

RULES AND REGULATIONS FOR THE USE OF SCHOOL FACILITIES POLICY

1. The Board of Education has the authority to regulate the dates and hours that school buildings may be used. School activities take precedence in the use of school facilities. Approved applications may be canceled at any time if necessary for school use.
 2. The Board of Education and school administrators must have free access to the school building at all times and reserve the right to revoke a permit at any time.
 3. The Board of Education reserves the right to change these rules and regulations in any manner it may deem necessary without giving any advance notice.
 4. The Board of Education reserves the right to change fees for room usage and staff services within the confines of existing law and regulations.
 5. All state, town and local regulations affecting use of public use of public buildings must be observed. Fire and safety regulations must be strictly enforced.
 6. Any group granted permission to use school facilities must provide adequate responsible adult supervision at a ratio of sponsors or chaperones to children as required by the school district.
 7. Any group granted permission to use school facilities is responsible for the care of the building while it is being used by their organization. They are to insure for proper order and the safety of all participants.
 8. Any group granted permission to use school facilities shall be responsible to promptly reimburse the school district for any loss or damage to any school property caused as a result of their use.
 9. Any group granted permission to use school facilities will not make any alterations in school property or equipment.
 10. It shall be the sole responsibility of the using group to provide all necessary insurance (One million dollars) and assure that the Westhampton Beach School District, its representatives, agents and employees will be held harmless from all claims, liabilities, suits or damages from employees, participants or spectators to the activity. The district must be names as additional insured.
 11. No substance (wax, paraffin, etc) may be put upon any floors under any circumstances.
 12. Positively no alcoholic beverages, drugs, illegal substances are to be brought in or consumed on the premises.
 13. No weapons or dangerous instrumentality may be brought on school premises.
 14. Positively no smoking is allowed on school property or in school buildings.
 15. Putting up decorations, scenery or moving any equipment is strictly prohibited unless special permission has been expressly obtained prior to the activity.
 16. Where a large assemblage of people is expected the group granted permission, to use the facility must provide for adequate security for the building and parking areas.
 17. All space must be left in a clean and orderly condition.
 18. No school equipment may be used, except as expressly permitted.
 19. Any group granted permissions to use school facilitated upon application agrees to pay any fee for room or staff costs as specified by the district. Payment must be made promptly upon receipt of an invoice from the district.
 20. Normally applications to use school facilities for specific activities must be received at least 21 days prior to the requested date of use, and such applications must be submitted on official forms provided by the district.
 21. All use of school facilities must be opened to the general public.
 22. No individual or group shall be permitted to use school facilities in any way or manner for personal or private gain.
 23. Any group granted permission to use school facilities must conclude its meeting or activity and vacate the building by 10:30 PM unless expressly approved otherwise.
 24. District staff regularly employed by the district shall open and close the building and have authority to act in the best interests of the school district.
 25. A cafeteria employee or school employee must be present if kitchen facilities are to be used. Any special exception to this must be at the express permission of the Board of Education.
 26. Admission charges to activities held in school facilities/grounds must be stated by the user of the application.
 27. Any net proceeds derived therefrom must be expended only for an educational or charitable purpose. Non-school groups sponsoring or presenting programs are required to file with the Business Official a statement which specified admission fees charged, estimated receipted and expenses that will be incurred and the identification of the charitable or educational organization benefiting from the revenues.
-

Staff Charges (if special support is required)

Custodial Services – must be confirmed with Business Office
Cafeteria Worker
Other Staff – varies by contract

WESTHAMPTON BEACH SCHOOLS REQUEST FOR SCHOOL FACILITIES

ID #

Today's Date: _____ Date(s) Requested: _____

School Requested: _____ Room(s): _____

Name of Organization or Individual: _____

Time: _____ to _____ Supervisor in charge: _____

Email Address: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

Purpose of Use: _____

Total Participants Expected: _____ Adults: _____ Children: _____

Is equipment required? Yes _____ No _____ If needed, state what type and for what purpose:

Residents (Number): _____ Non-Residents (Number): _____

Is an admission fee charged? Yes _____ No _____ Open to the Public? Yes _____ No _____

If so, how will proceeds be used? _____

If refreshments are served, give details: _____

AGREEMENT

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to Westhampton Beach School District for the use and care of the facilities. He/she, on behalf of their organization, does hereby covenant and agree to defend, indemnify and hold harmless the Westhampton Beach School District from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Westhampton Beach School District's property, facilities and/or services by above named organization.

Signature of Organization's Representative

Address

Phone Number

Print Name

READ BACK OF THIS APPLICATION AND RETURN TO:

Westhampton Beach Schools 340 Mill Road Westhampton Beach, NY 11978

(1) Approved: Building Principal

Date

(2) Approved: Superintendent

Date

Additional Requirements: _____

cc: Building Principal, Athletic Director, Business, Facilities, Audio Visual, Head Custodian