

BUILDING USE GUIDELINES FOR ADMINISTRATORS

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 Administrators (this document)
 - Building Use Guidelines for Community Groups
 - 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. The legal 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, please be sure the applicant is aware that the proceeds must be used to offset any fees charged by the district, and that 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 agent using the district's form. Sponsor(s) must receive approval and must adhere to the policies and regulations established by the Board of Education and administration. Following approval by the designated administrator copies will be forwarded to the appropriate individuals for their use.
 5. Facilities such as the cafeteria, where sophisticated and/or dangerous equipment exist, shall require that a trained person be on duty during periods of public use of the equipment.
 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 the 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 still be billed for costs incurred by the district.

CERTIFICATE OF GENERAL PUBLIC LIABILITY INSURANCE

The Business Office will confirm receipt of an up-to-date Certificate of Liability Insurance naming the district as additional insured. In the event the individual or organization does not provide the required coverage we will contact them as soon as possible. Failure to provide this information will require that the event be cancelled. The certificate must show coverage for Commercial General Liability Insurance at a minimum of \$1,000,000 per occurrence, \$2,000,000 for general aggregate.

Use the diagram below to help determine if an application should be approved and whether fees should be charged to the requesting individual or group.

