b>Application Date:</b> _____
<b>Mailing Address:</b> _____	
<b>Email Address:</b> _____	

**Proposed Use:** *(1. Fill out all applicable items below; 2. Include all dates; 3. Be specific; 4. Use separate sheet, if necessary)*

**Building/Areas Requested:** \_\_\_\_\_

**Day/Date:** \_\_\_\_\_ **Hours:** \_\_\_\_\_

**Day/Date:** \_\_\_\_\_ **Hours:** \_\_\_\_\_

**The Premises will be used for:** \_\_\_\_\_

**Admission will / will not be charged; proceeds will be used for:** \_\_\_\_\_

**Number of Participants:** \_\_\_\_\_

**Team or Group Parent(s):** \_\_\_\_\_

**The name of the organization for this event can be placed on the District’s Online Calendar (Yes/No)** \_\_\_\_\_

**Set-Up Requirements and/or Special Equipment Needed:** \_\_\_\_\_

\_\_\_\_\_

**INSURANCE REQUIREMENTS:** An UP-TO-DATE Certificate of Insurance for your organization, listing our school district as an additional insured, must accompany this application (unless there is a current one on file in the school’s District Office). Permits will not be issued until we are in receipt of the proper insurance form.

I agree on behalf of the above indicated organization that all members and guests will observe all regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to Voorheesville Central School District property during the above indicated period of use. To the fullest extent permitted by law, the group shall defend, indemnify, and hold harmless the Voorheesville Central School District, their officers, directors, and employees from and against any and all claims, demands, suits or causes of action that result from injury to any person, including death, or damage to or loss of tangible property arising from the negligent or intentional acts or omissions of the group, its employees, participants or agents. To the extent that this paragraph conflicts with any term of provision contained within the group’s insurance policy, the terms of the insurance policy shall control.

I have received, carefully read, and fully understand the **Public Use of School Facilities Policy** for use of the Voorheesville Central School District facilities.

**Signature of Organization Representative (Contact Person):** \_\_\_\_\_

**Applicant: DO NOT WRITE BELOW**      **\*\* In case of cancellation or modification, please notify the District Office**

**FEES:** See Use of Facilities Handbook

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**APPROVALS:**

\_\_\_\_\_ *District Office:* \_\_\_\_\_ *Date:* \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_ *Room Verification*

\_\_\_\_\_ *PAC Manager:* \_\_\_\_\_ *Date:* \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_ *Building Principal:* \_\_\_\_\_ *Date:* \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_ *Athletic Director:* \_\_\_\_\_ *Date:* \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_ *Assistant Superintendent:* \_\_\_\_\_ *Date:* \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_ *Permit Issued: Number:* \_\_\_\_\_ *Date Issued:* \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**District Office will notify the Requestor, Custodians & as needed:  
Athletic Director, PAC Manager, Fine Arts Dept. Chair, Director of Tech., Finance Clerk**