



Ithaca City School District APPLICATION FOR USE OF SCHOOL DISTRICT PROPERTY

PAYMENT AND PROOF OF INSURANCE ARE REQUIRED PRIOR TO APPROVAL OF USE OF FACILITIES

The members of _____

Request that permission be granted for the use of _____

In accordance with the rules and regulations of the Ithaca City School District for the following purpose: _____

Contact Person: _____

Phone #: _____ Email: _____

ALL BUILDINGS WILL BE LOCKED BEFORE AND AFTER THE REQUESTED START AND END TIMES. PLEASE ALLOW YOURSELF ENOUGH TIME TO SET UP AND CLEAN UP THE SPACE AND REMOVE PERSONAL PROPERTY.

Date(s) Requested: _____ Must be 30 days prior to event (policy on reverse)

Time requested: Start _____ End _____

Time of Event: Start _____ End _____

Estimated Number of Attendees: _____

Will you require custodial staff? YES / NO

Please list any furniture you will need. Be specific and give diagrams for all set ups.

Will you require additional personnel services? YES / NO If yes, please describe: _____

School-related group applicants: Will students be at the event? YES / NO

If yes, who will be in attendance for the event who is currently certified to use an AED? _____

If this person is not currently on the ICSD certified list, please attach a copy of the front and back of their current certification card.

Non-school-related group applicants:

INSURANCE: PROPERTY AND LIABILITY INSURANCE WILL BE REQUIRED IN THE AMOUNT OF \$100,000 PROPERTY AND \$1, 000, 000 BODILY INJURY AND PERSONAL LIABILITY. Such coverage must be evidenced by a CERTIFICATE OF INSURANCE to be presented with this application. The Ithaca City School District must be named as the Certificate Holder as well as an additional insured (under description of Operations). Use of school property by non-school groups for meetings and performances is limited by the laws of New York State and the regulations of the Ithaca City School District Board of Education of Ithaca, New York. (See policy on reverse)

Signature of Applicant _____

Date _____

OFFICE USE

Received by _____ Date _____

Principal _____

Head Custodian _____

Lunch Manager _____

P.E. Teacher _____

Library _____

Requested Room's Teacher _____

Processing Fee: \$10

Building Fee: \$25/hour x _____ = \$ _____

Custodial Fee: \$20/hour x _____ = \$ _____

Trash Processing Fee: \$35

TOTAL COST: \$ _____

Payment Received _____

Certificate of Insurance Received _____

1500 - PUBLIC USE OF SCHOOL FACILITIES

The Board of Education recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities. This policy is intended to identify the uses that community groups may make of those facilities.

Conditions of Use for District Facilities

Use of district facilities may be permitted unless such facilities are in use for school purposes, or during educational programs. The district reserves exclusive and nonreviewable judgment to determine if a requested use would interfere with or disturb the district's educational programs.

To ensure that district facilities are preserved for the benefit of the greater district community, only community based groups and organizations (that is, groups which are located within the geographic area covered by the district) may be granted access to district facilities.

Use of district facilities will be permitted only where the applicant agrees to pay the district a user fee according to a schedule adopted by the district to cover the costs of heat, electricity, maintenance, custodial services and any other expenses associated with the requested use. Use is further conditioned upon the applicant's agreement to pay additional fees associated with the use of any additional services or equipment. The district retains the right to condition use upon an applicant depositing with the district a sum equaling the estimated costs and fees associated with the proposed use 10 days in advance of the requested use. The district retains the further right to waive user fees for groups that are associated with or sponsored by the district.

Where, in judgment of the district, the requested use of district facilities requires special equipment or supervision, the district reserves the right to deny such use, or in the alternative, to condition such use upon the applicant's payment of additional fees in accordance with paragraph C above. Only authorized personnel shall operate district equipment.

Use of district facilities will only be permitted where the organization provides the district timely evidence of adequate insurance coverage (\$1,000,000 minimum) to save the district harmless from all liability, property damage, personal injuries and/or medical expenses. The district will exercise complete and unreviewable discretion regarding what constitutes adequate insurance coverage for each proposed use.

The Board reserves the discretion to deny use of district facilities described above, or to terminate use of district facilities

1. By an applicant who has previously misused or abused district facilities or property or who has violated this policy;
2. For any use which could have the effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York State Constitutions;
3. For any use which, in the estimation of the Board, could reasonably be expected to or actually does give rise to a riot or public disturbance.
4. For any use which the Board deems inconsistent with this policy;
5. For any use by a private for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
6. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
7. For any use prohibited by law.

Permitted Uses

District facilities may be used for the purposes listed below, subject to the conditions and restrictions set forth in this policy. **(Education Law 414)**

- A. Instruction in any branch of education, learning or the arts
- B. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
- C. Social, civic and recreational meetings and entertainments, or other uses pertaining to the welfare of the community so long as such uses are non-exclusive and open to the general public.
- D. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
- E. Polling places for holding primaries and elections, for the registration of voters and for holding political meetings.
- F. Civic forums and community centers. G. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school. H. Child-care programs when school is not in session, or when school is in session for the children of students attending schools of the district and, if there is additional space available, for children of employees of the district.
- I. Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.
- J. For classes of instruction for mentally retarded minors operated by a private organization approved by the commissioner of education. K. For licensed school-based health, dental or mental health clinics.

Prohibited Uses

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited.

- A. Meetings sponsored by political organizations.
- B. Meetings, entertainments and occasions that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, association or organization or a religious sect or denomination or of a fraternal, secret or exclusive society or organization, other than veterans' organizations or volunteer fire fighters or volunteer ambulance workers.

Application Procedure for Use of District Facilities

- A. All applications for use of school facilities shall be made in writing and submitted to the Administrator of the facility at least 30 days prior to the date of the requested use. A use permit application is available in the office of the Administrator of that facility.
- B. The applicant must clearly and completely describe the intended use of the district facility in the application.
- C. All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board policies and regulations and to use district facilities strictly in accordance with the use described in the application.
- D. All applicants must agree to assume responsibility for all damages resulting from its use of district facilities. Proof of adequate insurance must be provided by the applicant at least 10 days before the date of the requested use.
- E. Permits shall be valid only for the facility, use, dates and time specified in the permit. No adjustment to the permit is allowed except with the prior written approval of the Superintendent or his/her designee. Permits shall not be transferable.
- F. The Superintendent or his/her designee is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reason.
- G. With regard to scheduling activities, the district retains the right to give preference to groups and organizations which are associated with or sponsored by the district.
- H. Issuance of a permit shall not limit the right of access to the facility by district staff. Ref: Education Law 414