

APPLICATION FOR USE OF MCS FACILITIES BY NON-SCHOOL RELATED ORGANIZATIONS

Submit at least ten (10) school days in advance of date requested, but not more than sixty (60) days in advance.

Please read the attached Board Policy before submitting.

ORGANIZATION _____

Person responsible for this activity: _____

Name _____

Address _____

Telephone # _____

of Adult Supervisors _____ Approx. # of Participants _____

Purpose (be specific) _____

Will you be charging admission or fee? (Circle) YES NO

BUILDING REQUESTED: Elementary High School District Ofc. Conf. Rm.
(Circle)

AREA REQUESTED: (Circle) Fields Gym Classroom Library Cafeteria Other _____

Will you be requiring: (Circle) Custodial Services YES NO Cafeteria Services YES NO Set-Up Services YES NO

DATE/DATES REQUESTED:

One Date and Time: _____ From: _____ To: _____

More than one date/time:

From: _____ To: _____ From: _____ To: _____

Further explanation (such as day of week, week of month, etc.) _____

SCHOOL USE ONLY	APPROVAL
Building Principal _____	
Athletic Director (gym or field usage) _____	
School Business Official _____	
Superintendent of Schools _____	
Date of Final Approval _____	

Dates requested are approved	YES NO
Dates not available _____	
Other _____	
FEES: _____ Building Use _____ Special Custodial Services _____ Special Cafeteria Services _____	
_____ Require a Certificate of Insurance _____ We have a current Certificate of Insurance _____	

As a representative of the above mentioned organization, I have read and will abide by, the Board rules, and our organization agrees to fulfill its obligation if granted permission to MCS Facilities.

Signature _____ Date _____

Telephone Number _____

APPLICANT WILL RECEIVE A COPY OF THIS APPLICATION UPON FINAL APPROVAL. BOARD POLICY 3280

POLICY

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Community Relations

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES

The Board of Education is charged with the responsibility of properly maintaining school property, and has the sole authority to prescribe policies within the statute of the law with respect to the use of its buildings and grounds. It also recognizes that school property is provided and maintained through local taxation. It shall, therefore, be the policy of the Board to grant and to encourage usage to local organizations for use of school property when not in use for school purposes, as long as such use falls within the legal limits prescribed by the Education Law.

Section 414 of Education Law permits the use of school facilities for any of the following reasons:

- a) for the purpose of instruction in any branch of education, learning or the arts;
- b) for public library purposes;
- c) for holding social, civic and recreational meetings and entertainments, and other uses pertaining to the welfare of the community; but such meeting, entertainments and uses shall be non-exclusive and shall be open to the general public;
- d) for meetings, entertainments and occasions where admission fees are charged, when the proceeds thereof are to be expended for an educational or charitable purpose; but such use shall not be permitted if such meetings, entertainments 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 or organization other than organizations of veterans of the military, naval or marine service of the United States and organizations of volunteer firemen;
- e) for polling places for holding primaries and elections, as provided under Section 414 of Education Law;
- f) for civic forums and community centers as provided under Section 414 of Education Law;
- g) for classes of instruction for mentally retarded minors operated by a private organization as provided by Section 414 of Education Law.

The following policies are set forth by the Board of Education, and shall apply to all organizations or groups requesting to use school facilities:

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Community Relations

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)

- a) The organization requesting the use of a facility must designate one person to be in charge of the proceedings and provide the name, address and telephone number of that person. This designee must meet with school personnel as designated by the building principal to review procedures; such as use of entrances, exits, and parts of the building which are open to participants. This designee will be responsible to see that all rules and regulations are enforced.
- b) Buildings and grounds must be left in the same condition in which they were found. The organization will promptly reimburse the school district for any loss or damage occurring during the use of said facilities. Organizations will be required to provide evidence of adequate liability insurance. (Certificate of Insurance)
- c) Adult supervision must be provided at all times. School staff will not be expected to police or supervise areas used.
- d) The use of drugs or alcoholic beverages is prohibited on all school property. Smoking is prohibited anywhere on school property.
- e) Special permission will be required if the requesting organization wishes to put up decorations or scenery, move pianos or other furniture, or to display, sell or exhibit items. The requesting organization will furnish all equipment and supplies unless specific arrangements are made with the building principal or his/her designee.
- f) Parking will be in designated areas only.
- g) Special building rules will be obeyed by the requesting organization. Banquets will be permitted only in the cafeterias. Dances and inside recreational activities will be permitted only in the gymnasiums and the cafetorium.
- h) Organizations using the facilities on week nights must clean up and check the areas used. On weekends, the organizations must sweep and clean, leaving the facilities in their original condition.
- i) The school district will assume no responsibility for properties left on the premises by the organization or other persons participating in the scheduled events.

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Community Relations

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)

- j) Keys will be issued to the person in charge of the activity if the Superintendent of Schools determines that there is a need.
- k) A rental fee will be charged under the following circumstances:
 - (1) If the facilities are requested at times when the custodial staff are not normally on duty, a fee to be estimated at the annual reorganization meeting will be charged.
 - (2) If the organization requesting the facilities will be charging an admission fee, meeting the criteria set forth under Section 414 of Education Law, a fee to be estimated at the annual reorganization meeting will be charged.
 - (3) If the **School Business Manager** or the Superintendent of Schools determines that there is a need for additional custodial staff during the event scheduled, the requesting organization will be billed at the rate of one and one-half times the hourly rate of the additional staff provided.
 - (4) If the use of the kitchen is requested, the organization must have at least one member of the cafeteria staff in attendance. The organization or individual(s) requesting the use of facilities will be responsible to pay the labor costs related to cafeteria staff. Cafeteria staff will be in charge of the kitchen and supervise the cleanup after the program.
- l) A school custodian must be on duty whenever inside facilities are being used, unless special permission is granted by the Superintendent or **School Business Manager**. Normal duty times for the custodial staff are from 7:00 a.m. to 10:30 p.m. on days when school is in session. Custodial service will be provided for recreation programs on Saturdays between 8:00 a.m. and 4:00 p.m.
- m) If school is closed for an emergency, the facilities will not be available to the requesting organization. During school vacations, facilities will be available between the hours of 7:00 a.m. and 3:00 p.m. providing the facility requested is not scheduled for cleaning or maintenance service.
- n) All requests for use of school facilities must be submitted in writing on the attached application. Such requests must be submitted to the District Office at least two (2) weeks in advance of the date requested, but not more than sixty (60) days. **All requests are granted on an annual basis.**

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Community Relations

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)

- o) School activities will take precedence over all requests for the use of school facilities by non-school groups.
- p) Any organization failing to abide by these regulations may be denied the use of school facilities, and will be held responsible for any damages or other expenses incurred through negligence. The Board of Education reserves the right to deny the use of school facilities to any one if, in the opinion of the Board, it would not be in the best interest of the school district.
- q) The school will not be responsible for any loss of revenues to the requesting organization in the event of cancellation of permission to use the facilities for whatever reason.
- r) If a Certificate of Insurance cannot be provided, the school may request individuals participating to sign a statement relieving the school of responsibility in the events of accident or injury.

Education Law Section 414

Revised: