

Le Roy Central School District
Buildings/Facilities Request and Guidelines

Requests for use of school facilities should be submitted to the Buildings and Grounds secretary by utilizing the districts online SchoolDude and Building Use Form on the Le Roy Central School District Website. The link is located on the side of the Buildings and Grounds page. Each request must be completed and approved **two (2) weeks** before any activity can be conducted.

- 1) All building use requests must include a valid Certificate of Insurance prior to approval unless Certificate of Insurance is already on file with the District. Insurance certificate must state *“include the following as additional insured on a primary, non-contributing basis: Le Roy Central School District, its Board members, administrators, employees, staff, volunteers, and agents.”* Building requests are not considered final until all proper paperwork is completed including a Certificate of Insurance.
- 2) To use District facilities, the group or organization must be school district residents, or the majority of participants must be school district students. Genesee Valley Educational Partnership and/or component districts may use District facilities upon request.
- 3) Rescheduled school programs, events, or activities will take precedent over all approved outside building use requests.
- 4) School buildings and grounds must be vacated by the end time noted on the request form to permit the facilities to be secured and maintained.
- 5) The signer of the building use form shall be the responsible representative of the organization using the facilities. The organization and any of its participants or members agrees to hold the Le Roy Central School District harmless for any claims by any person, partnership, corporation or association for injuries or damage to persons or property. No insurance is provided for or implied by the District by any individuals or groups using the buildings.
- 6) The District needs advanced noticed for any items that shall be sold, given away, or exhibited. The District also has the right to approve or deny any item that is provided.
- 7) Maintenance personnel shall be on duty as needed when school facilities require access, operate lights, security. The primary responsibility of the maintenance personnel is to oversee the facility. When overtime services are required, a fee will be assessed to reimburse the District for any respective fees accumulated. If the kitchen is used by a non-school affiliated group, a kitchen employee must be on duty and a charge will be assessed.
- 8) All groups are required to observe the Districts policies on smoking, vaping, drugs, and alcohol use. No alcoholic beverages or drugs will be consumed in the buildings or on school grounds, nor shall anyone be under the influence of alcohol. **Violations may cause the group or organization to lose its building use privileges for a minimum of one year.**
- 9) No use of pyrotechnics, smoke/fog machines, fireworks, etc. is allowed.

- 10) Anytime the school is closed because of inclement weather or equipment difficulties, all activities scheduled in school owned facilities are automatically cancelled. It becomes the duty of the sponsoring person or group to notify the radio station or members of the group of the cancellation. Exceptions to this may only be granted by the Superintendent of Schools in consultation with the President of the Board of Education.
- 11) When school is not in session due to a holiday or scheduled break, building use is prohibited unless prior approval is gained from the Superintendent or his/her designee.
- 12) The group/organization is responsible for cleanup of the area used and all damage, no exceptions.
- 13) School facilities must be left in the same condition as they are found. Desks, displays, etc., should not be disturbed. All electrical equipment or movable properties owned by the District shall at all times remain under the control of the District.
- 14) The District will assume no responsibility for equipment or property belonging to a community group or organization. Such property shall not be stored on school property, unless specifically approved by the Facilities Director.
- 15) Community groups shall be liable for any damage to school property resulting from activities they sponsor. The "person in charge of the function" shall make before and after each activity, a check, of the school facility assigned. If additional cleanup is deemed necessary by district personnel after the event, the group will be responsible for any and all custodial costs.
- 16) Community groups, outside vendors, including student organizations, using school facilities for dances, shows or plays will be responsible to see that any saleable item, lyrics sung or played, acts, skits or scenes in plays do not contain language or action which is offensive or does not meet standards of good taste generally accepted by the population associated with that of the School District. This also includes following all District and Board Policies while using the school facilities.
- 17) Organizations authorized to use the school facilities assume responsibility for the conduct of both participants and spectators. Each group shall designate a responsible adult representative who must be present at all times. Arrangements for supervision of anticipated crowds must receive prior approval.
- 18) All activities conducted on school property shall conform to New York State Uniform Fire Prevention, Building Code and municipal ordinances.
- 19) Vehicles are not allowed on the grass areas or athletic fields unless authorized and approved by the Facilities Director.
- 20) Admission charges, approved registration fees, or concessions may only be administered as stated on the Building Use Form.
- 21) The School District or its representative must have free access to all facilities at all times.
- 22) The District reserves the right to revoke authorization to use school facilities at any time.
- 23) The Superintendent of Schools shall in the event of a contingent budget determine appropriate use fees to be charged after the close of school each day and on non-school days, to satisfy legal requirements related to contingent budgets.
- 24) Any electrical appliances being brought in for use by the event/function must be identified on the application and pre-approved by the Facilities Director.

- 25) The use of facilities will be restricted to the places, dates and times specifically authorized on the application. Cancellation of a building use must be made at least 24-hours in advance of the scheduled use to avoid rental fee.
- 26) If food is being catered by an outside vendor, the vendor's Health Department permit must be on file.

Fee Structure (Non-School Sponsored Event)

The Board of Education reserves the right to establish special rental rates for school property for any use, when, in its judgment, circumstances justify rates other than those listed below or to make it available without charge. The Board also reserves the right to cancel any rental agreement if in its judgment circumstances justify such action or if school functions not previously scheduled become a priority.

Building Use Fee Schedule (Approved October 23, 2018)

That the Board of Education hereby approves the following fees for Building Use:

Supervision Charge: \$25.00/hour

Maintenance/Custodian Charge: \$50.00/hour

Auditorium Lighting Manager Charge: \$25.00/hour

Auditorium Lights Charge: \$25.00/hour

Cafeteria Manager Charge per event: \$50.00/hour (manager) \$30.00/hour (worker)

Hartwood Park Complex Press Box/Sound: \$15.00/hour

Hartwood Park Complex Lighting: \$25.00/hour

“Fee Structure” structure applies are as follows:

- a) Additional custodial time is required outside of normal hours
- b) Press box, sound, and lights for Hartwood Park
- c) Lights operation and use for Jr/Sr High School and Memorial Auditoriums

Use of Jr/Sr High or Memorial Auditorium:

- a) The operation of the auditorium's sound and lighting controls requires the technical assistance of school approved staffing. Fees shall be assessed to reimburse the District for this service.

b) No food or drink is permitted in the auditorium. Refreshments are permitted in the cafeteria.

c) Prior approval must be granted to nail, pin, tape or otherwise attach materials to any surface (including floor) of the auditorium and stage.

Use of Athletic Complex:

a) Track:

- (1) Use only sneakers or running flats
- (2) No cleats or heeled shoes
- (3) No spikes or turf shoes
- (4) Please jog on outside lane
- (5) No food, gum, beverages or glass containers inside fence
- (6) No tobacco products on school property
- (7) No bicycles, motorbikes, roller skates or skate boards
- (8) No pets

b) Field:

- (1) No painting/relining or reconfiguring of any athletic fields. This includes all District athletic fields in Hartwood or Bunnel Park.
- (2) Proper footwear is mandatory.
- (3) Leave field in a clean and orderly condition.
- (4) At the end of the event, all trash is to be collected and left in one designated area for District staff to dispose of.

c) Hartwood Park Concession Stand:

- (1) All groups using the concession stand must have their own, approved Temporary Food Service Certificate issued from the Health Department.
- (2) Follow all cleanliness guidelines associated with the Health Department.
- (3) Leave the concession stand in a clean and orderly condition. All garbage is to be collected and left in one designated predetermined area.

d) Gymnasium

- (1) Proper footwear is mandatory.

- (2) No food or drink in the gymnasium.
- (3) School equipment is prohibited for use unless approved by the Facilities Director in consultation with the physical education or coaching staff.
- (4) Activity scheduled must in compliance with the safety regulations for the gymnasium.

Approved by BOE: May 14, 2019