



CITY SCHOOL DISTRICT OF ALBANY REGULATIONS – USE OF SCHOOL FACILITIES

To implement the district's policy on the use of school facilities, the following procedures are established:

1. General Guidelines

- a. The district, its agents or representatives, shall have the right to enter premises being utilized by outside organizations, or any part thereof, at any time for the purpose of examining same as may be necessary for the safety and preservation thereof;
- b. The supervisor and/or custodian on duty is to be regarded as the district's representative and his/her directions are expected to be followed;
- c. The user shall take good care of the premises and shall leave the premises in as good condition as when use began;
- d. Unless specific permission is granted, all district facilities must be vacated no later than 11:00 p.m.;
- e. The user shall not place, cause to be placed, or allow to be placed, signs of any kind whatsoever on district property, except when specific permission is granted by the district in advance;
- f. No alterations, additions or changes shall be made in or to the premises unless written consent is provided by the district in advance;
- g. The use of alcoholic beverages, illegal drugs, firearms and explosives are **absolutely prohibited** on district property. Use of such items will result in the immediate termination of any use of district property;
- h. There shall be no smoking permitted on district property;
- i. Children and/or students under the age of eighteen (18) must be supervised by adults at all times;
- j. Regular gym shoes must be worn on gymnasium floors;
- k. A detailed financial statement indicating total receipts, expenses and the recipient(s) of proceeds for each use of district facilities at which admission is charged shall be submitted to the Bureau of Health and Physical Education within thirty (30) days following the use of the facility. Failure to submit the required financial statement may result in denial of future building use applications.
- l. All permits for long-term summer activities shall terminate prior to the last two weeks of August. No permits shall be issued for the use of school facilities during the last two weeks of August unless the activity will not interfere with back-to-school preparations.

2. Insurance

- a. The user of district facilities shall, during its use of district facilities, carry and pay for public liability insurance fully protecting and insuring the user and the district from and against any liability for injury or death to any person and/or damage to property arising out of the use of and occupancy of district facilities, including the district's reasonable expense, if any, incurred in defending any suit to enforce such

liability. Such liability insurance shall be in policies of companies licensed to do business in the State of New York;

b. Insurance policy must have minimum limits of:

Bodily injury - \$1,000,000 (each person)

Property damage - \$250,000 (each accident)

c. The following endorsement must be appended to the policy:

It is understood and agreed that the City School District of the City of Albany is the owner of the building described in the annexed policy. The City School District of the City of Albany is an additional insured and said policy is extended in all of its terms to cover any liability of ownership, maintenance or use, under the terms of said policy to the limits thereof of the City School District of the City of Albany, New York.

d. The original of the policy or a duplicate thereof must be filed with the Bureau of Health and Physical Education no later than fifteen (15) days prior to the event.

e. The endorsement shall be appended to the policy described that will guarantee to the district that notification of any cancellation shall be received by the district no later than ten (10) days prior to such cancellation.

3. Food Service

Food safety within district facilities is a vital concern of the district. In order to minimize the likelihood of the transmission of food-borne disease in schools, all servers or preparers of food for consumption must adhere to our strict guidelines. Information regarding food service guidelines, restrictions and costs are available from the director of food services.

4. Audio-Visual Auditorium Use

a. In order to maintain facilities in proper working condition and to avoid damage, use of auditorium/audio-visual facilities must be authorized by the audio-visual chairperson.

b. Audio-visual staff must be present for all auditorium use to operate or oversee the operations of the auditorium facilities. The mounting bars in the weighted pulley system on the stage may not be operated unless a member of the district audio-visual staff is present. The lighting and/or audio system may not be altered or operated unless a member of the audio-visual staff is present. Users responsible for extra duties such as setting up or moving props, mounting curtains, hanging decorations.

c. Modification or decoration of auditorium facilities must be authorized by district audio-visual staff.

d. Pianos may only be moved by district personnel. Written arrangements for movement of a piano must be obtained in advance from the Audio-Visual Department.

5. Evacuation Procedures For Fire Emergency

At the beginning of any program, event or performance attended by the general public, the user must announce the proper procedures to evacuate the building in an orderly and timely manner in the event of a fire emergency.

New York State law requires that the following announcement be made at each event, and at each event where the same presentation is made to a different audience:

In the event of a fire emergency an alarm bell will sound signifying the emergency. Please note the emergency exit routes marked by lighted "EXIT" signs. In an emergency, proceed in an orderly fashion out of the exits and away from the school building. DO NOT re-enter the building until an all-clear signal has been given by the school or local official.

6. Use of school Facilities by School Personnel

Any use of school facilities for school-related activities must be scheduled through the building principal. Any other use outside the regular school week must be scheduled through the Bureau of Health and Physical Education.

Recognized collective bargaining units may use school facilities to conduct meetings as specified in the appropriate collective bargaining agreements.

No students are allowed in a school building unless a teacher or administrator is on duty.

7. Fees for Use of School Facilities

The basic rate per hour for use of district facilities shall include, but is not limited to, a minimum custodial charge, heat, lights and administrative costs.

Additional charges shall be applicable for the following:

Additional Custodial Services	Outdoor Fee
Supervisor	Auditorium and Lighting
Audio-Visual staff (hourly rate)	Classroom(s)
Cafeteria (Food Services)	Swimming Pool
Physical Education Facilities	Pianos

Fee schedules are available from the Bureau of Health and Physical Education upon request.

No refund of fees paid shall be made by the district unless the Bureau of Health and Physical Education receives notice of cancellation at least twenty-four (24) hours in advance.