

Subject: Community Use of School Facilities

It is the policy of the Board of Education to extend to the citizens of this school district the use of school facilities whenever such use does not conflict with the district programming or with New York State laws. Our buildings, grounds, and equipment are the property of the public and may be used by the public in accordance to law, and in accordance with the rules and regulations promulgated by the Windsor School Board and its Superintendent for such use.

District facilities should be available for community use beyond the normal school programs. Such use shall not interfere with District programs or the responsibility to repair and maintain facilities

Organizations of the community may apply for the use of facilities if the function is open to the general public and if the function will contribute to the educational, recreational or entertainment interests of the community. The Superintendent or his/her designee(s) is authorized to permit the use of District facilities and is to establish and maintain appropriate regulations and fees for use of a facility in an amount sufficient to cover all resulting expenses. Groups wishing to use the District facilities must secure written permission from the District and abide by the regulations established for such use. The Superintendent, at his/her discretion, may consult with the Board of Education.

All facilities are primarily for school purposes and will be scheduled for use after school hours in the following priority:

1. School sponsored organizations and functions.
2. Youth groups sponsored by adult organizations.
3. Civic meetings to discuss community problems.
4. Adult organizations.
5. Others.

When use of school facilities is requested, 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's legal name and the Windsor Central School District as insured's. The absence of such a certificate will preclude use of the facility.

Ref: New York Education Law §414

BOE: 5/11/87

Reviewed: 11/13/95

Amended: 2/8/00

Amended: 5/8/12

Reviewed: 1/3/17

Reviewed: 12/17/19

Amended: 1/14/2020



WINDSOR CENTRAL SCHOOL DISTRICT
FACILITIES USER AGREEMENT

Name of Group or Organization: _____

Billing Address: _____

Proposed Activity: _____

Date(s) Desired: _____ Beginning Time: _____ Ending Time: _____

Specify Facility and Area Desired for Use: _____

The undersigned certifies:

1. I have been given a copy of the Windsor Central School District policy on the use of school district facilities.
2. By signing below, I agree to be bound by each and every requirement of the policy and rules, including the requirement to provide the district with evidence of insurance coverage and to pay any fees associated with my use of the district facilities.
3. I further certify that if I am signing this document on behalf of any corporation, unincorporated association, fraternal organization, club, community group or any other organization of persons of whatever kind or nature, my signature binds the corporation, unincorporated association, fraternal organization, club, community group, or other organization of persons of whatever kind or nature, and I will provide evidence of my authority to sign this document if such evidence is requested by the district.

Signature	Date	Day Phone	Evening Phone

Approved Not Approved

Building Administrator

Date

**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.