

ICHABOD CRANE CENTRAL SCHOOL DISTRICT

PUBLIC USE OF SCHOOL FACILITIES REGULATION*Procedures for Facilities Use by Outside Organizations*

1. All use of building facilities except gymnasiums and the concession stand will be the responsibility of the Principal of the school in which the space is requested. All requests for use of gymnasiums and the school grounds will be the responsibility of the Athletic Director. The Food service Director is responsible for the approval of the concession stand, and when appropriate, will work directly with the Athletic Coordinator, Supervisor of Buildings and Grounds and/or the Appropriate Building Principal during the approval process. Forms should be returned to the appropriate Building Principal or the Athletic Director. Principals will send copies of approved requests to the Athletic Director, who will be responsible for preparing and updating a calendar of use of the district's facilities.
2. All organizations requesting use of a facility must do so in writing on the appropriate district forms. Forms are available in the main office of all district buildings. Requests must be made at least three weeks in advance for a single date. Seasonal requests must be made at least two months in advance.
3. Before approving building use, the appropriate administrator must determine the availability of the requested space, custodians, and any special equipment that is requested.
4. When making requests, organizations should include time for preparations and for cleaning up after the event. Organizations will be expected to be completely out of the building at the time specified on their approval forms. Failure to leave on time or to clean up thoroughly may result in an additional billing. Such billing may occur even if the extra time occurred during regular custodial hours.
5. Scheduled/rescheduled school-sponsored activities, classes, meetings, etc. will have first priority over all requests by outside organizations.
6. All organizations shall provide appropriate adult supervision for their activity. Failure to provide adult supervision may result in the rescinding of permission to use the district's facilities. This failure may also be taken into account when considering future requests by the same organization.

7. A custodian or administrator must be present in a building during all activities. Assignment of custodians shall be at the sole discretion of the school district. The designation of an employee other than a custodian or an administrator is at the sole discretion of the district and in extenuating circumstances only. The district will determine custodial requirements. The cost of such assignment when it occurs outside regular working hours shall be paid by the group or organization using the facilities at a rate to be determined by the district.
8. When multiple requests for use of the same facility at the same time are received, every attempt will be made to accommodate each of the organizations. The district reserves the right to rescind or amend all approvals. Such action may be taken to honor the request of organizations, which are received subsequent to approval being given to another organization. Organizations for whom approval is to be rescinded or amended will be given two week's notice by the appropriate administrator. This right to rearrange the schedule is reserved in order to provide all outside organizations with a fair opportunity to use district facilities.
9. All decorations must be flameproof and they must be removed after the activity is over.
10. Cancellation of scheduled activities:
 - a. In the event that an activity must be canceled because of a change in school activities, emergency closing or other similar circumstances every effort will be made to notify the organization(s).
 - b. If the canceled activity is a single date request, such as for a speaker, the district will make every effort to accommodate the rescheduling of the event.
 - c. If the canceled activity is one that occurs on a regular basis, that time will not be rescheduled.
11. Damage to district facilities and/or equipment:
 - a. If any district facility or equipment is damaged, the member of the organization who is in charge must notify the school district employee on duty.
 - b. Organizations will be responsible for paying for all repairs and/or replacement costs incurred as a result of damage caused by misuse or abuse of school equipment or facilities.
12. Any organization that fails to comply with any of these rules may:
 - a. have some or all current or future activity approvals revoked;
 - b. be banned from using district facilities for a period of time to be determined by the Superintendent.
13. When appropriate, organizations may be informed of the annual cleaning schedule. This schedule will identify specific times throughout the year when specific buildings will not be available in order to facilitate cleaning and preventative maintenance.

Specific Regulations: Concession Stand

Pursuant to Board Policy #1500, groups interested in operating the concession stand should notify the Superintendent of Schools in writing by June 1. The Board of Education will determine annually the designated group to operate the concession stand, under the direction of the food service director. The appointed group is responsible for following the district expectations as articulated by the Food Service Director.

Specific Regulations: District Athletic Facilities

The district will make the certain athletic facilities available for use by the public as stipulated below:

Varsity Soccer Field (interior of track), Track, Varsity Softball Field, Varsity Baseball Field, Varsity Soccer Field: May 1-Monday after Columbus Day Holiday (subject to change based upon weather conditions, or inability to prepare the fields due to weather conditions)

Certain pieces of equipment will be made available to users. Requests for any items not listed below our out of the “regular” season may be requested. The Superintendent of Schools will determine if the request will be approved.

VARSIY BASEBALL FIELD

ITEM	PROVIDED	AVAILABLE UPON REQUEST	SPECIAL CIRCUMSTANCES
BASES	X		
BATTING CAGES	X		
SCREENS	X		
SCOREBOARD CONTROLLER			X

VARSIY SOFTBALL FIELD

ITEM	PROVIDED	AVAILABLE UPON REQUEST	SPECIAL CIRCUMSTANCES
BASES	X		
BATTING CAGES	X		
SCREENS	X		
SCOREBOARD CONTROLLER			X

TRACK

ITEM	PROVIDED	AVAILABLE UPON REQUEST	SPECIAL CIRCUMSTANCES
POLE VAULT			X
STEEPLECHSE			X
HIGH JUMP		X-During Season	X-Outside Season
SCOREBOARD CONTROLLER			X
LAP COUNTER		X	
LIGHTING		Fee Schedule	

Challenge Course: Available by appointment only. April 1-June 20 & September 1-October 15 (June 21-August 30 depending on staff availability). A member of the district's physical education staff must supervise all use, which is available for a fee (subject to change based upon weather conditions or inability to prepare the fields due to weather conditions)

Other District facilities:

JV Soccer, August 15-November 1*

JV Softball, May 1-August 15*

Modified Fields at MS, Year round availability (field conditions permitting)

Fields at Primary School, Martin H. Glynn School and Martin Van Buren School, Year round availability (field conditions permitting)

Shot-Disk, Special Circumstances Only

Tennis Courts

April 1 – October 30

***Field usage in the off seasons may be approved depending on the availability and condition of the venues, which will be determined on a case by case basis.**

Specific Regulations: Auditorium

<u>Restriction</u>	<u>Rationale</u>	<u>Restriction*</u>
Control Booth	to avoid highly sophisticated and expensive equipment from being damaged	yes*
Rigging	misuse could be a safety hazard	yes*
Nothing affixed to walls, curtains, scrims	to avoid potential damage	yes*
Use of other equipment not specified in the basic equipment list	Items like risers and piano are stored in the area. The piano would need to be tuned, the risers need proper setup.	yes*

**removed if district trained or district approved person is supervising*

The building principal who is responsible for the approval or approval of the facilities' use will also have responsibility for evaluating requests for affixing items to the walls, curtains or scrims and/or for use of other equipment not listed as basic.

The building principal is responsible for approving a non-district-trained person to use district-owned equipment.

Basic equipment that would be available as a part of the auditorium use approval.

- The onstage (everyday) system for basic lighting and sound. Several possible lighting settings are available along with 6 general-purpose microphones with stands, and cables. A podium, CD/tape player, LCD projector, and screen will also be made available.

Note: Although not required, a group might wish to hire a trained district person to be present.

Use of School Facilities by School Personnel

Any use of school facilities for school-related activities will be scheduled through the Building Principal in consultation with the Director of Facilities.

No students are allowed in a school building unless a teacher is on duty. Scheduling in advance will ensure that the space requested is available and not given to outside groups.

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