BOARD OF EDUCATION POLICY SHARON SPRINGS CENTRAL SCHOOL

File: 10.1 Adopted: 07/01/88 Reviewed: 07/11/22 Page 1 of 1

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.

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 ASchool 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 End Clean Up Event Begins at and ends at		
Purpose/Type of Activity	Admission Charge? Yes or No		
Any profit making activities Y/N Describe			
CHECK AREA(S) NEEDED:	Place on District CalendarHallway/Atrium		
Auditorium	Boys' Locker Room Library		
Gymnasium(New)	Girls' Locker Room Parking Lot		
Gymnasium (Old)	Cafeteria Music Room		
Soccer Field	Classroom (indicate if specific room)		
Other	,		

building:

The requesting organization and its agent and/or the person signing this form agrees to be responsible for the condition and cleanliness of the premises upon departure. The requesting organization further agrees to notify the Main Office immediately should any damages to the building or other property be sustained during the event. Address : By:

Signature		
	Today's Date:	
Telephone		
ADMINSTRATIVE REVIEW:	School Group	Non-School Group
	None	Custodial
	Cafeteria	Administrative
Evidence of Insurance?	YesNo _	Not Applicable
If yes, attach supporting docum	ent. If no, has B.O.E. waived t	he requirement of insurance?
(YesNo) – B.O.E. M	leeting Approval Date:	
CHARGES: Check here if all ch	arges have been waived:	If not:
Custodial Help: # of personnel:	Total Hours:	Total Salary:
Cafeteria Help: # of personnel:	Total Hours:	Total Salary:
Room Charges:		
Classroom (\$20)	Old Gymnasium (\$30) _	New Gymnasium (\$50)
Cafeteria (\$30)	Kitchen (\$50)	Other (Describe)
Library (\$30)	Auditorium (\$100)	
Total Room Charges:		
Total Charges:		
Approved & Scheduled: Building Principal		Date
Busine	ess Manager	Date

Business Manager

Superintendent of Schools

Date