

**ROSLYN PUBLIC SCHOOLS
APPLICATION FOR USE OF SCHOOL FACILITIES**

Please submit application to the Community Relations Department: Fax - 801-5095 / Information - 801-5090

School/Building _____ Room(s) or Field(s) Requested _____

Date(s) Requested: _____ Alternate Date(s) _____

Hours: from _____ to _____

Purpose of use (be specific) _____

Set-up request _____

I certify that the organization which I represent will abide by all district regulations pertaining to facilities use as well as policies regarding nondiscrimination and any applicable laws. I also understand that:

- ***Even with this permit, school activities take precedence over all other use of facilities. Applicant's permit for the use of a facility may therefore be cancelled at short notice to accommodate a school activity.***
- ***Where applicable, fees entitle applicant to the use of the requested facility during the time period indicated on the permit. Costs for custodial or other services related to set-up or clean-up may be charged additionally.***

Name of organization: _____

Print name of applicant

Telephone (home, cell, fax)

Position of applicant within the organization

Address of applicant

City, State, Zip

Signature of applicant

Date of application

FOR OFFICIAL USE ONLY

Classification _____

Approval

Cost _____

Date

Insurance Certificate on file _____ attached _____

Estimate of staff required _____

Copy to: Applicant
Buildings & Grounds Dept. (Actual costs incurred if different from above: _____)
Principal
Head Custodian

PERMIT PROCEDURES

1. All permits for the use of school facilities shall be restricted to responsible organizations or adult individuals under the provisions of Board Policy 1500. Applicants must satisfy the issuing officer that they represent responsible local organizations, that they will guarantee orderly behavior and that they will underwrite any damage due to their use of the premises.

The school district reserves the right to request rosters of participants in the activities of applicants to verify that they are organizations whose participants are predominantly Roslyn School District residents and thereby eligible for preferential consideration over other organizations.

2. Each applicant must provide the district with an insurance certificate naming the Roslyn School District and Roslyn Board of Education an additional insureds, carrying a minimum of \$1,000,000 coverage.
3. The district administration shall make available applications for use of school facilities. An applicant who signs a permit application thereby agrees to abide by these regulations and procedures and all other applicable laws and district policies.

REGULATIONS FOR FACILITIES USE

1. Priority for all facility space shall be determined as follows:
 - a. Regular school activities, including classes, clubs, teams, etc.
 - b. Adult Continuing Education Program activities.
 - c. Approved non-school groups, assigned in the order in which their applications are received, with preference given to organizations whose participants are predominantly Roslyn School District residents.

Permits are not issued to for-profit entities.

2. Time of occupancy shall terminate at 10:45 p.m. unless the user's permit indicates that prior arrangements have been made for payment of added custodial overtime costs.
3. Applications for use of school facilities must be submitted at least 4 weeks before the anticipated use. Fees set according to the schedule enumerated in Policy 1500 must be paid promptly upon receipt of an invoice from the school district. Failure to pay fees will result in revocation of permit and/or withholding of approval of future permits.
4. Notification to cancel an activity for which space has been reserved must be made by the applicant in writing at least 3 business days in advance. In case of cancellations due to inclement weather, applicant must notify the district within 3 business days after the cancelled event or activity. Any actual costs incurred by the district due to cancellation without 3 business days' notice will be billed to the organization. Late cancellation or schedule changes will not result in reduced fees. In the event of cancellation by the district, notice will be given as far in advance as possible. The Board reserves the right to make such cancellation at any time without liability therefor.

5. Any activity carried on in school facilities shall be according to New York State Law and in conformity with Village and Town Ordinances and district policies and regulations. No meeting shall be held in a school building:

- a. for the purpose of advancing any doctrines or theory subversive to the State of New York or the United States of America.

- b. for the purpose of advocating social or political violence or which is of a nature likely to incite such violence.

6. The Board of Education, because of its responsibility for protecting the school district's buildings and property, may restrict use of space within buildings and grounds to certain times and areas. It may also revoke a permit at any time and must have free access to all rooms at all times. When schools are closed due to inclement weather, scheduled community use shall be automatically cancelled.
7. Smoking is not permitted in school buildings or on school grounds. Alcoholic beverages may not be brought to or consumed in school buildings or on school grounds. Commercial products or promotional materials may be exhibited or displayed with the prior consent of the Superintendent of Schools or his/her designee, but only for the period of time covered by the permit application.
8. No food or drink (other than water in bottles or other closed containers) is permitted in gymnasiums at any time. Chairs and tables may not be placed on gym floors or other playing surfaces. No pets are permitted anywhere on school grounds or in school buildings.
9. Organizations receiving permission to use school facilities are responsible for the conduct of both participants and spectators and for making provision to handle anticipated crowds. Underage participants must be properly supervised at all times. Improper conduct, vandalism or other misuse of school property may result in the revocation of the permit. The cost of repairing damage caused by such misuse will be charged to the applicant.
10. Admission charges for activities held in school facilities shall be made only for educational and/or charitable purposes. Activities must be open to the public. Non-school groups sponsoring or presenting programs for which admission is charged are required to file a copy of the Statement to the Collector of Internal Revenue with the Superintendent. The Board of Education will not be liable for the payment of any taxes due on admission charges.
11. The use of audio/visual or any other equipment is solely the responsibility of the applicant. The school district does not loan the use of equipment for non-school-related activities.

TURF FIELD REGULATIONS

Additional regulations for the use of the synthetic turf field at Roslyn High School will be provided to applicants for the use of that facility.

ROSLYN PUBLIC SCHOOLS

Regulations for Use by Permit Holders of the Synthetic Turf Field at Roslyn High School

1. The fee for use of the field is \$85/hour (\$150/hour for tournaments). This applies to all Board-authorized leagues and organized groups which are eligible to apply for a permit.
2. Groups may be charged additional fees for services provided (e.g., placement of soccer goals), based on hourly custodial costs.
3. Groups may not independently move or remove school equipment, such as goals, lacrosse cages or benches from where they are situated, without the expressed prior permission of school personnel. Similarly, they may not move equipment onto the turf field without permission.
4. No equipment such as goal or net pegs may be spiked onto the turf field, as damage to the turf membrane will result.
5. No food may be brought onto the field or track area.
6. No beverages other than water in plastic bottles may be brought onto the field or track area. Gatorade is not permitted on the turf field; spills damage artificial turf.
7. No grills or barbecues.
8. No steel cleats or long-spiked track shoes are permitted; standard molded plastic cleats are recommended. Flat-soled shoes, such as work boots, are also not permitted.
9. No vehicles, heavy machinery or heavy equipment may be brought onto the track or field area.
10. Permit holder must clean up water bottles and other trash and leave the grounds in the condition in which they were found. (The district will provide trash receptacles and empty them, as needed.)
11. The cost of any additional cleanup, or repair of any damage, will be billed to the permit holder.
12. No smoking is permitted on school grounds.
13. Park only in designated areas. Do not park in fire lanes; vehicles may be ticketed by the police or towed. Any damage caused by vehicles parking on grass or other unauthorized areas will be billed to the permit holder.
13. Permit holders must provide a current certificate of insurance and abide by all other rules and regulations which apply to the use of district facilities. These regulations accompany the permit application form.

February 2008