

Building Use Regulations

- School buildings and school property are in the first instance available for the regular program and activities of the school system. When not in use for these purposes, the Board of Education will allow the use of these facilities by other groups within the allowable limits of Section 414 of the New York State Education Law and the regulations herein provided.
- Application for the use of athletic facilities or fields (**Athletic Facility Usage Request Form**) shall be filed with the Director of Athletics at 42 West Jefferson Road. All other applications (**NON-Athletic Facility Usage Request Form**) shall be filed with the respective building administrator.
- Reservations must be arranged by the responsible representative of the organization at least two (2) weeks prior to use. Annual reservations for athletics must be renewed at the beginning of each school year as follows: fall season (September – January) forms due by June 30, winter season (January -March) forms due by October 22, spring season (March - June) forms due by February 4, summer season (June -September) forms due by April 22.
- The stadium field(s) are to be used only for approved sports and are not to be used in off-season play. Considerable extensive care and attention has gone into the building and maintenance of the stadium fields in order to keep the surface as resilient as possible. Use by other than approved sporting activities may damage the surface and interfere with the grooming maintenance schedule.
- The supervisor(s) of the event MUST be present at all times of the event or additional fees will be applied for supervision. The number of supervisors is determined by the size of the event and shall be approved by the PCSD.
- Use of district facilities on Sundays and school holidays for activities is discouraged.
- All activities conducted on school property shall conform with Federal and New York State laws and municipal ordinances.
- The PCSD 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 PCSD reserves the right to require evidence of compliance with civil rights law. However, in accordance with law, the PCSD will not discriminate in its community use of school facilities against any group officially affiliated with the Boy Scouts of America or any other local youth group listed in Title 36 of the United States Code. Nor will the PCSD 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 PCSD's community use of school facilities guidelines. School buildings may be used for political meetings only if previously authorized by a PCSD meeting.
- Any organization using the schools must agree to enforce all rules and regulations in effect to insure proper safety, sanitation and protection of school property. Oral instructions given by school personnel in charge of the school building, concerning safety and sanitary procedures must be observed. All equipment or movable properties of the PCSD shall at all times remain under the control of the PCSD. School authorities reserve the right to reject any member of any group,

spectators or the entire group, guilty of unsatisfactory conduct, abuse of facilities, or not following regulations.

- Smoking and tobacco, use of open flames such as candles, illegal drugs, alcoholic beverages, weapons and hazardous materials are **NOT** allowed on school property. Users shall abide by all property rules as posted on the signs at the entrance to all properties.
- Supplies and/or equipment in a room or area reserved may be used **ONLY** if prior arrangements have been made and/or indicated on the application. **No custodian is authorized to loan supplies or equipment.** School personnel will be on-site during the hours of the event.
- If kitchen is in use, a school kitchen staff member(s) must be present at all times. If Auditorium lighting or sound equipment is being used, a PCSD approved AV Assistant must be present to supervise its use. Other specialized supervisory personnel may be assigned at the discretion of the PCSD.
- If a pool is being used, an adult lifeguard(s), with valid American Red Cross Advanced Life Saving and Water Safety Certificate, **MUST** be present. The lifeguard(s) may be supplied by the organization, but certification must be supplied and approved. All supervision in the pools will abide by the New York State Department of Health regulations, part 6, subpart 6-1 “swimming pools”. Specifically see section 6-1.23 “supervision”. At least one aquatic supervisory staff of at least the required Supervision Level shall be provided for each 3,400 square feet of pool surface area or fraction thereof at pools required to use Supervision Levels II-III personnel. When pools exceed 3,400 square feet of pool surface area (Mendon High School and Sutherland High School) at least one additional aquatic supervisory staff shall be provided when the number of bathers exceeds or is likely to exceed 50 percent of the pool bather capacity, based on 25 square feet of pool surface area per bather. Pool operators may limit the portions of the pool open to bathers and provide the required aquatic supervisory staff consistent with the pool area open.
- The facility is to be left in a clean condition which includes cleaning up of any litter and repositioning furniture. The organization and/or group using the facility is limited to the assigned area. Storage of non-school property is limited. Storage of non-school property must be preapproved and is limited to the duration of the event and must be removed promptly after the event. The Board of Education and school staff assume no responsibility for non-school property used or stored on the premises. Request for storage must be submitted on the application. If equipment, apparatus, scenery, decorations, or other materials are brought into the building, it must be so stated on the application form and fire safety regulations must be satisfied.
- Motor vehicles operated on school grounds must be operated in a prudent manner. Motor vehicles shall only be parked in designated areas and no use of motor vehicles is permitted on any grass areas. Vehicles parked in fire lanes, bus loops, or other areas designated as NO PARKING will be removed by towing at the owner’s expense.
- Responsibility for ANY damage resulting from the use of the school facility is assumed by the person whose signature appears on the form. Responsibilities and payment for any damage resulting from use of facility is assumed by the organization within 45 days.
- Labor costs will be computed on basis of current wage rates and fringe benefits and are included herein. Overtime (time past the normal operating time of the building) and time on Saturdays is charged at time and one-half AND overtime on Sundays and school holidays is charged at double

time, for each required employee. Fees for the use of facilities may be charged in addition to the labor costs, at the discretion of the school district. Fees will be reviewed on an annual basis by the Assistant Superintendent for Business.

- In the event of a major snow fall and/or an emergency school closing, all events are usually cancelled, but check with the building administrator or Director of Athletics to determine if the facility would still be available and staffed with district personnel. If the event is scheduled for a weekend and snow fall occurs which will need to be cleared for that event, additional fees may be applied.
- Payment is to be made to the Business Office upon receipt of the billing from the PCSD. Invoices not paid within 45 days may result in revocation of further facility use by the delinquent organization.
- In addition to the foregoing, the use of all the facilities of the school and buildings shall be in accord with the rules and restrictions as may be periodically set forth by the Board of Education and Superintendent of Schools.
- The PCSD requires a permit issued by the Monroe County Health Department (application for a permit to operate a temporary food service establishment) to be submitted to the Food Service Department (267-1096) at least one week prior to any event where food will be cooked and/or served on school grounds. The PCSD also requires a “Serve Safe Certified” employee/person to be present when food is prepared, cooked and/or served on school grounds to students or the public. Popcorn, soda, sealed food packages, fast food delivery (etc) do not fall under these requirements.
- The use of unapproved adhesive products and/or tape on the gymnasium wood floors is not permitted. Adhesive products will damage the wood floor by removing the wood finish.
- Content of Programs – the District does not accept responsibility of any performance or activity, conducted by an outside group which takes place on its premises. However, it reserves the right to review the material beforehand and disapprove the use of facilities if material is deemed inappropriate. All activities conducted on school property shall conform with federal and NY State laws, municipal ordinances and District policies and procedures.
- Emergencies:
 - Each person in charge of any after-school program, event or performance which takes place in a school and which is attended by persons who do not regularly attend classes within the school, is required to notify such persons in attendance at the beginning of such program, event or performance, of the proper procedures to evacuate the building in an orderly and timely manner in the event of a fire emergency.
 - We recommend that you bring a cell phone to your activity to use in the event of an emergency and have emergency contacts for each of your participants.
 - Fire exit routes are noted in each room. Please review these routes with your group at the beginning of your activity. Fire extinguishers are available in all buildings.
 - Designate a location outside of the building or area to meet in the event of an emergency and a plan for accountability for all of your participants.
- Automated External Defibrillators:

- Education law requires public school districts to provide and maintain on-site, in each instructional school facility, at least one functional automated external defibrillator (AED) for use during emergencies.
 - Adult/pediatric AED's are located by the main office in all buildings and are also located by the gymnasiums in the secondary schools.
 - Only a trained AED responder may operate an AED.
 - Public health law requires the District to report all AED usage to the Monroe County Health Department. In an event of an emergency and the AED was operated, please call the contact person indicated on the AED unit and complete the state required paperwork immediately after use.
- **Fire & Safety:**
 - All users of the facilities must abide by current New York State Fire Code regulations and the State Education Department, Regulations of the Commissioner of Education (8NYCRR Part 155.25, 1225 & 1226).
 - No pyrotechnics may be used for any event or performance. Smoke/fog machines may set off the fire alarms and are not permitted.
 - Please do not block isles and/or emergency egress exits at any time.
 - All fire alarm pull stations and sprinkler system components must be accessible at all times.
 - The use of our lifts and ladders is not permitted due to insurance liability.