Pine Bush Central School District

FACILITY USE PROCEDURES & APPLICATION FORM

The following steps highlight the facility use request procedure.

- Fill out the Facility Use Application Form and return it to the school's main office.
- The principal, after signing the form, will forward the request to the Operations and Maintenance Office, where your insurance coverage and enclosed fee will be verified.
- The Operations and Maintenance Office will then check the building's facility use schedule. If the time, date, and space requested are available, your use will be scheduled.
- Should there be a schedule conflict, alternate choices will be given.
- When the permit is issued, the form will be mailed to the contact person named on the application form. The event will then be entered on the building calendar.

When using a Pine Bush Central School District facility, remember:

***** You must bring the permit attached to the signed, approved facility use form to the event.

- Children must remain in the school lobby until the responsible adult is present.
- You must begin and end your activity on time.
- You must remain in your reserved space.
- You are responsible for the conduct of the participants and must clean up and remove trash from the premises.
- You must abide by the school district's *No Smoking* and *Drug Free School Zone* restrictions, which apply to both inside and outside areas and facilities.
- You must not block emergency access to fields and buildings.
- You must supervise all attendees.
- The applicant is not allowed to sublet space.
- The organization will accept all liability for all people attending their event.

USE OF ATHLETIC FIELDS, POOLS, GYMS AND CAFETERIA is divided into four, three-month blocks:

Block #1 runs from July 1 to September 30
Block #2 runs from October 1 to December 31
Block #3 runs from January 1 to March 31
Block #4 runs from April 1 to June 30

All requests must be submitted prior to the 10th day of the month preceding the three-month block being requested. For example, a person requesting facility use for the July 1 to September 30 block must submit the request prior to June 10.
All requests will be given equal consideration for time. Each group that applies will first be given one approved date. Requests for multiple dates and locations will be approved as space permits and will be conducted in the same manner (all groups receive approval for a second date, then all groups receive approval for a third date, and so on). Any spaces available after scheduling is completed, will be filled on a first come, first served basis. Heavy user groups will meet with the Director of Operations and Maintenance and the Athletic Director on a quarterly basis to avoid conflicts.

DECISION MAKING PROCESS FOR CONFLICTING REQUESTS

Should there be a conflict between groups requesting space, and should those groups be unable to resolve their conflict, the procedure listed below will be followed:
The Director of Operations and Maintenance will review current and past use of facilities by the groups in conflict and consider the following:

- School district affiliated groups receive preference.
- Number of hours a facility was used by each group during the current quarter.
- Number of participants in each group.
- Whether either of the groups is a year round user or a partial year user.
- The school building principal will be consulted to determine the past performance of the groups with regard to the conduct and neatness of the participants as well as their respectful treatment of the facility.

Conduct Clause - As part of the facilities use permit, you are hereby notified that each group is responsible for the actions of those participating in and observing the group while on school property. Your group is defined as your immediate club, team, or organization, as well as anyone that your activities attract such as fans, parents, etc. It is the group's responsibility to inform all participants of the rules and regulations of Policy 3280 as stated in the Pine Bush Central School District Administrative Manual. All participants, coaches, and or audience members must adhere to a code of conduct that is appropriate and acceptable to the school district. The simple standard should be to ask if the behavior would be acceptable in your child's classroom. If you witness behavior that does not meet this simple criterion, you are responsible to intervene and eliminate the behavior at once. Failure to comply by these procedures will result in the revocation of your permit and for an individual directive to stay off of school premises.

SCHEDULE # _____
Office Use Only

PINE BUSH SCHOOLS USE OF FACILITIES - 744-2031 ext. 3052
SUBMIT COMPLETED FORM TO O & M OFFICE PLEASE ALLOW 2 WEEKS TO PROCESS BEFORE DESIRED DATE

Organization making request: _____ Bldg requested: _____

Dates Requested: _____Day of Week_____ Time requested from _____to _____
Space Requested: _____ Reason for Use: _____

Certificate of Insurance attached: Yes_____ No _____ Already on File _____
Do you have a 501C3 status? Yes _____ No _____ If yes, is copy attached _____
For Pool Use: Lifeguard Certification attached: Yes _____ No _____
If request is for Pool Use, certify that you have read the *District's Pool Safety Policy* initial here _____

Applicable Fees: Must accompany this form

Fiscal Year Processing Fee: $50.00 Yes _____ No _____ Check # _____

Fees for 501C3 Applicant (plus custodial fees):
$4.14 per hour for classroom use
$15.53 per hour for Gyms/Aud/Café/Pools/Fields

Fees for All Others (plus custodial):
$5.18 per hour for classroom use
$20.71 per hour for Gyms/Aud/Café/Pools/Fields

Total Monies attached: $ Check # _____

Pine Bush PTA/PTO - $0 per hour (plus custodial fees)

Signatures of two responsible adults are required:
Director's Signature ___Date:_____ Phone # _____
Print Name Clearly: _____ Email Address: _____
Address _____

On-Site Contact's Signature: _____Date: _____ Phone # _____
Print Name Clearly: _____ Email Address: _____
Address_____

If request is made for use of any athletic facilities, it needs to be approved by the athletic director,
Jennifer Evans _____ Date _____

This section will be completed by the Principal

Custodial Overtime: Yes _____No _____ Eligible for Use? Yes _____ No _____
Building Request is Recommended: Yes ____ No ____ Why Not _____
Restrictions to be observed by user _____

_____ _____
Signature of Principal Date

_____ _____
Signature of District Office Administrator Date

- Fees are scheduled to increase each year at the rate of the property tax levy cap. Fees will increase in the event the school budget fails-during austerity budget fees to reflect the actual cost, to be provided as needed.

- Propane and portable cooking devices with an open flame are prohibited indoors. If the request is for use of kitchen, additional charges will be added, pursuant to food services staff contract.

- If custodial overtime is required, additional charges will be added, pursuant to O & M staff contract.

- If the request is for any district building that does not already have a security guard assigned, a $25 hourly supervision fee (min 1 hr) will be charged for the first 200-499 people who attend. An additional $25/hour supervision fee (min 1 hr) will be charged at 500-999 attendees; and additional $25/hour (min 1 hr) for every extra 500 attendees after that. In exchange for the fee, the district will assign district staff to supervise these events.
  Estimated number of attendees _____ Initial here _____

- A $250 refundable security fee is required: Yes _____ No _____ This fee will be returned by July 31st provided there are no incidents or damage. Check # _____

- Applicant must be a district organization: at least 60% of its membership must be comprised of residents of the Pine Bush Central School District. Please provide a list of member's names & addresses. Proof is provided Yes _____ No _____

- If the request is being shared by multiple groups and some have 501C3 status and some do not or some are school district groups and some are not, then this application should be filled out by one of the user groups which reflect the majority of all groups participating.

- I understand that my group may not use school district facilities without a current Certificate of Insurance in place showing coverage of at least $1,000,000 limit of liability and the Pine Bush Central School District names as the certificate holder and also listed as an additional insured. If no insurance is provided then permission must be granted by the Board of Education.
  Initial here _____

- I also affirm that I have read the applicable policy of the Board of Education and agree to meet the terms and conditions established therein and to conform to prevailing public policies, state regulations and local ordinances. Initial here _____

Note: The use of the Main Field/Track area is highly discouraged. The increasing demand for use by district athletic teams and organizations currently puts an increasing level of distress on the facility. You may very well be turned down for this request.

A district employee at each site will document any circumstances when the site user does not follow facility use procedures and/or rules specified within the district policy. After the first incident, the user will be given a warning. After the second incident, the user will be on probation. If there is a third incident, the privilege of facility use will be revoked for one calendar year. The user may have all rights taken away without these steps if the incident is considered to be especially egregious by the administrator.