

USE OF PUBLIC SCHOOL FACILITIES

Within the limits as set forth in section 414 of the New York State Education Law, the Board of Education of the Lindenhurst Public Schools will provide for the use of school facilities by organizations and groups serving the community.

1. Activities that are a part of the educational program of the school district will take precedence over all applications for the use of school facilities. However, every effort will be made to schedule these activities during the time school employees are on regularly assigned duties and no charges will be assessed such organizations.
2. Regular day school activities will be given first priority in the assignment of all public school space. Thereafter, priority for early use of gyms (6:00 p.m.) is to be given to Lindenhurst community youth organizations. All adult groups, including Adult Education classes, shall not be assigned the use of school gymnasiums before 8:00 p.m. Consistent with the above parameters, space will be assigned according to the order in which applications are received. In the event that any conflict should arise with regard to such scheduling, the Board of Education, or its designee, has final authority to make such scheduling determinations.

RULES AND REGULATIONS

1. The Superintendent of Schools or his designee shall have the authority to make assignments for the use of school facilities to organizations and groups serving the community within the Lindenhurst School District so as to accommodate worthwhile community activities with the provision that balanced use is made of special facilities.
2. Any activity carried on in school facilities shall be according to New York State Law and the dignity and moral standards associated with public schools.

No meeting or activity shall be held in a school building for the purposes of:

- a. Advancing any doctrine or theory subversive to the State of New York or the United States of America.
- b. Advocating social or political violence, or which is of a nature likely to incite such violence.

- c. Playing “Bingo” or other similar gambling games.

Notwithstanding the foregoing, Bingo, Wingo and other similar games may be permitted under the following conditions:

- (1) The event is sponsored by the PTA or other school based groups and the proceeds are used solely for the benefit of the children of the District.

- (2) The organization obtains the necessary permits from the Town of Babylon and/or the Village of Lindenhurst; and

- (3) The organization obtains the prior written approval of the Superintendent of Schools.

- d. Using the facility when such use may appear to be of doubtful value in serving the best interest of the schools and/or community.

- 3. The organizations or groups using school facilities will:

- a. Provide adequate adult supervision

- b. Abide by all school regulations

- c. Defray any cost incurred by the school district due to the use of school facilities within limits of the regulations as stipulated by they Board of Education. All such costs must be paid within 30 calendar days from the date of billing. The person who signs the application is directly responsible for payment.

- d. Community groups will submit a Certificate of Insurance for liability for special events upon request.

- e. No smoking is permitted on school grounds. No alcoholic beverages are to be brought or consumed in school buildings or grounds.

- 4. All groups using school facilities must strictly adhere to all fire and safety regulations adopted by the Board and local authority. The use of any device, such as a smoke machine, which could set off the smoke alarms, is strictly prohibited. Ticket sales may not exceed the maximum occupancy of the facility. Assigned seating for the Performing Arts Center shall be mandatory. The sale of “General Admission” tickets is prohibited.

Decorations, exhibits, displays and similar materials installed by the applicant must comply with all fire and safety regulations. Such materials must be completely removed and the facility made ready for school use by the applicant before the expiration hour indicated on the authorization.

5. In order to facilitate compliance with the regulations of the Health Department, cafeteria facilities may be used only under the supervision of appropriate cafeteria personnel. Preparation of coffee/tea by non-cafeteria personnel is permissible.
6. In addition to this policy, all groups using school facilities must also comply with the following Board of Education policies pertinent to use of the public school facilities.
7. The organization or group using the school facilities will be financially liable for any damage that may be inflicted on said school facilities by any and all of its individuals, members or spectators.
8. School personnel will be assigned, where appropriate, while the school facility is being used for the purpose of insuring the care, protection and maintenance of the school facility.
9. Any group or organization sponsoring an activity which results in the assignment of a school district employee to extra duty will pay a fee to cover the cost incurred by the school district for said staff assignment. The fee will include the cost for such time as may be necessary to prepare the facility before and after use. The estimated fee will be stated on the approved application (see 3C).
10. All uses of school facilities must be open to the general public.
11. Groups or organizations whose membership majority resides outside the Lindenhurst School District must receive special authorization by the Board of Education for the use of school facilities and must abide by any special conditions set forth by the Board of Education.
12. The Board of Education reserves the right to change these regulations in any manner it may deem necessary.

PROCEDURES

1. Normally, applications will be received at least one month prior to the requested date of use and will be considered only when the official school form is properly completed and submitted to the Community Service Office.
2. School groups or organizations must complete and submit an application only when the facility is used before or after school hours or when school is not in session. Furthermore, once the Adult Education program is approved by the Board of Education an application need not be submitted.
3. When an application is approved, an authorization stating the facility, the school building, hours, date(s), and fee, if applicable, will be issued to the applicant.
4. Cancellations should be made by a using organization at least twenty-four (24) hours in advance. If cost are incurred by the school system due to a cancellation the actual cost involved will be billed to the organization. In the event of cancellation by the school system, notice of such cancellation will be given as far in advance as possible. The Board of Education reserves the right to make such cancellations in cases of emergency at any time without liability to the Lindenhurst School District.
5. The adult signing the application will be responsible for the supervision and conduct of the group and spectators using the school facilities. The group or organization must provide adult supervision at a reasonable ratio of sponsors or advisers to participants, as determined by the Administration.

REGULATIONS FOR USE OF FIELDS

1. A team applying for a district field must submit a team roster with the District application. Seventy-five percent of the roster members must be residents of Lindenhurst and provide proof of residency.
2. A Certificate of Insurance specifying liability coverage of at least \$1,000,000.00 and proof of residence must be submitted, if requested, to the Community Service Office before a permit can be issued.

3. There is to be no alteration or modification of a field not intended for its original purpose. A field is awarded for a designated use.
4. School Athletic Teams have priority over outside teams/clubs for field use. However, because of inclement weather changes in the interscholastic game schedule, an outside team will have to alter their practice/playing schedule because of school usage.
5. There are situations whereas interscholastic contest continue beyond the normal playing time because of extra innings, overtimes, and unforeseen late starts. Consequently, an outside team will be delayed from commencing their activity on their assigned time.
6. Permits are to be available at all times for verification by school security or supervisory personnel.
7. The organization or group using the school grounds or facilities will be financially liable for any damage that may be inflicted on said school grounds or facilities by and all of its individuals, members or spectators.
8. School personnel will be assigned, where appropriate, while the school facility is being used for the purpose of insuring the care, protection and maintenance of the school facility.
9. Any group or organization sponsoring an activity which results in the assignment of a school district employee to extra duty will pay a fee to cover the cost incurred by the school district for said staff assignment. The fee will include the cost for such time as may be necessary to prepare the facility before and after use. The estimated fee will be stated on the approved application.
10. The organization or groups using school grounds or facilities will abide by the regulations at each facility. No alcoholic beverages are to be brought or consumed on school grounds or in buildings.
11. The individual signing the application will be responsible for the supervision and conduct of the group and spectators while using the school facilities. The group or organization must provide adult supervision at a reasonable ratio of sponsors or advisers to participants, as determined by the Administration.

12. No vehicles will be permitted on any district athletic field.
13. The Board of Education reserves the right to change these regulations in any manner it may deem necessary.
14. Any violation of the above rules and regulations may result in the termination of permit privileges.

Adoption date: February 4, 2009