

**PERMIT RULES AND REGULATIONS
(TO BE RETAINED BY APPLICANT)**

1. School buildings, grounds or equipment may be used only for those purposes set forth hereafter and in the rules of the Board of Education and Administrative Regulation 1410.2. They shall not be used for any purpose contrary to the State Education Law, Section 414 and/or Board Policy 1410.
2. Application for the use of school buildings or grounds must be made to the Building Principal in writing by a responsible citizen or by an officer of an organization recognized by the Board of Education. The majority of any group using school facilities must be residents of the Sewanhaka Central High School District. When requested, membership listing of each organization applying to use school facilities must accompany this form and must indicate each member's name and full address.
3. Applications must be submitted at least 30 days in advance of the date desired and 14 days prior to the meeting of the Board of Education. Said timelines may only be waived with advance approval from the Assistant Superintendent of Finance and Operations and/or the Superintendent of Schools. Pursuant to Administrative Regulation 1410.2 each organization will supply a certificate of insurance indicating that comprehensive general insurance coverage is maintained with minimum limits of \$1,000,000 bodily injury liability and \$50,000 property damage liability, (combined single limit and include contractual liability coverage with specific reference to the save harmless language contained therein). The certificate must be from an A.M. best rated "secure" or better insurer licensed by the state of New York and delivered to a Building Principal with the submission of the application.
4. The permit granting the use of the building or grounds will be sent to the person signing the application when approved by the Board of Education.
5. The school gymnasium may be used by outside organizations for athletic and class purposes. Each group must have a leader or instructor in charge who is at least twenty-one (21) years of age and who is approved by the Superintendent of Schools. Use of general school athletic supplies WILL NOT BE PERMITTED. Written permission to use the gymnasium apparatus must be secured. Gymnasiums must not be used for athletic contests with other groups except by special approval of the Superintendent of Schools. The organization will submit evidence of the same insurance requirements as the local permit holder. No one will be admitted on gymnasium floors who are not wearing standard, non-mark gymnasium shoes. Spectators will not be permitted on gymnasium floors unless authorization thereof is specifically included in the permit covering the use of the building. Sale or consumption of food and beverages is not permitted at any time.
6. **No school building will be used prior to 8:00 am and/or after 11:00 pm except by special permission of the Superintendent of Schools.**
7. All school grounds are open evenings and weekends during daylight hours for use by District residents.
8. All school activities will take precedence over non-school activities.
9. Organizations and classes using buildings shall conform to the hours, dates, and areas specified in their permits. Changes can be made only with the approval of the Building Principal who must receive the consent of the Superintendent of Schools.
10. Permits are non-transferable and no holder of any permit may sublet any part of the building or grounds specified in the permit.
11. Persons or groups holding permits will observe all rules and regulations now and hereafter promulgated by the Board of Education for use of school buildings or grounds. A permit will be cancelled if conduct or non-observance of rules warrants.
12. The Board of Education reserves the right to review all applications and revoke any permit with or without cause.
13. The Board of Education reserves the right to either charge, or waive charges for meetings, entertainment and occasions where admission fees are charged in those instances where it is established that the proceeds thereof will be expended for an educational or charitable purpose. Substantiating financial reports are required within 30 days after the event is concluded. Custodial service charges shall be paid for at the regular overtime rate, whether fees for use of buildings are imposed or waived.
14. The Building Principal shall designate the number of custodians and other help required in all applications. The permit holder will be notified in advance of charges for personnel, heat and/or electricity.
15. A District lunchroom employee must be hired when the kitchen is used at the employee's hourly contract rate. In the event that cooking equipment is required, a cook must be employed at the employee's hourly rate.
16. Pro-rated custodial charges will be made if deemed necessary. All facilities are to be left clean and neat. Coffee urns are to be rinsed out. In the event this is not done, an employee will be called in early the following day and this group will be charged for the labor clean up. Any damage to any equipment must be paid for by the group.
17. If, for any reason, it is not possible for a group to meet in the evening for which the building has been reserved, notice must be given to the Building Principal at least one day in advance.

18. The individual who signs the application will be held responsible for any breakage or damage to equipment, the building or school grounds reasonably attributable to their use during the period named in their application. Therefore, the group leader should inspect the area assigned and equipment used before actual use and notify building personnel of damage observed.
19. The Board of Education and its representatives must have free access to the buildings at all times and the right to revoke a permit at any time.
20. Only flags of National or State Colors will be displayed on the buildings or grounds or within the buildings except with advance permission of the Superintendent of Schools.
21. All applications for holding social, civic, and recreational meetings and entertainments, and other uses pertaining to welfare of community shall contain representation by application that such meetings, entertainments, and other uses shall be non-exclusive and shall be open to the general public. The cost of any materials and labor required for preparation of the fields as desired shall be paid for by the organizations.
22. Use of intoxicants of any kind and tobacco is prohibited at all times in the buildings and on school grounds. All visitors are subject to the District Code of Conduct that is available on the District website.
23. Putting up decorations, or scenery, or moving equipment is prohibited unless special permission is given.
24. Responsibility for preservation of order and safety must be assured by the applicant.
25. Where a large assemblage of people is expected, the applicant should arrange for adequate police and fire protection.
26. The applicant must assume responsibility promptly for any loss or damage that may accrue.
27. All social functions attended by minors must be adequately chaperoned.
28. People attending any function are restricted in the use of the building to areas actually designated in the application.
29. No substance (wax, paraffin, etc.) may be put upon the floors under any circumstances.
30. Any additional expenses that may accrue as a result of the use of the facility must be assumed by the organization. Invoices will be rendered by the School Business Office and are payable to Treasurer, Sewanhaka Central High School District, 77 Landau Avenue, Floral Park, NY 11001. Pending receipt of payment, further use of school facilities is denied and application will be reviewed by the Board of Education.

**USE OF SCHOOL HOUSE AND GROUNDS OUT OF SCHOOL HOURS IS GOVERNED
By Article 9, Section 414, New York State Law.**