

Community Relations

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES GUIDELINES

1. Groups/organizations permitted by NYS Law wishing to use the Eden Central School may use the school facilities with prior approval per the guidelines and fee structure (3280R.1) set forth by the Eden Central School Board of Education. These groups/organizations are responsible for all other rules and regulations governing use of same. All activities conducted on school property shall conform with New York State law and municipal ordinances.
2. Exterior Light and Sound Regulation:

In order to meet the criteria set forth in the District's Exterior Lighting and Sound Policy, the District, and its users, will observe the following rules regarding use of the Multi-Sport Complex exterior lights and sound system:

 - a. Games and practices will not be scheduled to start after 8:00PM.
 - b. Every effort will be made to have exterior lights and sound system off by 10:00PM Sunday through Thursday, and 10:30PM Friday through Saturday.
 - c. The exterior lights and sound system will be turned off no later than 20 minutes after the end of an event.
 - d. Support the use of building and grounds, including athletic fields, in accordance with the district's educational, extracurricular and interscholastic programs.
3. If the group/organization is nonprofit, then proof of status must be attached to Building Use Application.
4. Buildings, grounds, and properties may be used only when such use does not disrupt the operation of the school.
5. The District or its representative must have free access to all facilities at all times and reserves the right to revoke authorization to use school facilities at any time.
6. Requests for use of school facilities should be submitted to the building principal or his/her designee prior to the anticipated activity. Authorization to use school facilities will be granted on a "first come-first serve" basis. Requests to use school buildings, grounds and properties shall be made in writing to the building principal or his/her designee on forms to be obtained from any of the District Main Offices, Superintendent's Office or on the website at www.edencsd.org. Requests are to be filed no later than ten days preceding the event. The group/organization is responsible for making sure prior approval has been obtained before use takes place.
7. Saturday afternoon and Sunday snow and ice removal is not scheduled. If a snow or safety threat is present, it is expected that the activity will be canceled.
8. The Eden Central School District may not aid or perpetuate discrimination on the basis of race, creed, color, country of national origin, religion, sex, sexual orientation, age, marital status or disability. Community groups and organizations should review their use of school facilities request for conformity. The District reserves the right to require evidence of compliance with civil rights law. However, in accordance with law, the District will not discriminate in its community use of school facilities against any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United State Code. Nor will the District deny such access or opportunity for reasons based on the membership or leadership criteria or oath of allegiance to God and country. However, such use must be in accordance with the District's community use of school facilities guidelines.

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9. Organizations authorized to use school facilities assume responsibility for the conduct of both participants and spectators. Each group shall designate a responsible adult representative who must be present at all times. Arrangements for supervision of anticipated crowds must receive prior approval of the building principal or his/her designee.
10. School facilities must be left in the same condition as they are found. Desks, displays, etc. should not be disturbed. All electrical equipment or movable properties owned by the District shall at all times remain under the control of the District.
11. The District will assume no responsibility for equipment or property belonging to a community group or organization. Such property shall not be stored on school property, unless specifically approved by the Superintendent or his/her designee.
12. Community groups shall be liable for any damage to school property resulting from activities they sponsor. A check of the school facility shall be made before and after each activity by the "person in charge" and the custodian assigned.
13. If the pool is to be used, 2 (two) American Red Cross Certified Lifeguards must be on duty. Each group is responsible for providing and paying its own lifeguard in addition to providing the proof of certifications to the District. The District has a list of approved lifeguards if a group/organization needs help obtaining them. Rules for use of the pool are posted in the pool room and must be strictly observed.
14. Kitchen facilities are only available by prior arrangement with the Food Service Manager. When overtime pay for such services is required, a fee will be assessed to reimburse the District for this service.
15. Parking for any large event should be controlled by sufficient personnel. Use of auxiliary police for this purpose may be required.
16. Admission charges, approved registration fees, or concessions may only be administered as stated on the request.
17. Except for rest room facilities, participants and spectators should remain in the area or room assigned for an activity.
18. The District assumes no liability for injuries resulting from community group activities. For all activities, the District requires submission of a Certificate of Liability and Worker's Compensation coverage to the Superintendent or his/her designee.
19. All damaged equipment and accidents are to be reported to the school. Injuries will need to be documented on an accident form available from the building Nurse.
20. The fees for the use of facilities and other applicable charges shall be paid to the Business Office no later than 15 days following the use of the facilities.
21. All organizations using school buildings, grounds and properties will provide their own ticket sellers, ushers and incidental labor, including supervisors of parking. Custodial, food service and technology services will be provided by the School District at the expense of the organization as necessary.

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SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES GUIDELINES (Cont'd.)**Tobacco Use, Drugs and Alcoholic Beverages**

Smoking and tobacco use are prohibited in school buildings and on school grounds. No person shall knowingly have in his/her possession, upon any premises to which these rules apply, any alcoholic beverages and/or illegal or non-prescribed "controlled substance." ("Controlled substance" as defined by Penal Law Section 220.00.)

Revised 7/5/18