

RULES AND REGULATIONS FOR COMMUNITY

1. Procedure:
 - a. The organization's representative will request an application packet from the principal's office. The application packet will consist of the application form/contract agreement, a schedule of charges and the District's regulations governing community usage. The group's representative must return the completed application form to the principal's office three weeks prior to the date of the requested use date.
 - b. The principal will determine appropriate charges, if any, then the contract for usage between WCSD and the organization will be completed.
 - c. **NO DISTRICT FACILITY SHALL BE DEEMED 'RESERVED' UNTIL THE COMPLETED APPLICATION HAS BEEN APPROVED THROUGH SCHOOLDUDE AND APPLICANT HAS RECEIVED CONFIRMATION THROUGH EMAIL.**
2. The charges for facility use are payable to the Wappingers Central School District within two weeks of receipt of the bill. The District also reserves the right to request a deposit or even full payment before any facility may be used. Pre-payment must be made during a Contingent Budget year.
3. **School facilities may not be used for profit-making purposes, except to benefit educational or charitable organizations. Individuals or organizations applying for use of school facilities for profit-making purposes must file a statement with the application form indicating the educational or charitable recipient of the event's profits. In addition, the District reserves the right to request documentation from individuals or organizations applying for use of school facilities for profit-making purposes, in a form satisfactory to the District, demonstrating that all fees collected from an event held on District property were provided to the educational or charitable recipient named on the application form submitted. An individual or organizations' refusal to submit such proof upon request shall constitute grounds for denial of future use of the District's facilities.**
4. Use authorization is specifically limited to the area designated on the application. No property shall be used other than that specified to include district owned equipment and supplies.
5. The organization receiving permission to use school facilities is held responsible in the care of the facility and/or property during such use. In the event of property damage or loss, the organization shall make an adjustment deemed satisfactory by district administration. Property damage or loss may result in the revocation of future facilities use privileges.
6. The organization shall, at all times, be responsible for the preservation of order. Adequate supervision must be provided by the organization using the facilities.
7. School functions shall take precedence over those of all other agencies. The school district has the right to postpone or cancel approvals for use of facilities when unanticipated student use of the same facility make this necessary or when it is deemed to be in the best interest of the District.
8. School facilities will not be available for community use whenever the school is officially closed, (i.e. holidays, snow days) or afternoons/evenings when early dismissal becomes necessary due to an emergency closing.
9. In case of a cancellation, or a request to change facility or time, the principal will be notified at least two working days in advance or the applicant may be held responsible for payment of the original charges. The organization may be liable for any costs to the District that may result from the request to change facility or time.
10. Permission for use of district facilities is granted upon the expressed understanding and agreement that the giving of gratuities or "tipping" of custodians or other school personnel is prohibited.
11. The organization shall be responsible for enforcing all police, traffic, parking, fire safety, and smoking regulations. NYS law forbids the use of tobacco in school buildings and on school campuses. Where 250 people will be in attendance, a policeman must be on duty outside of the building at least one hour before the event begins. In addition, the organization must provide for at least one policeman inside the building for every 500 people in attendance. All charges for such services shall be paid directly by the organization to the police and fire officials on duty. Careful attention must be paid to posted restrictions governing legal occupancy (maximum number of persons allowed to be in attendance) as mandated by the Fire Code. The district reserves the right to enforce any and all codes.
12. No decorations or scenery may be erected without express permission of the school principal. Such items shall not interfere with school functions and, if required, they will be dismantled or removed after each rehearsal. Any decorations/scenery used must be fire resistant material. At the discretion of the principal, the stage shall be cleared after each performance or before school.
13. Property of the organization shall not be stored on the premises for any period of time without the permission of the principal. It is understood that such property is always left at the risk of the organization and the Board of Education assumes no responsibility whatsoever for the safekeeping or preservation of any properties left by the organization.
14. All kitchen equipment, all electrical equipment, the projection booth, stage rigging and the scoreboards, shall be under the charge and control of the district and its employees. Additional fees may be charged to have district employees operate this equipment, if needed.
15. No alcoholic beverages shall be brought to or used either in school buildings or on campuses. Beverages or edibles, in any form, shall not be taken into the gymnasium, auditorium or locker rooms.
16. **Facilities usage will be scheduled to end no later than 8:30 p.m. with a curfew of 9:00 p.m. when individuals would be required to vacate district facilities.** This is needed to provide adequate time to perform whatever cleanup may be necessary. Should additional time be required, the organization using the facility will be charged any overtime costs incurred by the District.
17. **Noncompliance with any of the rules/regulations stated above could result in denial of future use.**