

BUILDING USE GUIDELINES FOR COMMUNITY GROUPS

Marcellus Central School District

Access building use information from the district's web site:

- Application for Permit to Use School Facilities
 - Building Use Guidelines for Community Groups (this document)
 - Board Policies and Administrative Regulations
1. Student and school functions have priority over community or civic events.
 2. Public school buildings and grounds are important community resources, and the public should be encouraged to use them. Use of buildings and grounds are governed by Education Law, Title 1, Article 9, §414. The Board of Education has sole power, within the law, to grant or deny use of school facilities and to fix regulations and reasonable fees for said use.
 3. Education Law, Title 1, Article 9, §414 dictates that:
 - a. Meetings, entertainments, and occasions are permitted, even if admission fees are charged, when the proceeds are used for educational or charitable purposes. Therefore, if an admission fee is charged, the proceeds must be used to offset any fees charged by the district. Any remaining amount must be given back to the district or used for charitable purposes through a registered 501(c)(3) organization. The district reserves the right to request an accounting of fees collected at any time.
 - b. The use of alcoholic beverages, tobacco products, controlled drugs, and weapons of any kind is prohibited on school property.
 - c. Political organizations are prohibited by law from using school facilities until such time as authorized by voters of the district at a Special District Meeting called upon petition of 10% of the voters.
 4. Requests for building use shall be filed with the building principal or his/her designee using the district's "Application for Permit to Use School Facilities". Groups or individuals requesting use of district facilities must receive approval and must adhere to the policies and regulations established by the Board of Education and administration.
 5. Facilities such as the cafeteria, where sophisticated and/or dangerous equipment exist, shall require that a trained school employee be on duty during periods of public use of the equipment. He/she shall be paid by the sponsor(s) of the activity at the established rate. Please refer to the rate schedule on the building use application form for further information.
 6. When one or more custodians are required to be on duty beyond their normal work schedule, the sponsor(s) of the activity will be billed by the district at the established rate.
 7. The requesting individual, organization or persons using school facilities shall ensure that all areas of use have been properly cleared of loose debris.
 8. The requesting individual or organization must submit the building use application and required insurance documentation at least 21 days prior to the scheduled event. The school district may cancel any scheduled event within 48 hours of the requested date and time.
 9. If the requesting individual or organization chooses to cancel the event 48 hours or less prior to the event, the individual or organization may be billed up to \$60.00 for costs incurred by the district.

CERTIFICATE OF GENERAL PUBLIC LIABILITY INSURANCE

The requesting individual or organization must file an up-to-date Certificate of General Public Liability Insurance with the district, naming the district as additional insured. Specific requirements can be found on the reverse side of the "Application for Permit to Use School Facilities". Failure to provide this information may result in cancellation of the event. Questions regarding Certificates of Insurance may be directed to the School Business Administrator.