

Community Use of Facilities Rules & Regulations

It is the intent of the RCSD Board of Education to make school facilities available for public use to the greatest extent possible without infringing on their primary purpose – the education of children.

In accordance with Board of Education Policy 1500 “Public Use of School Facilities”, the following regulations are established for the approval and use of all school facilities. A signed copy of the Rules & Regulations must be on file for each group prior to approval for use of school facilities.

Please be sure to initial each page and sign the last page. NOTE: The individual signing must have permission to act on behalf of the organization.

All questions concerning facility use and particulars should be directed to the Director of Facilities or the Business Office. **IMPORTANT: Event day emergency, please contact Sheldon Tieder, Director of Facilities at (845) 876-8500.** Thank you.

APPLICATION:

A completed Facility Use Application (and Certificate of Insurance, if applicable) must be submitted to the Business Office, RCSD, P.O. Box 351, Rhinebeck, NY 12572 at least fifteen (15) days prior to the desired date of use. Failure to adhere to this timeline may result in the application being denied.

Only facilities specifically requested on the application will be available for the user on-site and day(s) of the event/activity. Please consider needs carefully when applying.

All applications for facility use must be approved by the building Principal and the Business Office. Field use must be approved by the building Principal, Director of Athletics and the Business Office. Once all approvals have been given, the applicant will receive a copy of the executed application (contract).

The District retains the right to cancel the use of facility permits at any time due to unforeseen/emergency situations, school related activities or lack of proper supervision.

An administrator, teacher, maintenance staff or approved RCSD designee will be on-site at all times and responsible for all activities on-site. Non-district users will be required to have a responsible adult on-site at all times to supervise activities.

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AVAILABILITY:

Generally, school facilities are available only when school is in session. Should school close due to inclement weather conditions, all scheduled use of the facilities is automatically cancelled.

After hours, weekend, and holiday use will be accommodated only if custodial, grounds, and/or security staff are available to cover the event. Summer availability of indoor school facilities is severely limited due to the disruption caused by summer cleaning, repairs and storage.

School-related activities will be given priority in the scheduling of facility use. All other scheduling of facility use will be on a first-come, first-serve basis. The school district reserves the right to override an approved building use permit for a school district function.

INSURANCE:

A Certificate of Insurance, with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate for bodily injury and property damage, must be delivered to the Business Office for review prior to the date of the activity. Higher limits may be required for special events.

All Certificates of Insurance must name the Rhinebeck Central School District, 45 North Park Rd, Rhinebeck, NY 12572 as an additional insured.

CUSTODIAL SERVICES & SAFETY REGULATIONS:

A custodian must be on the premises during a building activity. A separate charge for this service may apply as defined in the current fee schedule. Please advise the Business Office of any changes/cancellations of the scheduled activity at least 48 hours prior to the event. Failure to provide 48 hours notification of cancellation may result in a minimum two-hour custodial charge.

For larger groups, the Director of Facilities will determine if more than one custodian may be required. If custodial coverage is unavailable, groups will not be permitted to use the building.

All New York State Safety and Fire Regulations must be observed.

Smoking, the possession or use of intoxicating beverages and gambling are prohibited in the buildings and on the grounds of the Rhinebeck Central School District.

Any accident that occurs on school property must be immediately reported by the “person in charge” to the custodian in charge or the building principal.

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No scenery, stage decoration, combustible materials, live animals or other unusual items may be brought into the building without prior approval from the Director of Facilities. No open flames (e.g. candles) are to be used.

No firearms or explosives shall be permitted.

Parking is restricted to paved, designated parking areas. Vehicles cannot be parked in designated fire lanes or other NO PARKING areas. Bus circle is for pick up and drop off only.

GENERAL INFORMATION:

The District does not provide any consumable items for use.

The Facility Use applicant/organization will be held responsible for costs or repairs for damages or missing items as determined by Rhinebeck Central School District. Any damages sustained to the facilities during use will be the responsibility of the Facility Use applicant/organization.

RCSD will not be responsible for any equipment, supplies or personal items left in the building. We are not responsible for any lost, missing or stolen items.

ADVERTISEMENT MATERIALS:

Posters, flyers or other advertising materials to be used to promote activities at district facilities are subject to review by the Superintendent of Schools.

If you plan on advertising for the success of your event and it is not a school sponsored function, approval and proper wordage must be used.

Final approval of the Facility Use application must be received and, where required, proper wordage reviewed prior to advertising or promoting the event.

AUDITORIUM/GYMNASIUM RENTAL:

Food or beverages are allowed only in designated areas and only by advance arrangement and permission. No food or beverages are allowed in the auditorium or gymnasiums.

Applicants using the auditorium should contact the Director of Facilities at (845) 871-5500 ext 5529 one (1) week prior to their event to discuss auditorium and technical needs to ensure a successful event.

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AUDIO VISUAL EQUIPMENT:

No equipment is to be brought into the building or onto the school grounds and connected to the electrical service without permission from the school's Director of Facilities.

KITCHEN RENTAL:

Kitchen facilities may only be used after obtaining permission from the Cook Manager. A Request to Use Kitchen Facilities must be completed and submitted to the Cook Manager. Please contact the Business Office or the Cook Manager for a copy of the form.

School kitchens are available only when food service employees are employed (at an additional expense) to supervise and protect the interest of the RCSD. (**Please note that food service workers will not be required to prepare and/or serve food.*) The food service staff is unavailable Monday through Friday when school is in session. A minimum of one kitchen staff person is required, by the district's insurance carrier, to be in attendance during the use of the kitchen facilities. A separate charge for this service may apply as defined in the current fee schedule. At the discretion of the Cook Manager additional staff may be required. Applicants must contact the Cook Manager to arrange specifics and receive an estimate of associated costs.

The applicant is responsible for supervising the activities in the kitchen and ensuring that:

- All kitchen property is returned to its proper location.
- Kitchen and cafeteria (if used) are left in a secure, clean, neat and orderly manner.
- All trash is placed in the dumpster.

IMPORTANT: Only adults over the age of 18 will be allowed in the kitchen work area.

Due to government regulations, school cafeteria food items are not to be used by any organization using the facilities.

CLEAN UP REQUIRED:

All users are required to leave the school facility as it was found and required to conduct clean up of any debris, trash, spills and other litter. School custodial and grounds staff will be primarily responsible for final mopping, sweeping and servicing of facility after use.

CHARGES/FEES/PAYMENT:

All fees shall be charged for use of school facilities as defined in the current fee schedule. For a copy of the latest schedule, please contact the Business Office.

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RCSD will determine all fees that apply to use. Additional charges may apply for extra hours, staff overtime, maintenance, cleaning, snow removal, excessive utilities use or other support needed, but not outlined or planned for, in the Facility Use Application. Facility Use applicant/organization assumes all responsibility for these additional charges. Facility Use applicant/organization will pay for any damages to facilities, equipment or grounds incurred during their use.

An invoice will be mailed to Facility Use applicant/organization accordingly. Failure to pay all charges in full may result in denial of future uses.

To qualify for non-profit status, an organization must present their IRS 501 letter along with their completed application to the Business Office for consideration.

CANCELLATIONS/CLOSINGS:

RCSD reserves the right to terminate any and all contracts for any reason. **RCSD will always attempt to provide the applicant/organization with as much advance notice as possible.* The Superintendent or designee, is authorized to act on behalf of the Board to terminate contracts. RCSD will not be responsible for the cancellation of a contract or any related cost due to said cancellation.

By way of example and not limitation, the Board may cancel or amend a contract at any time due to any one or more of the following reasons:

- The facility is needed for school purposes.
- Renovations or any kind are being performed or are scheduled to be performed at the school whether or not the particular building, facility or field being used is affected.
- Weather-related conditions at the discretion of the Director of Facilities. When weekend events are cancelled, as determined by the Director of Facilities, notice will be posted on the school district website and inclement weather hotline phone system.

If the facility is not to be used on the date requested, the Business Office must be notified at least 48 hours prior to the event. Failure to provide 48 hours notification of cancellation may result in a minimum two-hour custodial charge.

SUPERVISION:

Adequate adult leadership and supervision shall be required at all times for activities at which minors are participating or attending. This also includes the time before and after the event during which the youth are on school district property.

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AGREEMENT/SIGNATURE:

I have read and accept the RCSD Rules & Regulations and understand and accept the Board of Education Policy 1500 and NYS Education Laws 414 governing use of school buildings. I agree to all user fees to be determined by RCSD. I agree to be present for the supervision of the group at all times and agree to give 48 hours cancellation notice. I further agree that the stated organization is representing no other organization and this agreement is only between the Rhinebeck Central School District and the organization named below.

Acknowledgement of Rules & Regulations:

Signature of Authorized Representative of Requesting Organization

Print Name

Phone: _____

Organization & Title

Fax: _____

Address

Email: _____

City, State & Zip

Please list name of additional individuals authorized to submit Facility Use Applications and Certificates of Insurance for events being sponsored by your organization:

(Revised 1/2/14)

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