

LANCASTER CENTRAL SCHOOL DISTRICT
177 Central Avenue
Lancaster, NY 14086

USE OF PROPERTY AND/OR FACILITIES BY OUTSIDE GROUPS

Use of Lancaster Central School District property and/or facilities, including buildings, grounds or equipment, shall be granted in accordance with Federal and New York State Law and this Policy.

District property and/or facilities are used primarily for daytime instruction. In addition, they may be utilized to meet some of the needs of the community as meeting places and recreation centers at times when school is not in sessions. That notwithstanding, no individual, association or organization is entitled as a matter of right to use District property and/or facilities without the express permission of the Board of Education or its designee. The District has absolute discretion in granting or refusing use of its property and/or facilities and prescribing terms for their use.

Types of organizations and priority for scheduling use of district property and/or facilities:

- A. School organizations (student, employee, or parent)
- B. Co-sponsored organizations (Community Education; Lancaster Town Recreation Department; Depew Recreation Department; YMCA)
- C. Resident groups or clubs from within the District, which are not co-sponsored groups
- D. Non-resident or “for profit groups or organizations”, to the extent permitted by law.

GENERAL CONDITIONS

Organizations utilizing school facilities must have open membership and must not be secret or fraternal societies. Political meetings may not be held in public school facilities without prior approval by vote of the eligible voters of the District.

The request for use of District property and/or facilities shall be made in writing on forms provided by the District, by the official adult representative of a regularly organized group. This representative shall be responsible to the District on behalf of the organization while it is using such District property and/or facilities.

All organizations using the District’s property and/or facilities must furnish proper supervision at all times to ensure good conduct of participants, safety of the parties and the proper care and maintenance of District property and/or facilities.

The District may require personnel to supervise specific activities and the proper use of equipment. If required, a charge for the personnel will be assessed to the organization.

The use of alcoholic beverages and drugs is prohibited on District premises.

Use of tobacco, smoking, and/or vaping are prohibited on school grounds and are not permitted in any facility or on any grounds owned by the district. Such use is in violation of District policy, NYS Public Health law and the Federal Pro-Children Act of 1994.

All safety and fire prevention measures and laws are to be observed at all times. No person may possess any firearm or weapon on school grounds or in any District building.

All groups using the District’s property and/or facilities will be held responsible for the full cost of repair or replacement of items damaged, lost or destroyed. The District reserves the exclusive right to determine whether an item will be repaired or replaced. Restitution for vandalism may be sought to the extent permitted by law.

Parking is limited to designated areas. All vehicles, with the exception of emergency type vehicles during an actual emergency shall be restricted to the parking areas and the interconnecting paved roads servicing them.

Loitering in or around the District’s buildings and premises without express authorization, may be charged with “loitering” or “criminal trespass” pursuant to the New York State Penal Law, including the possible imposition of a fine or imprisonment or both.

School equipment may be loaned to community groups or employees, on premises, at the discretion of the Superintendent of Schools, his/her designee, or the Building Principal.

The Board of Education reserves the right to alter or change any or all provisions of the Policy or to cancel it in its entirety at any time, provided that notice of such action be given in writing to organizations which have already applied or received approval for use of District property and/or facilities. Failure to comply with the requirements set forth in this Policy shall automatically result in the revocation of the organization’s permission to use District property and/or facilities for a period of one year.

APPLICATION AND APPROVAL

1. Organizations or individuals in the community may request permission to use District property and/or facilities by completing a “School Facility Use Application and Agreement” form and submitting the form to the athletic office. School District property and/or facilities may be used where there is no conflict with any District program and the requested property and/or facilities have not previously been reserved by another group. If cafeteria and/or kitchen is requested and use of kitchen equipment is necessary and/or if food will be served, the “School Kitchen Use and Catered Events” application should be completed instead of the School Facility Use Application.
2. All organizations, other than school organizations and co-sponsored groups, desiring to use District property and/or facilities must make a proper application in writing. Request forms are to be submitted to the athletic office or the Director of Facilities, as the case may be, who, after determining if the property and/or facilities are available and calculate fees will forward the request form onto the Building Principal for their approval.
3. The Assistant Superintendent is responsible for approving or disapproving requests for use of District property and/or facilities. In those cases, where an organization charges admission, the Board must give approval to use the property and/or facilities. Admission fees may be charged only where permitted by applicable law and the proceeds of which are to be used for educational or charitable purposes within the District. Education Law – Title 1, School Buildings and Sites – Article 9 states “For meetings, entertainments and occasions where admission fees are charged with the proceeds thereof are to be expended for an educational or charitable purpose, but such use shall not be permitted if such meetings, entertainments and occasions are under the exclusive control, and the said proceeds are to be applied for 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 organizations of veterans of the military, naval and marine service of the United States and organizations of volunteer firefighters or volunteer ambulance workers.”
4. When areas of a District building are requested for athletic practices and/or events on Saturdays or vacation days, by outside organizations, a custodian will be provided by the Director of Facilities to examine the state of such areas after the practices have concluded.

ASSESSMENT OF FEES

The following format shall be followed when assessing fees for approval use of District property and/or facilities:

1. Any organization which has been granted co-sponsored status as set forth herein is permitted use of property and/or facilities (when properly scheduled and supervised) without fees when the property and/or facilities are normally open and the District has an operating budget which includes funds approved for such activities. When the District is operating on a contingency budget, all costs to the District resulting from use of District property and/or facilities must be paid by the organization as assessed by the District.
2. When organizations have planned functions which require additional custodial, other school employee or food service helper, the cost of such services will be paid by the organization sponsoring the function. Rates charged shall reflect the existing employees’ wages and Federal and State labor regulations as well as cost incurred for supplies, utilities and materials.

Any organization which has not been granted co-sponsored status by the Board of Education is permitted to use District property and/or facilities under the guidelines listed on the Fee Schedule on the request form and upon payment of fees determined by that schedule.

Separate leases for long-term occupancy may be entered into between specific groups or organizations and the District. All such leases are subject to Board of Education approval.

NOTE: Charges for use of property and/or facilities by District organizations may be waived or modified by the Board of Education at its discretion.

INSURANCE REQUIREMENTS

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- 1) A **Certificate of Insurance** must be provided with the Lancaster Central School District, 177 Central Avenue, Lancaster, NY 14086 as the certificate holder when you submit this signed application. The description of operations box must include the group name and activity.
- 2) **Additional Insured:** Coverage in the sponsoring group's Commercial General Liability and Umbrella/Excess Liability (if applicable) policies or coverage sections shall be written or endorsed so as to apply to the following **additional insured on a primary and non-contributory basis: "Lancaster Central School District and its employees, volunteers and committee members, student teachers, auxiliary instructors and members of the Board of Education."** The Certificate must reference the policy form(s) being used to achieve this additional insured status on a primary and noncontributory basis.
- 3) **Certificate of Insurance** must have the required insurance coverage shown below with carriers with an A.M. Best rating of A- or higher and licensed as "admitted" carriers by NYS Insurance Department. Limits applicable shall be the greater of those indicated below or the amounts carried by the organization requesting use of District facilities:
 - i. Occurrence based **Commercial General Liability** coverage to include bodily injury, personal injury and property damage liability.

General Aggregate	\$2,000,000
Products & Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (any one fire)	\$ 50,000
Medical Expense (any one person)	\$ 5,000
 - ii. *If higher risk activities* are involved (i.e. **athletic activities**) not for kitchen use, then **Umbrella or Excess Liability** coverage is required:

Per Occurrence	\$1,000,000
Aggregate	\$1,000,000
- 4) The School District reserves the right to modify the requirements herein, including limits, based on circumstances involved, including but not limited to the nature of the risk involved, prior experience, insurer, or coverage.
- 5) **Unmanned aircraft:** *If* the activities of applicant's organization involve use of unmanned aircraft (aka drones) while on District property, proof of applicable liability insurance coverage must be provided to the District for approval.

***NOTE: The School District reserves the right to waive or modify this requirement under such circumstances as it may deem appropriate.**

FACILITIES AVAILABLE

Pool(s)

1. An adult instructor with the appropriate valid American Red Cross Certification, including CPR, must be present and physically in the pool area when the pool is in use.
2. In addition to the instructor, there shall be a lifeguard with the appropriate American Red Cross Certification, including CPR, for every additional 25 individuals using the pool. At no time shall the pool be utilized by more than 75 people.
3. The instructor and lifeguard shall be suitably dressed to enter the water when necessary. No individual, under any circumstances, will be allowed in the pool until the instructor or lifeguard is on duty.
4. Everyone using the pool shall have a shower and wash with soap prior to entering the pool. Towels and soap must be provided by individual users or the organization that is using the facility. In addition, all girls and boys with long hair shall wear plain rubber bathing caps. Long hair is defined as touching the collar.
5. Individuals with evidence of skin infection, eye infection, foot infection, respiratory disease, open cuts or sores, must be excluded from entering the pool area.
6. The locker rooms must be supervised at all times when in use. The doors leading from the locker rooms to the pool may be opened only when the instructor or lifeguard is present in the pool area. Those doors shall be locked at the conclusion of the activity, and the instructor must determine that there is no one (including spectators) left in the pool area before he or she leaves.
7. When the diving boards are in use, a rope must be put across the pool and no individuals, other than those utilizing the boards, may be in that area.
8. Rough or boisterous play, running, or playing tag in or around the pool area shall NOT be tolerated.
9. The use of balls in the pool area, for any reason, must be included on the School Facility Use Application.
10. Spectators are only allowed in the bleachers and/or other areas specifically set aside for them.
11. The person in charge is not only responsible for those individuals who are actively engaged in aquatic activities, but is also responsible for the spectators at all times.
12. Whenever possible, a 15 minute "flex" will be used at the beginning and end of an activity to allow changing of clothes in the locker rooms and putting up/or tacking down of equipment before the next scheduled group is allowed in the locker rooms, pool, gym or field house.

PHYSICAL EDUCATION FACILITIES

1. Outside groups are encouraged to provide their own equipment, such as balls, racquets, etc. If it is impossible for the requesting group to provide their own equipment, equipment may be provided by the schools, if available. The quantity of equipment to be utilized must be requested on the School Facility Use Application. At no time will additional supplies be available nor can a different type of equipment be utilized unless requested on this form. In addition, outside groups are reminded that they are totally responsible for returning said equipment in the condition in which it was received.
2. The locker room(s) shall be supervised during all times of use. The showers are available, but towels and soap must be provided by individual users or the organizations that is using the facility. The individual users or organization may provide locks for the lockers, if available, but they must be removed at the end of the time period. If locks are left on the lockers, they will be removed by the District and the privilege of using lockers will be revoked.
3. **NO FOOD OR DRINKS ARE ALLOWED** in the gymnasium, field house, fitness center, pool, or locker rooms **AT ANY TIME!**
4. All individuals actively utilizing the gymnasium or field house floor must be in tennis shoes or sneakers. All other footwear is prohibited at all times on the gymnasium floor. This, however, does not preclude spectators from wearing normal footwear when prior administrative approval has been given.
5. **ONLY** whiffle balls may be used for batting practice. Hardballs, softballs and tennis balls are all strictly prohibited inside any building.
6. Outside groups shall not enter the physical education offices.
7. Outside groups shall not enter the equipment or storage areas of the physical education facilities. District personnel shall provide, if available, the equipment request of the "School Facility Use Application and Agreement".
8. Outside groups, including visiting interscholastic sports teams using the field house shall enter and exit thru the vestibule door located at the north east corner (back parking lot off Stendahl Drive).
9. Any food or drink must be consumed either outside the field house or in the hallway adjacent to the physical education offices.
10. **NO CLEATS** may be worn in the field house. Any heavy items used in the field house (e.g. shotput, baseball/softballs, weights....) must be supported by mats being placed underneath the activity between the floor and where the heavy item will land.