

COMMUNITY RELATIONS

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT

Eligibility

The use of school facilities is under the control and supervision of the Board of Education. The Board has adopted policies, regulations and procedures pertaining to the use of school facilities, which apply only as they may be interpreted to conform with the provisions set forth in Section 414 of the Education Law. Facilities may be used for the purpose of instruction in any branch of education of the arts and/or for holding social, civil and recreational meetings and entertainment, as long as such meetings are non-exclusive and open to the general public.

Inasmuch as the district facilities have been built with public funds and are supported by the citizens of the community, the Board of Education wishes to do all that is possible, consistent with the provisions of the New York State Education Law, to make school facilities available to community organizations.

NOTE: No association or organization is entitled, as a matter of right, to use school facilities. Those wishing to use school facilities must apply in writing and in advance for approval of the Board of Education or its designee. The Superintendent of Schools, or his/her designated representative may grant permission for use of school facilities.

The right to revoke a permit at any time is reserved by the Board of Education. The Superintendent may suspend the permit pending action by the Board of Education at its subsequent meeting.

Proceeds

Facilities may be used for meetings and entertainment purposes where admission fees are charged, provided the proceeds are to be expended for a clearly designated educational or charitable purpose. Whenever an admission fee of any type is charged, all responsibility for admissions tax settlement rests solely with the sponsoring group.

All profit from any enterprise held in public school buildings must go to the benefit of some specific educational charitable purpose, and not be used for the gain of a particular organization or group. The Education Law expressly prohibits the use of school buildings for personal profit or advantage, except for activities of Veterans groups and volunteer firemen, who may be granted the use of facilities, even though the admission fees will be devoted to the use of said organizations.

Organizations charging admission fees need not turn over the entire proceeds for an educational or charitable purpose, but may first deduct the actual and reasonable expenses for such a program.

(continued)

COMMUNITY RELATIONS

**SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT
(Cont'd)**

Charges

Usually there is no fee assessed when the building use involves children of the district and no admission charge is made by the sponsoring group. However, during periods of operation under a contingency budget or at other times when a fee is applicable, the established rates for use of facilities are as follows:

Yearly charges for one day per week use of school facilities*			
Building Space	Basic Fee for use of Facility		Required Custodial Services**
Auditorium	\$50	PLUS	45/hour
General Purpose Room	\$50		45/hour
Cafeteria	\$50		45/hour
Gymnasium	\$50		45/hour
Little Theater, Salk	\$50		45/hour
Regular Classrooms	\$25		45/hour

*Note: The rates above are subject to adjustment based on the reevaluation of actual costs by the Board of Education

**If extra custodial help is needed, or if the meeting/event extends beyond the 11:00 p.m. closing hour, a custodial service fee of \$45.00 per hour, or fraction thereof, per man shall be charged. Otherwise, applicable rates shall be specified at the time the application is approved.

Rules and Regulations

1. Applications for use of school facilities must be made through the district website (www.levittownschoools.com) pursuant to Regulation 3280.
2. Buildings and equipment must be used with care. Restitution must promptly be made for any damage or loss caused or suffered during the applicant's occupancy. Buildings and fields must be left clean and in order.
3. No substitutions may be made. Facilities may be used only by the applicant and only for the requested use appearing on the application. People attending any function must be restricted in the use of buildings to those rooms actually assigned to them.

(continued)

COMMUNITY RELATIONS

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd)

4. When any school or political election or registration is being conducted on school property, sales of school merchandise or food shall not be held no less than 100 feet from the polling places.
5. No substitutions may be made. Facilities may be used only by the applicant and only for the requested use appearing on the application. People attending any function must be restricted in the use of buildings to those rooms actually assigned to them.
6. When any school or political election or registration is being conducted on school property, sales of school merchandise or food shall not be held no less than 100 feet from the polling places.
7. No intoxicating liquors will be permitted in the buildings or on school grounds, and smoking is prohibited as defined by policy # 5640.
8. All ordinances affecting use of public buildings must be followed

Use of District Equipment

School District PTA's, PTSA's and organized employee groups may use school duplicating equipment in accordance with rules and regulations established by the Superintendent of Schools. All duplicating materials are to be furnished by the organization and on-duty school clerical personnel may not be involved in the duplicating process.

School equipment, such as audio-visual equipment, athletic equipment, science equipment, etc., will be subject to the following rules:

1. Organizations meeting within the school building or on school premises may use certain pieces of equipment with the expressed permission of the administration.
2. Members of the professional staff may use pieces of equipment off district premises for professional purposes, such as lectures, courses, or presentations, with the expressed permission of the administration.
3. No equipment is to be loaned to any outside organization for use off district premises

Insurance

Any organization or association seeking use of school facilities shall present a copy of a Certificate of Insurance with coverage in an amount deemed sufficient by the Board.

(Continued)

COMMUNITY RELATIONS

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd)

Prohibited Uses

1. Any meeting of a religious sect or denomination of fraternal, secret or exclusive society, unless such group sponsors an activity which is conducted strictly for the purpose of general educational instruction, recreation or entertainment and is non-exclusive and in no way related to religious instruction.
2. The Board of Education prohibits the use of school buildings or facilities by any individual, group or commercial endeavor for activities which are designated for the purpose of private profit making or will in any way result in private gain.
3. The Board prohibits the use of power vehicles of any type on school grounds other than staff, student or public parking in designated areas. This applies particularly to recreational vehicles such as go-carts, mini-bikes, motorcycles, etc., as well as to all other power vehicles. The foregoing does not apply to school employees' operating maintenance vehicles.
4. The Board prohibits the hitting of golf balls, archery or flying gas powered model airplanes or drones on school grounds.
5. The Board also prohibits the parking of all vehicles on driveways and in areas designated as fire lanes on all school property. As certain parking spaces at each district building are designated as reserved for persons with handicapping conditions, the Board expressly prohibits the unauthorized use of such reserved areas in accordance with the Vehicle and Traffic Law of the State of New York.

Previously Policy No. 1500

Policy No. 3280.1 included in this policy

Cross-ref: 1550-R, Public Use of School Facilities Regulation
8700 et seq., Insurance

Ref: Education Law, 414

Note: Revision of prior policy manual § § 1130, 1330.1, 1330.3, 1331.1, 1331.2 and 1336.1

Adopted: December 9, 1992

Re-Adopted: January 23, 2013

Revised: January 13, 2016