File: 10.1

Adopted: 07/01/88 Reviewed: 07/02/18

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## **USE OF SCHOOL FACILITIES**

The Board believes that the school facilities should be available to the community for educational, recreational and/or entertainment purposes. In allowing the use, however, the Board will comply with all restrictions outlined in Education Law. All requests for use of school facilities will require the completion of the <u>School Facilities Use Request</u> form. The Board of Education has absolute discretion in refusing a use request and in prescribing the terms, if the use is allowed. This policy will be reviewed annually at the re-organizational meeting.

Use of the building by not for profit community groups, continuing educational groups, and Sharon Springs Central School Groups, during hours when custodians are on duty, may be approved by the Superintendent, the Business Manager, or Principal at no charge.

Individuals or groups not covered above, wishing to utilize the school, must apply for, and receive, prior approval from the Superintendent, Business Manager, or Principal. The school building will not be used for commercial profit, promotion of businesses, or promotion of political agendas.

## Room charges are as follows:

Classroom	\$20.00
Gymnasium(old)	\$30.00
Gymnasium(new)	\$50.00
Auditorium	\$100.00
Cafeteria	\$30.00
Kitchen	\$50.00
Library	\$30.00

Any groups or individuals wishing to utilize the building during hours when custodians are not on duty (for example from Friday I2:00 midnight through Monday, 5:00 a.m.) or on holidays and some vacations, will be required to pay actual cost to the district including fringe benefits for custodial services. That fee will vary depending on the rate the custodian earns while on duty. Assignment of custodial services will be at the discretion of the administration.

All groups and individuals must understand that school sponsored activities will have first priority. All groups shall submit a "School Facilities Use Request" form in advance to the administration for consideration and approval.

Section 414 (1) NYS Ed. Law Federal Equal Access Act (20USC section 4071)

## SHARON SPRINGS CENTRAL SCHOOL CUSTODIAN \_\_\_\_\_\_ SCHOOL FACILITIES USE REQUEST FORM CALENDAR \_\_\_\_\_ (Requests should be processed at least two weeks prior to the date of use).

	Person Making Request Name of Organization				
Date(s) of Use	Start Set Up E				
Purpose/Type of Activity	-				
	_ Admission Charge? Yes	or No			
Any profit making activities Y/N Describe	Place on District Colon	ndar Hallway/Atrium			
CHECK AREA(S) NEEDED:					
	Boys' Locker Room				
	Girls' Locker Room	Parking Lot			
	Cafeteria	., Music Room			
Soccer Field Other	Classroom (indicate if	specific room)			
Name of School Staff member vbuilding:	·				
	· <b>,</b>				
building or other property be : By:					
Signature					
Signature 					
Signature  Telephone	Today's Date:				
Signature  Telephone	Today's Date:	Non-School Group			
Signature  Telephone	Today's Date:School GroupNoneCafeteria	Non-School GroupCustodial Administrative			
Signature Telephone ADMINSTRATIVE REVIEW:	Today's Date:School GroupNoneCafeteria	Non-School GroupCustodial Administrative			
Signature  Telephone  ADMINSTRATIVE REVIEW:  Evidence of Insurance?	Today's Date:School GroupNoneCafeteriaYesNo	Non-School Group Custodial Administrative Not Applicable			
Signature Telephone ADMINSTRATIVE REVIEW:  Evidence of Insurance? If yes, attach supporting docume	Today's Date:  School Group None Cafeteria Yes No ent. If no, has B.O.E. waived	Non-School Group Custodial Administrative Not Applicable			
Signature Telephone ADMINSTRATIVE REVIEW:  Evidence of Insurance? If yes, attach supporting docume (YesNo) – B.O.E. M	Today's Date:School GroupNoneCafeteriaYesNo ent. If no, has B.O.E. waived leeting Approval Date:	Non-School Group Custodial Administrative Not Applicable the requirement of insurance?			
Signature Telephone  ADMINSTRATIVE REVIEW:  Evidence of Insurance? If yes, attach supporting docume (YesNo) – B.O.E. M CHARGES: Check here if all ch	Today's Date:School GroupNoneCafeteriaYesNo ent. If no, has B.O.E. waived leeting Approval Date: arges have been waived:	Non-School GroupCustodialAdministrativeNot Applicable the requirement of insurance?  If not:			
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