

The Board of Education of Johnson City has adopted the following regulations governing the use of district facilities for events other than for school purposes.

The interpretation and implementation of these regulations shall be the responsibility of the Superintendent/designee.

1. District facilities, including buildings and grounds, are primarily for use of the students, under the supervision of school personnel. It is the policy of the Board of Education to grant community organizations the privilege of using district facilities when the use of such is not desired by any school group or organization, subject to the approval of the Superintendent/designee, and in accordance with Education Law and with policies approved by the Board of Education.
2. The policies governing the use of district facilities shall be enforced by the Superintendent/designee as to safeguard in every way the property of the school district. This may include the employment of appropriate District staff (ex. custodians, grounds persons, maintenance) whenever a school building is used and when it is deemed necessary.
3. District facilities "shall not be used for meetings, entertainment, and occasions where admission is charged when these 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 or organization other than organizations of veterans of the military, naval or marine service of the United States and organizations of the volunteer firemen." (Ed. Law, Sect. 414-4)
4. Intoxicating beverages or tobacco products shall not be sold, dispensed or consumed on school property.
5. The Board of Education will approve all requests for facility use during regular meetings. Requests received, which are not able to be approved by the Board of Education prior to the beginning date requested, will be reviewed and subject to temporary approval by the Superintendent/designee and communicated with a minimum of two Board members. Such requests will be subsequently submitted to the Board of Education for final approval. Minor changes to an already approved request do not need to be approved by the Board. These changes can be subsequently approved by the Superintendent/designee.

A. Specific Regulations for Use of School Buildings and Facilities

1. Organizations requesting the use of district facilities should submit their requests at least-four weeks and not more than six months before the date of expected use. Any requests may be submitted earlier but will not be considered or processed until six months before the date of expected use. Any requests made during a period of less than four weeks may be refused if suitable custodial arrangements cannot be made. Any requests submitted prior to finalizing the district schedule for the next school year may be rescinded or rescheduled if necessary. The Board of Education designates the right to cancel any assigned date, if it

A. Specific Regulations for Use of School Buildings and Facilities (cont'd.)

- becomes necessary to use the facilities for school or emergency purposes to the Superintendent/designee.
2. A "Request to Use District Facilities" form must be submitted. The signer of the application shall be a responsible representative of the organization.
 3. After the application has been approved and signed by the school officials and representatives of the organization, it becomes a contract with the organization and the organization may not sublet or transfer their rights or privileges to any individual, group or organization.
 4. Decisions regarding use of facilities by any group are at the discretion of the Superintendent/designee. The order of preferred use of district facilities is as follows:
 - (a) J. C. School Teams - District Programs *
 - (b) J. C. Village Recreational Programs and/or Other J. C. Community Youth Programs
 - (c) All Others Applying* (Please note that sports of the season always take preference)
 5. Use of district facilities on weekends and holidays will be contingent upon availability of appropriate staff. Preference will be given to organizations where Johnson City students are involved. Associated facility use fees will be charged to the sponsor of the event according to the Fee Schedule for weekends and holidays.
 6. The community organizations approved to use district facilities shall not operate a concession on the school property without the consent of the Superintendent/designee or the Board of Education. The Board of Education reserves the right for student organizations to operate fundraising activities at the approved event.
 7. When an admission is charged, the community organization shall be responsible for payment of any admission tax or other tax levied by a governmental body.
 8. Smoking will not be permitted in any part of a school building or on any of the property owned or leased by the district. In addition, the Johnson City Central School District Code of Conduct (Policy #5300) must be followed by all community organizations using district facilities. This Code of Conduct defines expectations for acceptable conduct while on school property.
 9. The community organization shall be responsible for setups and tear downs of furniture and equipment owned and used by the organization.
 10. The community organization shall agree in writing to assume all the responsibility for damages and liability of any kind occurring during the use of the facilities, and shall further agree to hold harmless the school district from any expense or costs in connection with the use of the district facilities. The Board of Education may require the organization to furnish proof of insurance.

A. Specific Regulations for Use of School Buildings and Facilities (cont'd.)

11. The Superintendent/designee shall be in charge of the building whenever the premises are in use by others and shall have authority to make decisions on all questions not covered otherwise.
12. The Board of Education reserves the right to request a financial report from community organizations permitted to use district facilities when fees are charged for an activity. Failure to submit such report shall result in refusal of a request for subsequent use.
13. The use of the school facilities for the private profit of an individual or an organization is prohibited except for organizations of volunteer firemen or veterans' organizations as permitted by Education Law 414-4. Nothing in this regulation should be interpreted as forbidding use of the school property to groups or organizations when the total amount of money received is spent for an educational or charitable purpose. Musical and theatrical groups that utilize profit to perpetuate the organization may be granted use of buildings at the discretion of the Superintendent.
14. An accident resulting in injury to any person or damage to any property must be immediately reported to the school official in charge and to the Superintendent/designee. All reports must later be confirmed in writing, giving the time, place, nature of injury, persons present, and remedial steps taken.
15. The Board of Education reserves the right to alter or change any agreement or to cancel it in its entirety at any time.
16. School property may be used as polling places for holding primaries and elections and for registration of voters but no such use shall be permitted unless authorized by the vote of the Board of Education. Authority so granted shall continue until revoked in like manner by the Board.
17. Children or groups of minors shall be adequately chaperoned at all times by member(s) of the requesting organization.
18. Groups or individuals using the school facilities will refrain from using or employing program material which might reflect unfavorably upon any group in the community.
19. Only the requested date, time and areas for use that are approved may be utilized by the organization, unless changes are requested prior to the event. Additional fees may be charged for additional time or space.
20. The Board of Education will attempt to restrict the use of district facilities by any organization where the said use may cause a reaction detrimental to the well-being of the school district.

B. Use of Facilities by Specific Groups

1. Johnson City Community programs and other groups of students under adult sponsorship, when approved by the Board of Education or Superintendent, shall be allowed the use of the buildings and grounds of the school district but shall pay all extra costs to the school district, and compensate for any damage to the property.
2. P.T.O.s, teacher training groups, and school-sponsored educational groups connected with the public schools may use the buildings rent free with custodial service included during normal business hours. Custodial costs incurred after normal business hours will be charged to the organization using the building.
3. Boy Scouts, Girl Scouts, Cub Scouts, Brownies, and similar organizations may have free use of the school buildings for regular meetings. Groups requesting the use of the buildings after normal business hours must arrange with their sponsoring organization to pay additional custodial fees for the extra time.
4. An educational organization using a building during the hours when school is in session, and when no extra custodial service is necessary, may use the building rent free provided such does not interfere with the operation of the school and the purpose is not a fundraising activity.
5. Community organizations may use the buildings rent free for meetings when no admission (donation or fee) is charged, provided in the opinion of the Superintendent/designee, these organizations work for community welfare or betterment. These organizations, using the buildings after school hours, must pay any custodial fees necessary and extra costs to the school district.
6. Community organizations, including P.T.O.s, Boy Scouts, Girl Scouts, government agencies (civil service exams), etc., if approved by the Superintendent/designee, or the Board of Education, may use the district facilities when admission, fees or donations (fund raising) are charged, but may be subject to the scheduled costs and charges as outlined by Board policies.

C. Care and Use of Equipment

1. All damage to property or equipment shall be paid for by the group using the district facilities. Consideration will be given to reasonable wear-and-tear of equipment and subsequent damage. Any equipment lost or damaged shall be replaced with similar kind and quality acceptable to the Superintendent/designee.
2. Equipment or furniture owned by the district shall not be relocated within or outside the district without permission of the Superintendent/designee.

C. Care and Use of Equipment (cont'd.)

3. Organizations using district facilities shall be responsible for maintaining order on district premises.
4. Property owned by outside groups shall not be stored in district facilities without permission of the Superintendent/designee.
5. All apparatus, equipment or devices owned by the school shall be operated by school employees at the expense of the organization. No school apparatus, equipment, etc., shall be loaned to any individual or organization without approval of the Superintendent/designee.
6. Mechanical equipment or structural material shall not be brought into the building, onto the school grounds or connected to electrical service without the permission of the Superintendent/designee.

D. Miscellaneous Matters

1. Upon approval, the sale of food and/or drink requiring additional custodial help may result in additional fees.
2. All decorations used within the buildings shall be compliant with national, state and local fire safety codes and are subject to the approval of school officials. No open flames shall be permitted. No decorations shall be fastened to the walls or ceilings.
3. Decorations in the auditorium, multiple-purpose rooms or foyers shall be limited to floral and flag decorations or those of a freestanding informative display type.
4. All decorations, furnishings and equipment provided by the user shall be installed and removed, together with any debris, by the user under the direction and supervision of the school staff.
5. Parking on district premises shall be subject to the regulations of the Board of Education.

E. Custodial and Supervisory Service

1. The number of custodians required to be on duty at any meeting or event shall be determined by the Superintendent/designee, depending on the use of the buildings and grounds and the number attending.
2. All employees of the school district or school-connected personnel will be paid by the district. Under no condition shall compensation or gratuity be given directly to a custodian or any other school employee by the group using the facilities.

F. Use of Special Areas

1. If special areas are to be used, a school employee shall be employed by the school district to operate district owned equipment in these areas, and be paid by the school district. (The district shall be reimbursed by the organization using the facilities for any incurred costs).
2. The district has a Pool Safety Plan and all organizations must adhere to all regulations therein. Any outside organization requesting use of the pool area shall receive a copy of the district's Pool Safety Plan.

G. Payment of Costs Incurred

1. All payments for the use of the school buildings, school custodial service, and any other charges in connection with such permit shall be made directly to the district. Prepayment may be requested at the discretion of the Board of Education or the Superintendent of Schools.
2. A fee schedule is adopted annually by the Board of Education at the organizational meeting.

Date of Board Adoption: February 10, 2015

Johnson City Central School District, Johnson City, New York