

**WINDSOR CENTRAL SCHOOLS
RULES REGULATING USE OF SCHOOL FACILITIES**

I. ELIGIBILITY ESTABLISHED BY THE FOLLOWING CRITERIA:

- A. Conforming with the New York State Education law.
- B. Not conflicting with:
 - 1. All day classes
 - 2. Student extra-curricular activities
 - 3. Previously scheduled events

II. PRIOR APPROVAL REQUIRED:

- A. Written request on form provided and submitted to appropriate Building Principal.
 - 1. Request made at least *ten (10) working days* in advance of the event.

III. AGREEMENT PROVISIONS:

- A. Group or organization will abide by all rules and regulations set by the Board of Education and the Building Principal.
- B. Follow fee schedule
- C. Be responsible for any damage which may occur.
- D. It is also the user's responsibility to ensure that no participants smoke or use tobacco products on school grounds as a condition of continuing use of school facilities.

IV. FEE SCHEDULE:

- A. For activities which require no custodial or cafeteria overtime:
 - 1. No charge (Application form must still be used)
- B. For activities where custodial or cafeteria overtime is required:
 - 1. Custodial or Cafeteria overtime: The charge will be the actual cost (including benefits) incurred by the District for employee(s) assigned to cover activity.
 - 2. Additional charges for food and/or supplies at cost.

V. USE OF KITCHEN FACILITIES:

- A. Use of kitchen equipment, dishes, silverware, etc., to be on premises only and under coordination of at least one school lunch employee during usage.

VI. INSURANCE REQUIREMENTS:

- A. Groups and organizations required to carry insurance of \$1,000,000 combined single Bodily Injury and Property Damage.
- B. When required a Certificate of Insurance with proper limits of liability, shall be submitted to the Building Principal as evidence of insurance coverage in advance of the event. The Building Principal will forward the insurance certificate to the School Business Executive for review and filing.
- C. The Certificate of Insurance must designate both the using organization and the School District as insured's.
- D. The Certificate of Insurance shall indicate coverage within the monetary limits required for the proposed activity as described on the Application For Use of Windsor Central School Facilities.
- E. The Certificate shall contain a 30-day notification clause of cancellation.

VII. OTHER RULES GOVERNING USE OF FACILITIES

- A. Activity shall be restricted to that area for which permission is granted.
- B. School authorities must have free access to all rooms at all times.
- C. No school property or equipment is to be altered or removed from the premises.
- D. The authorization to use school facilities *is revocable at any time* by school authorities.

POLICY	1987	3260
	Community Relations	

Subject: Community Use of School Facilities

When use of school buildings is requested (e.g., athletic type activities, etc.) a Certificate of Insurance, with limits of not less than \$1,000,000 for combined single Bodily Injury and Property Damage liability, shall be submitted as evidence of insurance coverage at least three days in advance of the event and must designate both the using organization and the school (legal name) as insured's. The absence of such a certificate will preclude use of the facility.

New York Education Law §414

BOE: 5/11/87
Reviewed: 11/13/95
Amended: 2/8/00
Amended: 5/8/12