

The Board of Education of the Campbell-Savona Central School District, in keeping with the District mission of establish a community centered environment, encourages the use of school facilities during non-school hours for the purposes directly related to the educational, civic, cultural, recreation and social life of the community.

ELIGIBILITY AND STIPULATIONS FOR FACILITY USE

- A. Priority for use of school facilities will be given to school/youth related groups. This includes groups and organizations, which have a direct affiliation with and meet to promote the welfare of the Campbell-Savona Central School District. Exceptions are all Campbell-Savona Central School District functions and organizations: Boosters, PTSO, PTO, school clubs, etc.
- B. Use of facilities must be approved and scheduled by the individual buildings at least **two (2) weeks prior** to the event/activity.
- C. Use of concession stand will be considered when not in use during a sports season.
- D. Fundraisers that benefit a single individual are prohibited on school property.
- E. Persons interested in requesting use of facilities must secure a printed form from the District Office or the Building Principal's Office and return the form to the school secretary.
- F. District Office will coordinate building use and each building principal will keep a calendar of activities scheduled in his/her respective building.
- G. The Board reserves the right to demand sufficient time for full investigation, notice and arrangements of all applications for the use of school facilities. Cancellations may be ordered by school authorities with or without due notice. All permits are granted with this understanding.
- H. Holders of permits shall be fully responsible for all loss or damage to school property during the time the building is in use under the agreement.
- I. Management Services will approve or deny the use of school facilities and the fees charged on the basis of the Board of Education policy. Permits are not transferable.
- J. Holders of permits may cancel them by giving the District Office forty-eight (48) hours notice. Otherwise, permit holders will be held responsible for any costs incurred.
- K. The Board of Education reserves the right to require liability insurance and/or NYS Food Permit from the user.
- L. The renter of any facility shall assume all liability for damages which may arise from any accident which may occur in or about said building while said renter has the control and use of the building. The renter shall save the Campbell-Savona Central School District harmless from any liability by reason of any such damages.
- M. No use of any facility shall be made contrary to the laws of the State of New York or contrary to any ordinance, rules or regulations of any proper government agency having the right to make same.
- N. Users of school facilities will be required to bring an approved copy of their facility use agreement at the time of building usage.
- O. The school district reserves the right to request payment of fees in advance. Fees may be adjusted to align with actual usage of facilities, staff and/or equipment.
- P. Organizations or groups will be required to pay a fee for rental of the facility and/or the cost of utilities, custodial or kitchen services and use of equipment.
- Q. All persons, firms, corporations, or associations using the school facilities shall comply with the following conditions:
 - a. No act shall be allowed in which open flames are used.
 - b. No smoking is allowed on District property.
 - c. No intoxicating liquors or illegal drugs of any description shall be kept or consumed on the premises.
 - d. There shall be proper supervision for the accommodation and control of patrons attending any performance or activity.
 - e. No temporary or permanent equipment may be installed or used unless included in this application and specifically approved by principal. Soft drinks are not allowed in any of the gymnasiums. Prior approval must be granted on the application form.