

Owego Apalachin Facility Use Rules and Regulations

While the district's school buildings and grounds are maintained primarily for the purpose of educating students within the district, the Board of Education recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities. This policy is intended to identify the uses that community groups may make of those facilities.

1. All requests to use facilities must be submitted at least two weeks prior to the desired usage dates to the to the office identified on the attached Request for Building Use Form.
2. An organization will be required, as a condition of the use of facilities, to defend the district and hold it harmless against any liability or loss arising out of the organizations use of the facilities. To meet this requirement, the organization must provide the district with evidence of insurance coverage in the form of a **Certificate of Insurance**. This certificate will list the district as an **Additional Insured** in the amount of \$1,000,000 for each occurrence and \$2,000,000 general aggregate. **Proof of this coverage must be submitted one week prior to the usage date.**
3. At least 50% of the groups participants must be Owego Apalachin CSD residents or students. The requestor should be prepared to submit a roster of individuals who will participate in the scheduled activity.
4. The activity shall not begin or extend beyond the hours approved in the request.
5. The activity shall be restricted to the area for which permission is granted.
6. No program shall interfere with the school day or an already scheduled school event.
7. School events take precedence over all outside groups. In the event it becomes necessary for a District function to be scheduled at a time and place previously assigned to an applicant, the District function shall take precedence. In no event shall the District be liable for any losses or damages incurred by such a change.
8. The use of tobacco and alcoholic beverages are prohibited on school grounds.
9. Any group using school facilities are prohibited from using school equipment or supplies unless prior approval is granted by the district. In addition, they are expressly responsible for removing their own equipment when leaving the facilities.

10. The applicant is responsible for all damages caused by the group they represent. In addition, the applicant is required to supervise their group for the duration of the activity.

12. The following uses are specifically prohibited.
 1. Meetings sponsored by political organizations.
 2. Meetings, entertainments and occasions that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, association or organization or a religious sect or denomination or of a fraternal, secret or exclusive society or organization, other than veterans' organizations or volunteer fire fighters or volunteer ambulance workers.

11. If custodial coverage is deemed necessary by the district, any usage scheduled outside of the duty day of the district custodial staff will be billed according to the fee schedule. **Auditorium usage requires custodial services regardless of time. This will occur at the conclusion of the usage.**

Fee Schedule

- a. Athletic Fields other than OFA Stadium without special mowing or striping: No charge
- b. Athletic Fields other than OFA Stadium with services: \$35 per hour prep time.
- c. OFA Stadium: \$250 per hour
- d. Classrooms: \$35 per hour
- e. Gymnasiums: \$35 per hour
- f. Playgrounds: No charge
- g. Auditoriums: OAMS \$75 per hour
- h. Auditorium: AES \$50 per hour
- i. Auditorium: OES Not for public use
- j. Pavilion: AES: No charge. Group agrees to remove any trash they generate.

Signature

Date

I have read and understand the above rules and regulations for facility usage in the OACSD. By signing above, I agree the requested building use shall be conducted as required by the Rule and Regulation above and Board of Education Policy 1500.

Updated 6/7/18

REQUEST FOR BUILDING USE

GROUP/ORGANIZATION: _____

BUILDING:

_____ OFA _____ OAMS _____ OES _____ AES

ROOM:

_____ Auditorium	_____ Gymnasium	_____ Other
_____ Cafeteria	_____ Kitchen	_____ Pavilion
_____ Classroom	_____ Fields	

FIELD REQUESTS:

_____ Field requested _____

EQUIPMENT:

_____ Chairs	_____ Microphone	_____ Other
_____ Projector	_____ Screen	_____
_____ Tables	_____ Television	_____

DATE: _____ HOURS: _____

NUMBER OF PARTICIPANTS: _____ Percentage of OACSD residents: _____

UTILITIES NEEDED:

_____ Outdoor Lights _____ AC _____ Heat _____ Other

PURPOSE OF USE:

Applicant Name: _____

Address: _____ Phone: _____

Office Use Only

_____ Athletics Office received	_____ Certificate of Insurance attached
_____ Custodian required	_____ Hours billed or flat fee _____
_____ Maintenance received	_____ Business office received if billing req.