Adopted: 07/15/87
Reviewed: 12/18/24
Revised: 02/19/92, 03/17/99, 12/20/00, 02/19/03, 06/16/04, 12/20/06, 03/18/09, 01/15/14, 04/20/15, 11/16/16, 11/28/18, 11/18/20, 10/27/21, 12/21/22, 05/21/25

Use of School District Facilities

It is the policy of the Board of Education of the Chenango Valley Central School District to make the facilities of the district available to residents and other applicable organizations so that the community as a whole may utilize and enjoy our facilities.

Use of the facilities will be in accordance with the requirements of the United States and New York State Constitution, the New York State Education Law and the rules and regulations of the Chenango Valley Central School District Board of Education including but not limited to the district's Code of Conduct, Dignity for All Students Act, Harassment policies and adhering to our mission statement.

The rules and regulations of the Chenango Valley Central School District Board of Education are enacted to clarify (a) the requirements for use of the facilities, (b) the facilities available, (c) the procedure to secure the use of facilities, (d) the fees required for their use, and the responsibilities of those to whom use is granted.

The Board of Education is responsible to this community for maintaining the public schools. Part of this duty (Section 414 and 2503, sub. 6, Education Law of New York) is to govern the use of school buildings and grounds.

These regulations apply to the use of all Chenango Valley Central School District buildings and property and have their basis in state and federal law.

Facilities Available

Subject to the restrictions in this Policy, district facilities are available for use by organizations or groups of residents after school hours and when not in use for school purposes or when the school is in use for school purposes if in the opinion of the Board of Education use will not be disruptive of normal school operations. The district also encourages the use of our outdoor facilities for the enjoyment of the Chenango Valley community during such hours and under such conditions as allowed.

INDOOR FACILITIES
Chenango Bridge Elementary School (CBE) – cafeteria, classrooms, gymnasium, multi-purpose room
Middle/High School (MS/HS) – auditorium, cafeteria, classrooms, gymnasium, swimming pool, weight room
Port Dickinson Elementary School (PDE) – classrooms, gymnasium, multi-purpose room

OUTDOOR FACILITIES
Outdoor facilities, such as athletic fields, parking lots, concessions stand, existing in conjunction with the various buildings are available for special organizations or groups when the facilities listed above are inadequate for the type of program to be held. The use of Chenango Valley Central School District's outdoor facilities are open to the community when these areas are not reserved by specific school and/or community groups. Specific school and/or community groups need to complete a request for outdoor facilities, and will follow same application procedures outlined in "Request for Use of Facilities Packet."

Procedures to Secure Use of School Facilities

The Director of Athletics or Designee of the Chenango Valley Central School District shall be the responsible representative of the school district in all matters concerning the use of school facilities by outside organizations or groups of residents.

Appeals from rulings or decisions of the Director of Athletics or Designee shall be brought to the Superintendent of Schools. Denial of requests for use of school district facilities may be appealed within three (3) days of denial in writing to: Superintendent of Schools, Chenango Valley CSD, 221 Chenango Bridge Road, Binghamton, NY 13901. Further appeal must be made within three (3) days of the Superintendent's decision in writing to the Board of Education at the same address. The Board of Education will consider the appeal at its next scheduled meeting.

Requests for use of school district facilities should be made as early as possible prior to the date of use and submitted to the Director of Athletics or Designee. Requests should be submitted in the designated format located on our website.

Organizations that desire to hold a series of regularly scheduled activities in school facilities (such as PTA meetings, Scout meetings, etc.) may submit a single master request schedule for a school year program.

Indoor facilities of the district will have limited availability from the closing of school in June until the opening of school in September for evening activities.

Requests to use facilities will be scheduled on a first come, first serve basis provided school related activities are not conflicting. **Use of facilities on Sundays is normally prohibited unless approved by the Superintendent of Schools with at least one (1) month notice. The Superintendent will notify the Board of Education of Sunday usage.**

User Responsibilities

Any individual, organization or group which desires to use district school buildings and/or grounds, must meet the following conditions:

1) Supervision/Security
   The permit holder is required to provide complete supervision for the activity and events covered under the permit. It is the permit holder's responsibility to ensure that:

   a) Unauthorized personnel are not allowed access to the facility,
   b) Persons on district property do not enter unauthorized areas or open the exits to allow access by unauthorized personnel, and
   c) Reasonable requests of school officials and fire safety personnel are followed.

   In addition, the event may require security, travel control, and/or technical personnel (the cost of which is the responsibility of the permit holder). Specific personnel will be assigned by the Director of Athletics or Designee, building principal, and/or the theater facilities manager as needed. Adult chaperones must supervise all youth group activities. The supervisor(s) or chaperone(s) in charge of the activity shall arrive

before the activity begins and remain until everyone participating has left school property. It is expected that parents or guardians of participating youth will be responsible for assuring that their children arrive and depart in a safe and timely manner.

Permit holders must adhere to the following prohibitions:

a) The possession, consumption or sale of alcoholic beverages, narcotics or habit-forming drugs is not permitted;
b) The use of tobacco or tobacco products is not permitted in any school building or on school grounds; and
c) The possession of weapons, fireworks, or other dangerous and prohibited objects is not permitted.

Failure to abide by these regulations will result in the immediate cancellation of the use permit and removal of all persons and/or the denial of future facility use permits to the group or individuals concerned.

2) Required Staff

Buildings used by any individual or group will have at least one member of the custodial staff assigned to the activity. The cost of the custodial staff member shall be the responsibility of the individual or group. If a staff person is not available, the permit is subject to revocation.

In the absence of the building principal or administrative personnel, the custodian is in charge of the physical facilities of the building and the operation of all equipment.

3) Permit Holder Liability

Persons, organizations and groups receiving a permit for use of school facilities and property agree to defend, indemnify and hold harmless the Board of Education, Chenango Valley Central School District, and its employees against any and all claims, judgments, action or other liabilities for both property damage and bodily injury arising in any way whatsoever from the use of the facilities or equipment.

The persons, organizations or groups must secure a liability insurance policy in their name with these limits: Minimum of $1,000,000.00 each occurrence, $2,000,000.00 aggregate for bodily injury liability and for property damage liability $500,000.00 each occurrence, $500,000.00 aggregate.

The Board of Education, the Chenango Valley Central School District, and its employees must be named as additional insureds. A Certificate of Insurance to that effect must be submitted at least three (3) days prior to the use of the facility; otherwise, the use shall be denied.

4) Evacuation Procedures for Fire Emergencies

a) Pursuant to Education Law Section 807 (1)(a), the principal or other person in charge of any public or private school or educational institution (other than colleges or universities) shall require: The teacher or person in charge of any after school program, event or performance which takes place in a school and which is attended by persons who do not regularly attend classes within the school to notify such persons in attendance at the beginning of such program, event or performance of the proper procedures to evacuate the building in an orderly and timely manner in the event of a fire emergency.
The notification of the proper procedures to exit the building and where the exits are may be announced only once if the same people are in attendance or each time if different people are in attendance.

b) Exit procedures are located in each room in the building near the entrance door or light switch. If you are unable to locate the directions or have any questions, please ask the custodian on duty.
c) It is the responsibility of the person in charge of the event or function of the organization to see that the appropriate notification is made to the attendees. If further information is required in order to make such notification, please contact the school principal.

5) Cancellations

Cancellations of events require that the Director of Athletics or Designee (762-6904) and the Office of Buildings and Grounds (762-6860) be notified. When a custodian is hired to cover an event or meeting and the group or individual does not appear, a charge will be made to the group or individual for two (2) hours of custodial service.

In that school facilities are closed due to inclement weather or other emergency, any fees submitted shall be refunded and the district shall have no liability for any consequential damages or other damages resulting from the closure of district facilities.

6) Use and Inspection of Facilities

It is the responsibility of individuals and groups requesting use of a facility to inspect the facility or equipment prior to the event. If any potentially dangerous or defective condition is found, immediate notice should be provided to the school district orally and in writing and no use shall be made of that portion of the facility until the condition is corrected by the school district. An inspection will be conducted by district personnel in conjunction with the individuals and/or groups requesting the facility usage prior to and after special events at the discretion of the Superintendent of Schools or his designee.

7) Clean-Up

All facilities shall be left in the same condition as they were prior to the event. The District understands light cleaning will often be required following the use of a facility. Additional fees may be assessed for if extraordinary time is required to prepare for an event or to return a space to a condition suitable for normal use. It is expected that floors/desks/tables will be free of trash/debris. Any liquids/debris other than that of normal foot traffic should be cleaned prior to leaving.

8) Kitchen Facilities

Kitchen facilities may be used only upon approval of the Director of Athletics or Designee and Director of Food Services. The Director of Food Services shall determine the need for food services personnel being in attendance for which an additional charge will be required. Cafeterias are not to be used by individuals or organizations for putting on any type of dinner, lunch, snack, etc., without the express approval of the Director of Athletics or Designee and the Director of Food Services. School district cafeteria personnel must be employed to operate any cafeteria equipment. Sales of any beverages, food or refreshments must be approved through the school district.

9) Computer Rooms

Computer classrooms may be used only upon approval of the Director of Athletics or Designee, who shall determine the need for computer services personnel being in attendance for which an additional charge will be required. School district computer services personnel must be employed to operate any computer equipment.

10) Auditorium
The auditorium may be used only upon approval of the Director of Athletics or Designee and High School Principal. The Director of Athletics or Designee or High School Principal shall determine the need for security personnel being in attendance as well as technical supervision for any audio-visual or theatrical equipment needs. Additional charges will be required for any custodial, security or technical supervision personnel. Auditorium use includes standard house lighting, video projector, screen, single corded microphone. Additional equipment requires a Chenango Valley approved technician to be hired.

11) Physical Education Equipment
Special physical education equipment may be used only upon approval of the Director of Athletics or Designee. School district physical education personnel or other district trained personnel may be required to be in attendance to operate special physical education equipment (including scoreboards) for which an additional charge will be required.

12) All use of facilities shall terminate by 10:00 p.m. unless approved in advance.

Fees for Use of Facilities

If any use shall require the payment of additional compensation to members of the custodial staff for services beyond their regularly scheduled work period, such payments shall be chargeable directly to the using organization. To simplify the determination of such surcharges, the district shall collect such payments based on the expected usage period.

The use of certain school district equipment such as cafeteria equipment, audio-visual equipment, etc. may require the retaining of the services of a district employee who shall be assigned by the district but reimbursed by the user at specified district rates.

Schedule of Charges
Facilities usage fees for the use of school facilities will be paid upon completion of the approved request and will be charged according to the following schedule. **All outside requests will require a custodian for the event.**

Use of District facilities fees (per usage request):

- Auditorium $500.00
- Pool $350.00 plus lifeguard's fees
- High School Gymnasium $300.00
- School Gymnasium $200.00
- Cafeteria/Cafetorium $200.00
- Kitchen $200.00
- Classroom $100.00
- Fields $250.00

Added to the above charges will be hourly costs for custodial personnel and utilities. If applicable, additional fees may be assigned for kitchen, lifeguards, and/or technical support. Such costs cover including thirty (30) minutes before and after the event to provide for opening and closing the facility. Hourly rates are below.

Security Deposit
$250 a day/ up to $750 per request when required.

Custodial Costs
$40 per hour per custodian for a weekday
$50 per hour per custodian for a Saturday
$60 per hour per custodian for a Sunday or holiday

Utilities
$30 per hour

Theater/Kitchen/Pool Facilities
$40 per hour per CV employee
Quote for professional companies/people

Maintenance Time
The contract hourly rate for time actually spent in repairing facilities as a result of user activity plus cost of materials, if any.

Security Personnel
The need and number of security personnel required will be determined by the Director of Athletics. Costs will be paid by the user for the security provider at prevailing wage. Security may also be required for traffic control and/or parking at the discretion of the school district at prevailing wage rates.

Physical Education Equipment
Cost to be determined assessed depending on the specific equipment

Other Costs
To be arranged as required (i.e. tipping fee for garbage removal)

Alternative Facilities Use Fees Under Certain Circumstances
Any organization whose purpose is to serve, support, educate and/or encourage CV students to participate in educational, athletic, artistic and/or cultural pursuits and whose memberships are comprised of primarily CV students shall be eligible for an alternative, one-time fee of $5 per student, not to exceed $250, per facilities use request, and provided that the following criteria are satisfied:

- The organization is a registered not-for-profit or is otherwise tax-exempt (must produce documentary evidence of such status)
- At least seventy percent (70%) of the organization's total membership is comprised of CV students (must produce a membership list or other, equivalent evidence to the satisfaction of the Superintendent or his/her designee)
- The organization demonstrates a financial need for the alternative fee structure (must produce evidence of same to the satisfaction of the Superintendent or his/her designee)
- The proposed use complies with all relevant federal and state laws governing appropriate uses of public school facilities

******The Board/school reserves the right to charge a supplemental fee sufficient to cover any additional expenses resulting in the usage******

Fees and deposits shall be submitted to
School Business Executive
Chenango Valley Central School District
221 Chenango Bridge Road
Binghamton, NY 13901

Use of School Property by News Media

In accordance with Section 61.09 of the New York State Arts and Cultural Affairs Law, the Board of Education may permit, subject to terms and conditions satisfactory to the Boards, the admission of persons and equipment of any news media to school grounds, school buildings, and other locations for the dissemination of information by print, broadcast, recording or other means, of athletic events, concerts, lectures and similar activities taking place of interest to the general public provided that nothing contained in this policy shall prevent the broadcasting or televising of any such events or activities with or without commercial sponsorship.

Restrictions

District facilities may be used for holding social, civic and recreational meetings and entertainments and other uses pertaining to the welfare of the community provided the use is non-exclusive and open to the general public.

Meetings, entertainment, and occasions where admissions fees are charged, when the proceeds thereof are to be expended for **an educational or charitable purpose are permitted** unless the use is under the exclusive control and the proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval, and marine service of the United States and organizations of volunteer firefighters or volunteer ambulance workers.

Granting permission to use facilities shall not be considered an endorsement of the activity or purpose used.

No outside organization or group is allowed to conduct religious worship services or religious instruction. However, the use of facilities by outside organizations or groups after school for the discussion of secular matters from a religious perspective or distribution of such materials is permissible.

Facilities use permit holders may contract with private entertainment sources for the purpose of raising money for educational or charitable purposes, but the burden of proof as to this use and the use of the proceeds rests upon the group seeking a facilities use permit. Entertainment vendors are not authorized to make sales of tangible personal property at an entertainment event as defined by New York State Tax Law, Article 28, Part IV.1.

The use of district facilities shall not conflict with nor interfere with the work of the schools or be disruptive of normal school operations.

No district facility may be used for 'bingo' or any games of chance. Use of facilities for political meetings or rallies is not permitted.

Use permits are not transferable to other users and are limited to the use identified.

RULES GOVERNING USE OF FACILITIES BY COMMUNITY GROUPS

a. No possession, use, distribution, transfer or sale of tobacco or tobacco products, electronic cigarettes (including but not limited to, e-cigarettes, "Juul," Dab Pen, Vape Box Mods, Vape Liquid), alcohol, marijuana, wax drugs or other controlled substances or drug paraphernalia. (see Code of Conduct - Section IV, Policy No. 30)
b. No nut products will be sold during the event or activity.
c. No tables, chairs, or large objects will be placed in hallways, stairwells, or common areas.
d. Activity shall be restricted to that area for which permission is granted.
e. The activity shall not extend beyond the hours approved in the request.
f. All programs shall be planned so they do not interfere with the regular school day schedule.
g. The organization using the building shall be responsible for moving its equipment into and out of the building.
h. The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
i. In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the building.
j. School authorities must have free access to all rooms at all times.
k. Where custodial assistance must be hired a charge will be made and must be paid within 30 days.
l. Room(s) or facility used by applicant will be carefully examined after use. The applicant will arrange for prompt payment of any loss or damage occurring as a result of use of school property.
m. No school property or equipment is to be altered or removed from the premises.
n. This license is revocable at any time by school authorities.
o. No reservation will be made until this application is returned and approved by the Superintendent of Schools or his/her designee.
p. Please refer to the Public Order Policy I – 2

New York State Law requires notification of emergency evacuation procedures for fire emergencies be announced at all events. Please refer to Use of Facilities Regulations.

The Use of Facilities packet will be reviewed, a determination made, and the applicant notified of the school district's decision regarding your request for Use of Facilities.

Chenango Valley

Central School District

Request for Use of Facilities

Return to:
Director of Athletics
Chenango Valley Central School District
221 Chenango Bridge Road
Binghamton, NY 13901

(Please see Policy 11 for detailed information)

Chenango Valley Central School District

221 Chenango Bridge Road, Binghamton, NY 13901

REQUEST FOR USE OF FACILITIES

I. BUILDING USE REQUEST

Name of organization:_____

Purpose of use:_____

Space being requested: _____

(Outside requests will require custodians for event)

Date(s) requested:_____

(SUNDAY USAGE needs 1-month advance notice)

Hours requested:_____ ☐ a.m. ☐ p.m. to_____ ☐ a.m. ☐ p.m.

School site: ☐ Port Dickinson Elem. ☐ Chenango Bridge Elem.
☐ CV Middle School ☐ CV High School

Room(s) requested:_____

Kitchen facilities needed: ☐ Yes ☐ No

Admission ☐ will (Amount $_____)
☐ will not be charged Proceeds will be used for:_____

*****Please attach documentation that beneficiary of all proceeds is a bon fide charitable/educational organization *****

Name, address and phone number of person(s) responsible for this occasion:

Name:_____ Name:_____
Address:_____ Address:_____
Phone:_____ Phone:_____

If fee is charged, bill should be sent to the attention of: _____

(Final payment will need to be submitted 7 days prior to the event)

Fee for Use payable to:
School Business Executive
Chenango Valley CSD
221 Chenango Bridge Road
Binghamton, NY 13901

You must provide Chenango Valley Central School District with the following information prior to the approval of your event:

- A completed request for Use of Facilities form. _____Date Received
- A completed Hold Harmless Agreement. _____Date Received
  (Non-School Functions Only)
- A current Certificate of Insurance from your insurance carrier naming the **Board of Education, Chenango Valley CSD, Employees as additional insureds**. _____Date Received
  (*Non-School Functions Only)*

I certify that I have read and agree to be bound by the Board policy**,** rules and regulations provided in the Rules Governing Use of Facilities by Community Groups which is noted below in this application. I also certify that the proceeds received will not be used for the benefit of a religious sect or exclusive fraternal society and that the program will be open to the general public. I understand the organization or group I represent will assume responsibility for all damages. I also understand I will be charged a fee for the use of facilities in accordance with the schedule of changes.

Date of Application_____

Signed_____
Authorized Representative of Group or Organization

Name_____
(please print)

Address_____

City_____ State_____ Zip_____

Phone_____

This application is hereby granted / denied according to the Use of Facilities policy by the action of the Board of Education.

Signature:_____Date_____
Director of Athletics

Return the entire Use of Facilities Packet that includes:

- A completed Request for Use of Facilities form.
- A completed **Hold Harmless Agreement**. *(non-school functions only*)
- A current **Certificate of Insurance** from your insurance carrier *(non-school functions only)*

To: Director of Athletics
Chenango Valley CSD
221 Chenango Bridge Road
Binghamton, NY 13901

Chenango Valley Central School District

Hold Harmless Agreement

The applicant, individual, and/or organization agrees to be responsible for all damages resulting from mental and physical bodily injury, including death at any time resulting there from, and/or for all damages arising out of, injury to, or destruction of property due to his/her/its activities or the activities of his/her/its agents, employees, partners, and participants arising out of or resulting from any act or omission in connection with the use or operation of any programs, events, or activity of the applicant, individual, and/or organization on Chenango Valley Central School District's premises; to provide an insurance certificate naming the School District as an additional insured representing a policy providing limits of a minimum of $1,000,000.00 each occurrence, $2,000,000.00 aggregate for bodily injury liability, property damage liability minimum of $500,000.00 each occurrence, and $500,000.00 aggregate and hereby expressly agree to indemnify and hold harmless the Chenango Valley Central School District from all claims, suits, actions, judgments, damages, attorney fees, including the costs of a legal defense, and costs of every name and description to the extent not covered by the applicant's, individual's, or organization's insurance, if any, arising out of or resulting from any act or omission in connection with such use, operations, or activities; it being understood that this is an undertaking of indemnity only and is not to be construed as an undertaking or obligation to pay claims for which there would not otherwise be a remedy in law.

This agreement shall continue in effect from _____ to _____ 20____.

IN WITNESS WHEREOF, _____
(name of organization)

has caused this instrument to be signed by a duly authorized officer and its corporate seal to be hereto affixed on the _____ of 20_____.

IN WITNESS WHEREOF, _____
(name of person signing Hold Harmless document)

has caused this instrument to be signed on the _____ of 20_____.

Signature

STATE OF NEW YORK
COUNTY OF BROOME: SS

On this _____ day of _____ 20_____, before me personally appeared _____, to me personally known, who being by me duly sworn, did depose and say that _____ is the _____, of the corporation described in and which executed the within instrument; that _____ knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that _____ signed name thereto by like order.

Notary Public