



POLICY # 1500

SUBJECT: USE OF SCHOOL FACILITIES, MATERIAL, AND EQUIPMENT

SCHOOL FACILITIES

The Goshen Central School District's school buildings and grounds were constructed and are maintained primarily for the purpose of educating students within the district. The Board of Education has recognized that the buildings and grounds are a valuable resource to the community of the Goshen Central School District. The Board believes that these resources should be available to the community for specific uses that will not interfere with educational activities, provided that the public investment in the facilities is protected and that any additional costs associated with the use of these facilities are not borne by the School District.

The members of the Board of Education of the Goshen Central School District adopted its Public Use of School Facilities Policy in order to establish clear rules and regulations for community usage, a clear process for application and insurance requirements, and a detailed list of associated fees for non-profit organizations who may wish to use district facilities.

Education Law states, in part, that a Board of Education may permit a non-profit organization to use school buildings, grounds and facilities, when not in use for school purposes, for specific reasons, including:

1. "For holding social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public.
2. For meetings, entertainment and occasions where admission fees are charged, when the proceeds thereof are to be expended for the educational or charitable purpose; but such use shall not be permitted if such meetings, entertainment and occasions are under the exclusive control, and the said proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society of organization other than organizations of veterans of the military, naval and marine service of the United States and organizations of volunteer firefighters or volunteer ambulance workers" (Education Law – 414).
3. The Board encourages the use of its facilities by groups and organizations when their purposes and objectives contribute to the benefit of the school district or the school community – and has directed the school administration to develop and promulgate administrative regulations.

RULES & REGULATIONS

Indoor/Outdoor Facility Use Permits are required. All indoor and outdoor facility use requires a permit, which must be requested via the Online Facilities Scheduling Portal.

Permit Application

Applications from FOR-PROFIT ENTITIES WILL NOT BE ACCEPTED. For all other individuals/groups, an application for a permit to use school buildings and grounds must be submitted at least two weeks prior to the use date.

A completed application consists of:

1. Use of Facilities Application form – this form must be electronically submitted through the district’s Online Facilities Scheduling Portal.
2. \$25.00 One-time application fee per group per school year.
3. Proof of general liability insurance. Appropriate documentation of required insurance must be electronically submitted/uploaded by applicant.

The application will be reviewed to ascertain whether the area requested is available for use.

Upon review by the Building Principal and/or Athletic Director, Director of Facilities, and Superintendent, the requester will be notified via email of approval or disapproval of the application.

Required Insurance

All users must provide the following insurance prior to using facilities. Failure to do so prior to use will result in revocation of your permit.

1. The user hereby agrees to name the district as an unrestricted additional insured on the user’s policy.
2. The policy should name the district as additional insured and shall:
 - a. be an insurance policy from an A.M. Best rated “secured” New York State insurer, permitted to do business in New York State;
 - b. contain a 30-day notice of cancellation;
 - c. state that the organization’s coverage shall be primary and non-contributory coverage for the district, its Board, employees and volunteers;
 - d. additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
3. The user agrees to indemnify the District for any applicable deductibles.
4. Required Insurance:
 - a. Commercial General Liability Insurance – \$1,000,000 per occurrence/\$2,000,000 aggregate.
5. User acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The user is to provide the district with a Certificate of Insurance and additional insured Endorsement, evidencing the above requirements have been met. The failure of the district to object to

the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.

The district is a member/owner of the New York Schools Insurance Reciprocal (NYSIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the district but also NYSIR, as the district's insurer.

Priority Scheduling

All buildings and grounds shall be reserved for the exclusive use of the regular day school program (including co-curricular activities) on days that school is in session.

First Priority – school district sponsored, includes all athletic and co-curricular groups.

Second Priority- parent teacher organizations; employee organizations; county, village and town recreation and/or municipal departments.

Third Priority – all other eligible community groups and non-profit organizations that are located within the confines of the Goshen Central School District boundaries.

Required Supervision

Organizations and groups granted facility use shall insure that adequate adult supervision is provided at all times when school facilities are being used. Once given access to the facility, the applicant is responsible for ensuring only persons associated with their group or activity, enter the facility. The applicant must provide adequate safeguards against unauthorized entrances to the facility. If additional school staff is needed to ensure these safeguards, the applicant will be responsible to pay for these services prior to the event.

The presence of a school district employee shall be required during the scheduled time of use by the group or organization. It is the responsibility of the district employee to arrange for access to the facility for the applicant, to examine said facility before and after use for discovery of possible damage to or loss of property, and to secure the facility upon completion of use. The applicant shall reimburse the District for the actual costs of such services by district employees if they are provided during times other than when said employees are regularly scheduled for work.

Fees:

Section/Playoff Game:

Fees will be collectively negotiated between the District and the applicant based on the scope and requirements of the event.

School Kitchen Facilities:

\$60 per hour

When an organization requests the use of a school district's kitchen facilities, a staff member from the school district's cafeteria staff must be available. All arrangements for use of kitchens shall go through the Food Service Manager for his/her approval. The group/organization will be charged based on the total hours worked by each staff member.

Custodial Fees:

Should a facility be used at a time when custodial staff is normally on duty, the fee for custodial services will be waived.

\$80.00 per hour

Should a facility be used at a time when custodians are not normally on duty, or the type of function necessitates extra cleaning services, custodial fees will be charged. The number of custodians will be at the District's discretion.

Security:

\$50.00 per hour

Security needs will be based on the number of participants and type of function. The number of security personnel will be at the school district's discretion.

Sound/Light Technician:

When organizations request the use of the school district's Sound/ Light equipment, a staff member from the school district's Sound/Light Technicians must be present. A fee is charged anytime that this service is required and the fee will be dependent on the staff member's salary working the event.

Other:

1. When district is closed or dismisses early for weather or unexpected circumstances, all buildings are closed to groups.
2. All buildings are closed to groups on days designated as "building closed holidays." See Online Facilities Scheduling Portal for schedule of building closed holidays.
3. District youth athletic groups will have access to grass fields and turf fields during the season when available.
4. Availability of District facilities may be limited due to the disruption caused by summer cleaning, repair and maintenance, storage and capital projects.
5. The District has the right to refuse any group that is determined by the District to be too large to accommodate in the school building and/or grounds.
6. Applications may be revoked and any future use of facilities may be denied due to negative past experiences with a group based on reasons including, but not limited to:
 - a. Damage or destruction of school property;
 - b. Lack of supervision and control of participants and/or spectators;
 - c. Excessive debris, trash and insufficient clean up by group;
 - d. Uncooperation school employees/staff;
 - e. Non-payment of prior invoices;

7. All groups will abide by all rules and regulations established by the Board of Education. Groups who violate such rules and regulations, including the District's Code of Conduct, will receive a letter outlining the violations with a warning regarding future violations. Should violations reoccur, no further facility uses will be scheduled and, if there are any current approval usages, the approval for use of the facility will be revoked.
8. Notwithstanding anything herein to the contrary, the Board of Education reserves the right to deny the use of school facilities to anyone if, in the opinion of the Board, it would not be in the best interest of the school district.
9. At the discretion of the BOE, the BOE will review the Facility Use Policy.

Materials and Equipment

Except when used in connection with, or rented under provisions of Education Law Section 414, school-owned materials or equipment may be used for school related purposes only. Private or personal use of school-owned materials and equipment is strictly prohibited. The loan of equipment and materials for public purposes that serve the welfare of the community is allowed, as long as the equipment is not needed at that time for school purposes and that the proposed use will not disrupt normal school operations.

The Board will permit school materials and equipment to be loaned to staff members when such use is directly or peripherally related to their employment and to students when the material and equipment is to be used in connection with their studies or extracurricular activities. Community members will be allowed to use school-owned materials and equipment only for educational purposes that relate to school operations. The Board will also allow the loan of equipment to local governments and other entities that benefit the welfare of the surrounding community. The Board supports this inter-municipal cooperation as it saves taxpayer monies and is a more efficient use of scarce or costly equipment and resources.

Education Law Section 414
NY Constitution Article 8

NOTE: Refer also to Policies #3281 -- Use of Facilities by the Boy Scouts of America and Patriotic Youth Groups
#3410 -- Code of Conduct
#5640 -- Smoking/Tobacco Use
#7320 -- Alcohol, Tobacco, Drugs, and Other Substances
#7410 -- Extracurricular Activities
District Code of Conduct

Adopted: 3/2/20
Re-Adopted: 11/07/22
Re-Adopted: 09/16/24



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