

## Policy Information

### Series 1000 - Community Relations

#### Public Activities Involving Staff, Students or School Facilities

#### Public Use of School District Facilities

Policy # 1330

The Board of Education recognizes that the buildings, grounds, facilities and equipment (collectively "facilities") of the Lakeland Central School District are community assets. District facilities exist primarily for the education and recreation of the school children of the District. All uses of the District's facilities shall be governed by and consistent with Section 414 of the New York State Education Law.

The following uses of District facilities are prohibited:

1. for any purpose that will in any way interfere with the use of District facilities and equipment by the District.
2. by any person or profit-making organization for personal or private gain, financial or otherwise.
3. for holding a social, civic or recreational meeting or other use pertaining to the welfare of the community, unless such meeting, entertainment or other use is non-exclusive and open to the general public.
4. for a meeting, entertainment or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or charitable purpose approved by the Superintendent of Schools.
5. for a meeting, entertainment or occasion where admission fees are charged if such meeting, entertainment or occasion is under the exclusive control of, and the proceeds are to be applied towards 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 any organization of veterans or volunteer firemen.

District activities will have first priority and the Board of Education shall have the final decision concerning any use of District facilities.

District facilities may be made available to the community as polling places for holding municipal primaries and elections and for the registration of voters as long as such use does not disrupt or interfere with the primary purpose of the facilities or disturb any educational or school-related activities taking place on the premises.

District facilities may be made available to non-school organizations for the pursuit of social, cultural, educational and recreational activities. Generally, such activities shall serve other needs of children and/or promote the welfare of the District and/or school community. Such uses shall be non-exclusive and open to the general public. In no case shall such use of District facilities disrupt or interfere with the primary purpose of the facilities or disturb any educational or school-related activities taking place on the premises.

Any group that wishes to use District facilities and intends to charge an admission fee or raise funds will be considered only if the net proceeds are to be applied for educational or charitable purposes as required by law.

Any group that wishes to use District facilities and plans to charge a tuition or instructional fee will be considered only if such fee is reasonable in the context of the activity provided.

The Board of Education requires that any performance or activity taking place on or in District facilities be conducted in good taste and be acceptable to the broad age level represented by those in attendance.

The Board of Education will not investigate, assume responsibility for or exercise censorship over the speakers any group invites or the content of any related presentation or performance, and such group is solely responsible for all such speakers and/or presentations. Granting use of District facilities shall not be deemed an endorsement by the Board of Education or the District of the activity or purpose for which the

facilities are used. Reasonable care must be taken by such organization to distinguish the organization from any implication of District sponsorship or endorsement.

The Superintendent of Schools is authorized to approve and schedule the use of District facilities. Approvals for the use of any District facilities will be:

1. issued for specified days and/or hours;
2. restricted to the specified purpose for which issued;
3. confined to those facilities requested by the applicant and approved on the application; and
4. limited to the sole use of the applicant (and may not be assigned or transferred to any third party group or individual).

Any individual or group using District facilities is required to present evidence of current liability insurance, with the Lakeland Central School District, its officers, employees and agents, named as an additional insured, in the amount of at least \$1,000,000. A certificate of insurance must be on file prior to the use of District facilities.

Entities wishing to provide at minimal or no cost to the District or the user, a "third party" activity, speaker or presentation involving the use of any District facilities must obtain the Superintendent's prior approval for the specific activity before:

1. Applying for permission to use District facilities;
2. Entering into any contract where the use of District facilities is contemplated; and/or
3. Advertising or publicizing any such activity, speakers or presentation.

The Board of Education specifically prohibits the use of District facilities by any outside organization or group for the sole purpose of conducting religious services, prayer or religious instruction.

For the safety and security of the students of this School District, the High School track, tennis courts, and Elementary School playgrounds may not be used by the public when school is in session. At other times, when these facilities are being used for School District purposes, the coach or other supervising staff member shall determine when public use of such facilities will impact the safety and welfare of students and the general public. Any reasonable request by school personnel, including but not limited to a request to move from the location of use or to cease using the facilities, shall be complied with. The use of school facilities shall be at the individual's sole risk.

In the allotment of playing fields and other facilities to non-school groups, the Superintendent or designee shall seek to provide equitable distribution of field utilization according to standards established by the Superintendent or designee with due consideration given to:

1. prior service of the organization or association in providing a sports program for filling the needs of community youth (e.g., the Shrub Oak Athletic Club);
2. the fair and equitable distribution of playing fields and facilities, and playing time for the participation of young people in various sports activities;
3. the fair and equitable distribution of playing fields and facilities, and playing time for opportunities for broad participation by community youth;
4. the provision of fair and equitable opportunity for playing time for adult sports organizations of the community;
5. the percentage of participants in organizations or associations and their sports activities who are residents of the School District.

Only those organizations or associations comprised of more than 75% of individuals who are residents of the School District or, if a multi-team league, at least 75% of the individual team's membership is comprised of individuals who are residents, will be permitted to use the District's playing fields and facilities. Where a team's membership is comprised of at least 75% District

Residents, the playing fields and facilities may only be used as the "home field." This provision shall not apply to use of District playing fields by the Towns comprising the School District or the Shrub Oak Athletic Club for their two annual tournaments in August and October.

The Superintendent shall promulgate regulations for the use of any District facility, including but not limited to application form, fee schedule, insurance requirement and rules for use.

Adoption Date: 9/20/2001, Revised: 6/12/2014; 3/27/2003, 3/22/2007, 6/3/2010, 10/21/2010, 05/16/2013  
1000 - Community Relations

## **Public Use of School District Facilities-Use of School facilities Policy and Application** Regulation Info 1330R

### LAKELAND CENTRAL SCHOOL DISTRICT USE OF SCHOOL FACILITIES POLICY AND APPLICATION

(APPLICANT: Retain this policy declaration for your information)

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The use of all District facilities shall be subject to the approval and rules of the Board of education administered by the Business Office.

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1. Organizations wishing to use District facilities shall apply on the prescribed form to the school building where the desired room/facility is located.
2. A team roster or group list of students/residents, which includes address and home school, must be attached to the Application for Authorized Use of School Facilities, in order to be considered for approval.
3. Lakeland students/residents must comprise a minimum of 75% of participants in order to be approved.
4. In the event of inclement weather, the District has the final authority on whether facilities are usable.
5. Intoxicants and illegal substances shall not be brought onto District facilities at any time.
6. All posted rules must be adhered to.
7. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited and those violating this prohibition will be ejected from the property and prohibited from future use.
8. Any damage to District facilities shall be promptly repaired by the District at the user's sole expense. No exceptions will be made.
9. If maintenance personnel are not available, the organization must provide a designated individual to block the entry and leaving from doors. DOORS MAY NOT BE LEFT OPEN. The organization must provide the individual's name to the District prior to the use. In addition, the organization must ensure that all doors are locked and lights are turned off when leaving. Any organization that fails to follow these rules will be ejected from the property and prohibited from future use.
10. Organizations using the facilities must clean up afterwards.
11. Permits may be revoked at any time.
12. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
13. Smoking or other use of tobacco products is not allowed on District property, including in vehicles on District property.
14. Facilities are not available if in conflict with school use. No unauthorized vehicles are allowed on school property. No field or building alterations (lining of fields or gymnasiums, erecting permanent goal posts or structures, etc.) are allowed without prior approval.

15. The District does not discriminate on the basis of race, color, creed, national origin, disability, marital status, veteran status, sexual orientation, sex or any other discriminatory classification in its educational programs, other programs or employment services.
16. All users must provide the following insurance prior to using facilities:

**FAILURE TO DO SO PRIOR TO USE WILL RESULT IN THE  
REVOCAION OF YOUR PERMIT**

A. The user hereby agrees to effectuate the naming of the District as an unrestricted additional insured on the user's policy.

B. The policy naming the District as an additional insured shall:

- Be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer;
- Contain a 30-day notice of cancellation'
- State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers.

C. The user agrees to indemnify the District for any applicable deductibles.

D. Required minimum insurance: Commercial General Liability Insurance – \$1,000,000 per occurrence/\$2,000,000 aggregate

E. User acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The user is to provide the District with a certificate of insurance, evidencing the above requirements have been met. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.

17. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, how to respond to a fire alarm, etc.

18. All provisions of the District Code of Conduct concerning Public Use of School District Property must be complied with at all times.

The Lakeland Central School District prohibits all weapons on school property and premises

This includes all forms of weapons. This must be enforced at all events.