

Community Relations

General Rules for Facilities Use

- The District requires that a member of its staff be on the premises whenever a facility is in use. Additional specialized staff may be required if school equipment is used.
- District authorities must have access to all rooms at all times.
- Use of tobacco, possession or use of intoxicating liquor or illegal drugs and/or fighting will not be allowed on the School District premises or within any facility used.
- Organizations/permit holders must comply with all applicable State and Federal laws, town ordinances, school district regulations, by-laws and policies, and permit conditions.
- No alterations are to be made to any school property or equipment.
- Any damages incurred during use of the facility shall be paid by the user.
- No outside activities will be scheduled after 10:00 p.m. unless special permission is granted by the Superintendent or his/her designee.
- The Superintendent or his/her representative may revoke a Use Permit for violation of the regulations set forth in this document.

Group Contact Person

Each group using school facilities must designate one person who will serve as the contact for communication from and to district staff. The “Group Contact Person” will also assume responsibility for:

- Scheduling of activities
- Communication with group members and the school district
- The conduct of the group members
- The proper use of school property
- The payment of any fees due
- Enforcing district regulations as described in Board of Education Policy #3280.
- Obtaining building closure information via the media
- Being aware of emergency weather conditions which may cancel a program (i.e. heavy rainstorm for outdoor practices, etc.)

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Use of School Equipment

Use permits include use of normal furniture and large equipment that is usually assigned to that particular area of the building. No school property or equipment is to be altered or removed from the premises. The permit holder will be expected to furnish his or her own expendable supplies (e.g. basketballs, ping pong balls, dishes, napkins, paper, etc.).

Safety

All measures necessary to ensure the safety, health and lawful conduct of permit activities, including but not limited to crowd control, measures and fire and police protection, shall be undertaken and financed by the permit holder. Any other permits required from police, fire, health, or other governmental agencies must be obtained and copies presented to the Superintendent of his/her designee prior to the issuance of any Use Permit.

Assumption of Risk

User groups will be required to sign a release form stating that they assume full financial responsibility for any and all damages done to Schalmont School District, and that they indemnify and hold harmless the school district and its officers, agents, trustees and directors against any injury, damage or expense of any kind, to any person or property arising from, related to, or in any way connected with the use of the facilities.

Abuse of Property

In the event of misuse of facilities, misconduct of individuals or groups, or other abuse of the privileges extended, the Group Contact Person shall make a report on the incident to the Superintendent of Schools or his/her designee. The District may take action considered appropriate, including but not limited to, suspension of permit to use facilities, requiring replacement of Group Contact Person, requiring reimbursement for damages or extra expenses incurred and denial of future requests for use of school property.

A cash bond in the amount of \$5,000 shall be required from sponsors who have previously sponsored activities that result in damage or when damage has previously occurred in connection with the type of activity for which a permit is sought. A security deposit may be requested for "Special Events" to be used in the event of any damage to the facility. The security deposit will be returned after the event concludes and all other fees are paid.

Insurance Requirements

A Certificate of Insurance with limits of \$500,000 per occurrence and \$500,000 aggregate for bodily injury and personal injury and \$100,000 for property damage shall be submitted as evidence of insurance coverage at least three days in advance of the event and must designate both the using organization and Schalmont Central School District at Rotterdam as insured. This document must accompany the request form. The absence of such a certificate will preclude use of the facility.

"Special Event" Fees

Certain events require an increase in costs to the district. If there will be a large population attending an event, the event has many activities in different locations, requires a significant amount of equipment, requires a significant amount of set up and clean up, requires custodial staff to work overtime and/or requires a significant amount of district coordination, the user may be assessed at the "Special Event" fee in replacement of the regular charge for using the facilities.

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Cancellations and School Closings

Groups who need to cancel their activity must call the building principal's office 24 hours in advance for weekday activities, and by the Thursday prior for weekend activities. If a group's activity needs to be canceled as a result of a school activity, the group will be notified as soon as possible.

In the event of the cancellation of all after school activities due to inclement weather, all permit activities will be canceled also.

The District may cancel use of fields due to inclement weather or field conditions even if indoor activities are not canceled.

Canceling of after school and evening events will not be automatic when school is closed for the day. A decision regarding after school and evening activities will be made by 2:00 p.m. and announced via local radio and TV stations and the district's telephone message system.

If it appears weather conditions may threaten Saturday and Sunday activities, every attempt will be made to evaluate and communicate with the group contact person by 5:00 p.m. on Friday.

Assignment of User Classes

Permit holders shall be assigned a "Class" designation (see **Appendix B**) by the superintendent or his/her designee. Guidelines to determine Class status are as follows:

GROUP I: All official community groups and organizations directly affiliated with the school: PTO, Friends of Music, Athletic Association, Board of Education, etc.

GROUP II: Public functions or groups sponsored by religious, cultural, non-profit and charitable organizations that have headquarters and principal membership (at least 75%) within the boundaries of the District. These organizations may include adult members. (e.g.: CYO, Basketball, Rotterdam Little League, etc.)

GROUP III: Non-resident status: Groups not primarily located within the Schalmont Central School District.

Assignment of Priority Use of Facilities

Youth activities will be given consideration for earlier, rather than later evening hours.

Event Profit

All admissions received by any organization for activities using school facilities must be dedicated to educational and/or charitable purposes. Admission fees are monies collected at the event to gain entrance to the premises; they are not the same as a fee or dues paid by an individual to belong to or participate with an organization.

Admission fee profits for Group I and II must be dedicated to educational and/or charitable purposes within the geographical limitation of the district (exceptions: volunteer fire companies and veteran's organizations). GROUP III organizations may dedicate their profits to educational and charitable purposes both inside and outside the district. (See **Fee Schedule – Appendix B**)

SCHALMONT CENTRAL SCHOOL DISTRICT
4 Sabre Drive
Schenectady, New York 12306

REQUEST FOR USE OF SCHOOL FACILITIES

I. FACILITY USE REQUEST

The _____(organization) requests the use of the school _____(room/rooms)
at _____(school) for the purpose of _____on _____(day),
_____ (date), from _____ to _____ (time).

Will activity be open to public? _____yes _____no

Admission will/will not be charged: Proceeds to be used for: _____

Name, address, home and business telephone number of person responsible for activity

II. INSURANCE INFORMATION

A Certificate of Insurance with limits of \$500,000 per occurrence and \$500,000 aggregate for bodily injury and personal
injury and \$100,000 for property damage shall be submitted as evidence of insurance coverage at least three days in advance
of the event and must designate both the using organization and SCHALMONT CENTRAL SCHOOL DISTRICT AT
ROTTERDAM as insured. This document must accompany this request form. The absence of such a certificate will
preclude use of the facility.

III. RULES GOVERNING USE OF FACILITIES BY COMMUNITY GROUPS

- a. No smoking is allowed.
b. No drinking of alcoholic beverages or use of drugs is permitted.
c. Activity shall be restricted to that area for which permission is granted.
d. The activity shall not extend beyond the hours approved in the request.
e. All programs shall be planned so they do not interfere with the regular day school schedule.
f. The organization using the facilities shall be responsible for moving its own equipment.
g. The supervisor in charge of the activity shall be present before the activity is due to start and remain with the
group until all have left.
h. In the absence of the building principal or administrative personnel, the custodian is charged with
responsibility of the facilities.
i. School authorities must have free access to all rooms at all times.
j. Where custodial assistance must be hired, a charge will be made and must be paid within 30 days.
k. Room(s) or facility used by applicant will be carefully examined after use. The applicant will make good
promptly, any loss of damage occurring as a result of the use of school property.
l. No school property or equipment is to be altered or removed from the premises.
m. Motorized vehicles shall not be located beyond parking lots or on lawn area. Unauthorized motor vehicles
such as snowmobiles, go-carts, trail bikes, all-terrain vehicles, shall not be permitted on school property.

I agree on behalf of the above indicated organization that all members and guests will observe the above regulations and that we,
individual, and as an organization, will assume full financial responsibility for any and all damages done to Schalmont Central School
District property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify
the above-named school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the
above described facility by our organization and we will further hold said school harmless for loss of any kind in connection herewith.

Signed: _____(Requesting Officer) Date: _____

Approved: _____(School Official) Date: _____

Facility Use Fee Schedule

	Group I	Group II	Group III
	Groups affiliated directly with the Schalmont Central School District (e.g. PTO, Friends of Music, Athletic Association, Board of Education	Groups sponsoring activities with at least 75% Schalmont Central School District community participation.	Non-resident status, groups sponsoring activities with less than 75% Schalmont Central School District community participation.
CLASSROOM			
	No Fee	Custodial Fee	\$50 per hour
ATHLETIC FACILITIES			
<i>Elementary School Main Gym</i>			
Special Use (per day)	No Fee	Custodial Fee	\$50/hr. min. 3 hrs.
Seasonal Athletic Activity	No Fee	\$300 per season	\$400 per season
<i>Middle School Gym/High School Gym #2</i>			
Athletic Contest Single Event	No Fee	Custodial Fee	\$75.00/hr.
Seasonal Athletic Activity	No Fee	\$300 per season	\$450 per season
Non-athletic Activity (per day)	Custodial Fee	Custodial Fee	Custodial Fee
<i>High School Gym #1</i>			
Athletic Contest (single event)	No Fee	Custodial Fee for \$50 per hour	\$100 per hour min. 3 hrs.
Seasonal Athletic Activity	No Fee	\$750 per season	\$1,500 per season
Non-athletic Activity (per day)	Custodial Fee	Custodial Fee	Custodial Fee
HIGH SCHOOL CAFETERIA			
Single Event	No Fee	Custodial Fee	\$115 per hour
MIDDLE SCHOOL CAFETERIA			
Single Event	No Fee	Custodial Fee	\$115 per hour
ATHLETIC FIELDS			
Elementary School	No Fee	No Fee	No Fee
MS/HS	N/A	N/A	N/A
HS Track & Field	No Fee	No Fee	No Fee
FACILITIES			
Outside groups must provide their own equipment when using the track and field facilities, or make arrangements through the Athletic Director's office to use school equipment for an additional charge.			
SPECIAL USE AREAS			
MS LGI	No Fee	Custodial Fee	\$100 per hour
HS Library	No Fee	Custodial Fee	\$50 per hour
HS Auditorium General Mtg. w/o Stage	No Fee	Custodial Fee	\$50 per hour
Event with Stage	Special Rate Per Event	Special Rate Per Event	Special Rate Per Event

Outside Field Usage Fee Schedule

	Group I	Group II	Group III
	Groups affiliated directly with the Schalmont Central School District (e.g. PTO, Friends of Music, Athletic Association, Board of Education	Groups sponsoring activities with at least 75% Schalmont Central School District community participation.	Non-resident status, groups sponsoring activities with less than 75% Schalmont Central School District community participation.
ATHLETIC CONTEST – Single Event			
	No Fee	Custodial Fee	\$50 per hour Min. 3 hours.
SEASONAL ACTIVITY			
	No Fee	\$400 per season	\$500 per season
<p>** The Schalmont Central School District has the right to maintain the integrity of our fields as well as discontinue their community use at their discretion.</p> <p>** Custodial fees will be applied to tournaments.</p>			