

PUBLIC USE OF SCHOOL FACILITIES

It shall be the policy of the Spencer-Van Etten Board of Education to encourage the greatest possible use of school facilities for community-wide activities whenever said facilities are not in use for school purpose. Consistent with this policy, the Board of Education extends to the youth and adults of the school district every opportunity for continuous growth by encouraging educational, recreational, civic, and social activities within the community by providing, within the regulations of the New York State Education Department and the laws of the State of New York, for the use of school district facilities and properties.

Groups wishing to use the school facilities must secure written permission from the Superintendent of Schools and abide by the rules and regulations established for such use. Student requests for the use of school facilities must be for activities related to the curriculum.

The Superintendent, at his/her discretion, may consult with the Board in the matter of unusual requests that may be made.

The Superintendent shall be designated as the responsible administrator for the implementation of this policy.

Applications for the use of facilities and/or grounds may be secured in the office of the Building Principal of the requested facility.

Applications for the use of a district facility and/or property which involves the employment of district personnel or which charges admission fees must be submitted at least two weeks prior to the anticipated use date. All other usage must be requested with suitable time for processing the application and notifying the appropriate district personnel.

The Superintendent, after discussion with the Principal, will determine and advise the applicant, no more than ten working days after the receipt of the application, whether the request for use of district facilities and/or grounds has been approved or denied.

Any applicant denied access to the use of district facilities and/or grounds by the Superintendent may appeal such denial to the Board. Board decisions are final.

Payments, if required, will be paid by the organization to the office of the Superintendent within 30 days after the event.

Unless required by law no fees will be assessed to any organization permitted to use the facilities and/or grounds when and if school personnel are on duty during their normal working hours and no special facility is needed.

The following organizations shall be permitted free use of the buildings and grounds, provided there are no additional salary or material cost to the school District:

1. Parent-Teacher Association;
2. Veterans of the armed services;
3. Volunteer firefighters and auxiliaries;
4. Youth Organizations
5. Other organizations, non-restrictive in nature, that work for the betterment of the total community;
6. The Spencer-Van Etten Teachers Association, pursuant to contract; and
7. The Civil Service Employees Association, pursuant to contract.

NOTE: If none of our staff are on regular duty: All outside organizations will be charged a fee established by the Board of Education. Such fee shall be set by the Board at its annual reorganization meeting.

*Note: The Education Law prohibits school districts from gifting any organization, person, etc.

Ref: NYS Constitution Article IV
Education Law §414

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