

**PUBLIC USE OF SCHOOL FACILITIES, ATHLETIC FIELDS, AND GROUNDS**

The Board of Education may permit the use of district facilities, athletic fields, and grounds when they are not being used for school purposes or if the use will not be disruptive of normal school operations. The permission to use the district facilities, athletic fields, and grounds is subject to New York State law and the Regulations of the Commissioner. Allowing the use of the facilities, athletic fields, and grounds is not an act of endorsement of the activity or purpose.

The Superintendent of Schools shall formulate a procedure governing the use of school facilities, athletic fields, and grounds. The Superintendent or his/her designee shall issue building use permits for the use of the facilities, athletic fields, and grounds.

In addition to compliance with state laws and educational regulations, the administrative procedures shall:

- provide for the safety of all involved or affected by the activity;
- assure the protection of school property;
- establish guidelines to determine when a fee should be charged for an activity or the use of a school facility, athletic field, or grounds;
- provide a fee schedule;
- require payment for any damage or loss, whether or not a fee for use has been charged; and
- require a certificate of insurance for all non-profit and for profit users, prior to the use of the facilities, athletic fields, or grounds.

Ref: Education Law §414  
1500-E, Fee Schedule

Approved: July 1, 2001  
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