

# POLICY

No. 1030

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## FACILITIES USE

BOCES facilities may be used by outside groups and organizations for social, civic and recreational meetings that are open to the general public.

The appropriate Division Director has the responsibility and authority to approve or deny applications of the external organizations listed below for the use of BOCES facilities when such use would not conflict or interfere with BOCES programs and services:

- Boy Scouts, Girl Scouts, Cub Scouts, Brownies, and auxiliaries, committees, Boards and Councils associated with scouting
- Veterans organizations
- Colleges and Universities of the State of New York
- Recruiters representing military branches of the United States
- 4-H Organizations
- Employee Groups recognized by the BOCES
- Volunteer Fire Companies located within the BOCES geographical area
- State Licensing Bureaus
- Professional Hair Designers Clubs
- Parent-Teacher Associations
- Junior Achievement
- Cooperative Extension
- Approved Apprentice Organizations
- Senior Citizens Organizations located within the BOCES geographical area
- Municipal, County or State Agencies

**Adopted:** March 20, 1978

**Ratified:** April 17, 1978

**Amended:** May 16, 1983

**Amended:** June 17, 1991

**Amended:** March 18, 1996

**Amended:** June 12, 2003

BOCES facilities may be used for instruction in any branch of education, learning or the arts, social, civic or recreational meetings and entertainments pertaining to the welfare of the community, if the following conditions are met:

- a. The facilities are not in use for BOCES purposes or if they are in use by BOCES, the use by the outside organization will not be disruptive of normal BOCES operations.
- b. The safety and security of pupils is assured.
- c. Where leased facilities are to be used, the use is subject to the terms of the lease.
- d. The use of the facilities is open to all members of the general public.
- e. All costs and expenses associated with the use are paid in advance by the outside organization.

Requests for use of facilities by social, civic, recreational organizations not identified above must be submitted in writing to the Executive Officer ten (10) days prior to the anticipated use of the facility.

No charge shall be made for normal use of the facilities by the groups listed previously, however, a charge shall be made whenever:

- a. additional or special custodial services are needed;
- b. Public Address Systems, A-V Systems or other special equipment may be needed

Charges shall be computed by the appropriate Division Director at the time that the application for use is made, and shall be paid prior to actual use of facilities. It shall be the responsibility of the appropriate building administrator to give specific instructions to the custodians concerning their responsibilities when use of facilities has been granted to any organizations. Arrangements should include provisions for moving furniture and equipment as required and then restoring same to its original locations, and for building security.

Upon application, commercial organizations may use BOCES facilities when such use, as determined by the Board, will result in a direct benefit to education, charity or the community. A fee for use by commercial organizations will be charged as determined by the Board,

Administrators shall contact persons in charge of groups and the Executive Officer at once, if there is any misuse of school facilities. Building administrators shall take the steps they feel necessary to prevent future difficulties, including recommending withdrawal of the privilege.

Custodial services, A-V Equipment and classroom rental fees shall be assessed in accordance with the fee schedules prepared by Central Administration.

Organizations using BOCES facilities shall furnish, at their own expense, Comprehensive General Liability Insurance with the following limits:

- Personal Injury Liability - \$1,000,000 each occurrence
- Broad Form Property Liability - \$1,000,000 each occurrence

A certificate of such insurance, with the Board of Cooperative Educational Services of the Sole Supervisory District of Albany-Schoharie-Schenectady-Saratoga Counties named as an additional insured, must be submitted prior to use of the facility. In high risk situations, the Executive Officer may require higher insurance limits.

Organizations using the BOCES facilities are responsible for the proper care of the building, grounds and equipment which they have been permitted to use, and will be assessed for any damage.