

VOORHEESVILLE CENTRAL  
SCHOOL DISTRICT

**USE OF FACILITIES HANDBOOK**

District Office  
432 New Salem Road  
PO Box 498  
Voorheesville, New York

518-765-3313 x 105

March 12, 2012

## Table of Contents

Permitted Use	Pg. 1
General Rules for Facility Use	Pg. 2
Group Contact Person	Pg. 3
Use of Equipment	Pg. 3
Safety	Pg. 3
Assumption of Risk	Pg. 4
Abuse of Property	Pg. 4
Insurance Requirements	Pg. 4
“Special Event” Fees	Pg. 4
Cancellations and School Closing	Pg. 5
Bumping	Pg. 5
50% Rule	Pg. 5
Event Profits	Pg. 5
Assignment of User Classes	Pg. 6
Assignment of Priority Use	Pg. 7
Fee Schedules	Pg. 8

VOORHEESVILLE CENTRAL SCHOOL DISTRICT  
PUBLIC USE OF SCHOOL FACILITIES

The Board of Education will permit the use of the buildings, grounds and other property of the district, when not in use for school business, for any of the following purposes:

- For instruction in any branch of education, learning or the arts.
- For holding social, civic and recreational meetings and entertainment; these shall be non-exclusive and open to the general public.
- As a polling place.
- For meetings of district employee organizations and for organizations for veterans and volunteer firemen.
- For meetings and entertainment where the proceeds of admission fees charged are to be expended for an educational or charitable purpose, except in the case of veterans' organizations and organizations of volunteer firemen.
- Sports events and practice to the extent they can be accommodated.

## GENERAL RULES FOR FACILITY USE:

The use of any school facility is by a permit only. Permits must have the approval of the Superintendent of Schools or his/her designee. Users must adhere to rules applicable to space for which permit is granted.

- **ALL QUESTIONS, CONCERNS, OR REQUESTS, ARE TO BE DIRECTED TO THE ADMINISTRATOR IN CHARGE, NOT THE STAFF MEMBERS. UNDER NO CIRCUMSTANCES WILL A STAFF MEMBER TAKE DIRECTIONS FROM AN OUTSIDE GROUP WITHOUT ADMINISTRATIVE APPROVAL.**
- The District requires that a member of its staff be on the premises whenever a facility is in use. Additional specialized staff may be required if school equipment is used.
- District authorities must have access to all rooms at all times.
- Use of tobacco, possession or use of intoxicating liquor or illegal drugs and/or fighting will not be allowed on the School District premises or within any facility used.
- Permit holders must comply with all applicable State and Federal laws, town ordinances, School District regulations, by-laws and policies, and permit conditions.
- No alterations are to be made to any school property or equipment.
- Any damages incurred during use of the facility shall be paid by the user.
- No outside activities will be scheduled after 10 p.m. unless special permission is granted by the Superintendent or his/her designee.
- The Superintendent or his/her representative may revoke a Use Permit for violation of the regulations set forth in this document.
- Use Permits are limited to the specified area for which permission is granted during the hours and days specified. The Permit holder shall insure that the remainder of the building used is not entered or molested. The activity shall not extend beyond the hours approved in the request.

*The Board of Education has absolute discretion in refusing a use requested and prescribing terms if the use is allowed.*

### GROUP CONTACT PERSON:

Each group using school facilities must designate one person who will serve as the contact for communication from and to district staff. The "Group Contact Person" will also assume responsibility for:

- Scheduling of activities
- Communication with group members and the school district
- The conduct of the group members
- The proper use of school property
- The payment of any fees due
- Enforcing District regulations as described in the Use of Facilities Handbook
- Obtaining building closure information via the media
- Being aware of emergency weather conditions which may cancel a program (i.e. heavy rainstorm for outdoor practices, etc.)

In addition to the "Group Contact Person", each youth group must designate at least one "Team or Group Parent" and this person may not be the coach or group leader. The "Team or Group Parent" is responsible for the supervision of the youth during use of Voorheesville Central School District property. Their names along with the coach's or group leader's name must be sent to the School District before activities may commence. For groups larger than twenty there shall be at least two "Team or Group Parents" listed.

### USE OF SCHOOL EQUIPMENT:

Use Permits include use of normal furniture and large equipment that is usually assigned to that particular area of the building. No school property or equipment is to be altered or removed from the premises. The permit holder will be expected to furnish his or her own expendable supplies (e.g. basketballs, ping pong balls, dishes, napkins, paper, etc.).

### SAFETY:

All measures necessary to ensure the safety, health and lawful conduct of permit activities, including but not limited to crowd control measures and fire and police protection, shall be undertaken and financed by the permit holder. Any other permits required from police, fire, health or other governmental agencies must be obtained and copies presented to the Superintendent or his/her designee prior to the issuance of any Use Permit.

### ASSUMPTION OF RISK:

User groups will be required to sign a release form stating that they assume full financial responsibility for any and all damages done to Voorheesville Central School District, and that they indemnify and hold harmless the school district and its officers, agents, trustees and directors against any injury, damage or expense of any kind, to any person or property arising from, related to, or in any way connected with the use of the facilities.

### ABUSE OF PROPERTY:

In the event of misuse of facilities, misconduct of individuals or groups, or other abuse of the privileges extended, the Group Contact Person shall make a report on the incidence to the Superintendent of Schools or his/her designee. The District may take action considered appropriate, including but not limited to, suspension of permit to use facilities, requiring replacement of Group Contact Person, requiring reimbursement for damages or extra expenses incurred and denial of future requests for use of school property.

A cash bond in the amount of \$5,000 shall be required from sponsors who have previously sponsored activities that result in damage or when damage has previously occurred in connection with the type of activity for which a permit is sought. A security deposit may be requested for "Special Events" to be used in the event of any damage to the facility. The security deposit will be returned after the event concludes and all other fees are paid.

### INSURANCE REQUIREMENTS:

All permit holders are required to provide a certificate of general liability insurance coverage of \$1,000,000 naming Voorheesville Central School District as an additional insured. This certificate must be on file in the District Office at least three days before the date(s) requested.

### "SPECIAL EVENT" FEES:

Certain events require an increase in costs to the district. If there will be a large population attending an event, the event has many activities in different locations, requires a significant amount of equipment, requires a significant amount of set up and clean up, requires custodial staff to work overtime and/or requires a significant amount of District coordination, the user may be assessed a "Special Event" Fee in replacement of the regular charge for using the facilities.

### CANCELLATIONS and SCHOOL CLOSING:

Groups who need to cancel their activity must call the building principal's office 24 hours in advance for weekday activities, and by the Thursday prior for weekend activities. If a group's activity needs to be canceled as a result of a school activity, the group will be notified as soon as possible.

In the event of the cancellation of all after school activities due to inclement weather, all permit activities will be cancelled also.

The District may cancel use of fields due to inclement weather or field conditions even if indoor activities are not cancelled.

Canceling of after school and evening events will **not** be automatic when school is closed for the day. A decision regarding after school and evening activities will be made by 2 pm and announced via local radio and TV stations and the district's telephone message system.

If it appears weather conditions may threaten Saturday and Sunday activities, every attempt will be made to evaluate and communicate with the group contact person by 5 pm on Friday.

### BUMPING:

If an unexpected change or emergency should occur, which results in a reserved facility no longer being available, a higher priority organization may "bump" a lower priority organization with 24 hours notice. (See Priority section)

### 50% RULE:

If the attendance of group members increases by 50% from the original size of the group, a new permit must be obtained for using the facility. This excludes "Special Events".

### EVENT PROFIT:

All admissions received by any organization for activities using school facilities must be dedicated to educational and/or charitable purposes. Admission fees are monies collected at the event to gain entrance to the premises; they are not the same as a fee or dues paid by an individual to belong to or participate with an organization.

Admission fee profits for CLASS I, II and III must be dedicated to educational and/or charitable purposes within the geographical limitation of the district (exceptions: volunteer fire companies and veteran's organizations). CLASS IV organizations may dedicate their profits to educational and charitable purposes both inside and outside the district.

#### ASSIGNMENT OF USER CLASSES:

Permit holders shall be assigned a "Class" designation by the Superintendent or his/her designee. Guidelines to determine Class status are as follows:

##### CLASS I:

All official community groups and organizations directly affiliated with the school: PTA, Friends of Music, booster clubs, Dollars for Scholars, VTA, UEV, Public Library, etc.

##### CLASS II:

- A. Community groups with programs having direct community student population involvement: Boy Scouts, Girls Scouts, 4-H, Kiwanis Youth Groups, New Scotland Soccer Club, CYO Basketball, etc.
- B. Any community group supported by local property tax dollars: Town/village youth recreational programs, New Scotland Senior Citizens, etc.
- C. Civic forums and Red Cross activities

##### CLASS III:

Public functions or groups sponsored by religious, cultural, non-profit and charitable organizations that have headquarters and principal membership (at least 75%) within the boundaries of the District. These organizations may include adult members.

##### CLASS IV:

Non-resident status: Groups not primarily located within the Voorheesville Central School District.

ASSIGNMENT OF PRIORITY USE OF FACILITIES:

Youth activities will be given consideration for earlier, rather than later evening hours.

Sign up for activities will be prioritized as follows.

Priority I: This group may schedule before August 1<sup>st</sup>

1. Building activities for school district instructional purposes for students and adults, and for in-service activities
2. Facility needs for approved extra-curricular and interscholastic programs. Each building's programs have priority over activities from another building.
3. Adult education

Priority II: This group may schedule after August 5<sup>th</sup>

CLASS I groups  
CLASS II groups

Priority III: This group may schedule after August 10<sup>th</sup>

CLASS III groups

Priority IV: This group may schedule after August 15<sup>th</sup>

CLASS IV groups

With reasonable advance notice, a group given a long-range commitment to a facility can be replaced for a single date for an activity or event for school pupils or parents.

Within the given priority structure, time shall be allocated for the pool outside of the school day as follows. (NOTE: This time will be based on possible operation use times of 6:30 a.m.-7:30 a.m. and 2:30 p.m.-9:30 p.m. from Monday to Friday and 8:00 a.m.-2:00 p.m. on Saturday, which totals 46 hours per week).

Interscholastic athletics and extracurricular swim time: 30-35%  
Continuing (adult) Education: 30-35%  
Community-sponsored youth/adult activities: 25%  
Non-community/Other use: 5-10%

## Facilities Fee Schedule

	<b>CLASS I</b>	<b>CLASS II</b>	<b>CLASS III</b>	<b>CLASS IV</b>
	Groups affiliated directly with the Voorheesville Central School District (VCSD). (e.g., PTA, Friends of Music, Dollars for Scholars, Booster Clubs, Public Library, etc.)	Groups providing VCSD Community Youth Activities, groups supported by tax dollars, Civic Forums.	Groups sponsoring activities with at least 75% VCSD community participation.	Non-resident status - Groups sponsoring activities with less than 75% VCSD community participation.
<b><u>Classroom</u></b>	No Fee	No Fee	No Fee	\$40 per hr.
<b><u>Athletic Facilities*</u></b>				
<b>*A season equals 10 weeks</b>				
<i>Elem. School Main Gym</i>				
General Meeting	No Fee	No Fee	No Fee	\$100/hr., min. 2 hrs.
Seasonal Athletic Activity	No Fee	\$250/season for 10 wks; \$25/wk if extended.	\$350/season for 10 wks; \$35/wk if extended.	Not Available
Special Use (per day)	Custodial Fee	Custodial Fee	\$50/hr., min. 1 hour	\$100/hr., min. 4 hrs.
<i>Elem. School Small Gym</i>				
General Meeting	No Fee	No Fee	No Fee	\$100/hr., min. 2 hrs.
Seasonal Athletic Activity	No Fee	\$100/season for 10 wks; \$10/wk if extended.	\$150/season for 10 wks; \$15/wk if extended.	Not Available
Non-Athletic Activity (per day)	Custodial Fee	Custodial Fee	\$50/hr., min. 1 hour	\$100/hr., min. 4 hrs.
<i>Middle School Gym</i>				
Athletic Contest (single event)	No Fee	\$50/hr.	\$75/hr.	\$100/hr., min. 4 hrs.
Seasonal Athletic Activity	No Fee	\$400/season for 10 wks; \$40/wk if extended.	\$500/season for 10 wks; \$50/wk if extended.	\$1,500/season for 10 wks; \$150/wk if extended.
Non-Athletic Activity (per day)	Custodial Fee	Custodial Fee	\$100/hr., min. 3 hrs.	\$125/hr., min. 4 hrs.
<i>High School Gym</i>				
Athletic Contest (single event)	No Fee	\$50/hr.	\$75/hr.	\$100/hr., min. 4 hrs.
Seasonal Athletic Activity	No Fee	\$1,000/season for 10 wks; \$150/wk if extended.	\$1,500/season for 10 wks; \$200/wk if extended.	\$2,000/season for 10 wks; \$250/wk if extended.
Non-Athletic Activity (per day)	Custodial Fee	Custodial Fee	\$100/hr., min. 2 hrs.	\$125/hr., min. 4 hrs.
		<b>Note: You must reserve at these fees for any use of the High School Gym.</b>		
		<b>Notice: You may be assigned to use the Middle School Gym if there is a scheduling conflict with a school sports team and/or event.</b>		
<i>High School Cafeteria</i>				
Seasonal Athletic Activity	No Fee	\$150/season for 10 wks; \$20/wk if extended.	\$200/season for 10 wks; \$25/wk if extended.	Not Available
<i>Swimming Pool Facility</i>				
Single Use	Lifeguard + \$50/hour	Lifeguard + \$75/hour	Lifeguard + \$125/hour	Lifeguard + \$150/hour
Seasonal Activities	Lifeguard + \$50/hour	Lifeguard + \$75/hour	Lifeguard + \$125/hour	Lifeguard + \$150/hour
		<b>Note: Lifeguards must be fully certified and approved for use by the District Office and the Albany County Department of Health.</b>		
<i>Athletic Fields</i>				
Elementary School	No Fee	No Fee	No Fee	Not Available
Middle/High School	Not Available	Not Available	Not Available	Not Available
Remote Site ( soccer and baseball only)	No Fee	\$150/field/season, # of fields used to be determined by the district.	\$150/field/season, # of fields used to be determined by the district.	\$900/field/season
		A season is equal to 10 weeks		
<i>Track and Field Facilities</i>	No Fee	\$25/hour	\$50/hour	\$100/hour
<b>Please note:</b>		<b>Note: Outside groups must provide their own equipment when using the Track and Field Facilities, or make arrangements through the Athletic Director's office to use school equipment for an additional charge.</b>		
<b>A season equals 10 weeks</b>				

## Facilities Fee Schedule

<b>CLASS I</b>	<b>CLASS II</b>	<b>CLASS III</b>	<b>CLASS IV</b>
Groups affiliated directly with the Voorheesville Central School District (VCSD). (e.g., PTA, Friends of Music, Dollars for Scholars, Booster Clubs, Public Library, etc.)	Groups providing VCSD Community Youth Activities, groups supported by tax dollars, Civic Forums.	Groups sponsoring activities with at least 75% VCSD community participation.	Non-resident status - Groups sponsoring activities with less than 75% VCSD community participation.

### Kitchens and Cafeterias

<i>Elementary School</i>				
Kitchen	Kitchen Fee	Kitchen Fee	Kitchen Fee + \$50/hr., min. 1 hr.	Kitchen Fee + \$100/hr., min. 4 hrs.
Cafeteria	No Fee	No Fee	\$50/hr., min. 1 hr.	\$100/hr., min. 4 hrs.
<i>Middle/High School</i>				
Kitchen	Kitchen Fee	Kitchen Fee	Kitchen Fee + \$50/hr., min. 1 hr.	Kitchen Fee + \$100/hr., min. 4 hrs.
Cafeteria	No Fee	No Fee	\$50/hr., min. 1 hr.	\$100/hr., min. 4 hrs.

### Special Use Areas

<i>High School Commons</i>	No Fee	No Fee	\$50/hr., min. 1 hr.	\$100/hr., min. 2 hrs.
<i>High School Library</i>	No Fee	No Fee	\$50/hr., min. 1 hr.	\$100/hr., min. 1hr.
<i>Performing Arts Center</i>				
Gen. Meeting w/o Stage	No Fee	Custodial Fee	\$50/hr., min 1 hr.	\$100/hr., min. 1hr.
Event w/Stage	Custodial Fee	Custodial Fee	\$100/hr., min 1 hr.	\$200/hr., min. 4hrs.
<i>Performing Arts Center Stage</i>	No Fee	No Fee	\$50/hr., min 1 hr.	\$100/hr., min 1 hr.

### Fees

*Custodial:* \$20/hr.  
*Kitchen:* \$18/hr.

### Hours of Normal Operation

*Elementary School:* Monday through Friday 3:30 - 8:30 pm; Saturday 8:00 am - 2:00 pm.  
*Middle/High School:* Monday through Friday 2:30 - 10:00 pm; Saturday 8:00 am - 2:00 pm.  
*Athletic Fields:* After regular school hours until dusk Monday through Friday; Saturday 7:00 am - dusk. Sundays - As arranged with school district.  
*Swimming Pool Facility:* Monday through Friday 6:30 am - 9:30 pm; Saturday 8:00 am - 2:00 pm.

### Use During Off Hours

**Arrangements may be made for facilities use during off hours. For all organizations requesting use during "off hours," a fee may be charged to cover custodial costs at time-and-a-half.**