



FACILITY USE POLICY AND FEE SCHEDULE

The Dansville Board of Education will encourage the utilization of district buildings and district grounds by properly organized and responsible groups. Such use of any district facility or district grounds, however, will not interfere with the daily school student routine or any school-sponsored activity. To ensure fairness and consistency in the implementation of Board policy governing use of school facilities, the following categories have been established to determine priorities. A fee schedule applies to approved users when appropriate.

CATEGORY I: K-12 Program Activities

School-affiliated groups are defined as those whose activities directly relate to regular or extracurricular programs and will be granted first priority. Fees for Category I: For occasional use during usual hours of operation, no charges will be assessed.

CATEGORY II: Dansville Community Athletic Association/School Affiliated Programs/Non-Profit Community Groups and Churches

School affiliated programs and school related parent groups (Parent-Teacher Organization, Athletic Boosters, etc.) solely or jointly administered by the Board of Education will be granted second (2nd) priority to available school district space and facilities. Service Organizations (Ladybugs, DDA, etc.) will be granted occasional use at no charge. Fees for Category II: For occasional use, no charges will be assessed. A custodial service charge of \$25 per hour will be levied if custodial services are required after your group leaves. If your group is requesting the use of our school kitchens, one of the school district's certified food service staff members is required to be onsite. Your group will be charged \$25 per hour for this service plus the hourly rate of the staff member. Churches who wish to reserve space on a weekly basis will be charged either Category III or IV fees depending on how many participants reside within district boundaries.

CATEGORY III: Residential Informal Groups/Other Organizations

Informal groups and other community organizations with at least 50% of participants residing within the district will be granted third (3rd) priority. Examples of Category III use include, but are not necessarily limited to, meetings, performances, seminars, and recreational gym use. Fees for Category III: The attached fee schedule will apply. Informal Groups with less than 50% of participants residing within the district will be charged Category IV fees.

CATEGORY IV: For Profit or Commercial Businesses

Commercial enterprises are defined as organizations or businesses that operate for profit as determined by Dansville Schools authorities. Residential commercial enterprises are those located within the district. Note that rates for residential versus non-residential commercial businesses differ. These groups will be granted 4th priority. Fees for Category IV: The attached fee schedule will apply. Informal Groups with less than 50% of participants residing within the district will be charged Category IV fees.

General Provisions for Public Use of Dansville Schools District Facilities

Application

- Reservations for public use of school facilities may only be made after school-sponsored activities have been officially scheduled. Reservations for public use of school facilities for the upcoming/current school year will be accepted on a first-come, first-serve basis beginning the third Monday of August.
- Parties requesting use of facilities must obtain an Application for Use of School Facility from the Superintendent's office.
- Applications for the use of space shall originate with responsible organizations or adult individuals, and in no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.
- **Completed applications for facility use should be submitted at least ten (10) workdays prior to the date of use.**
- The Superintendent or his or her designee will approve or deny the use of school facilities and the fees charged on the basis of the Board of Education's policy and availability of facilities.

Limitations On Usage

- For eligible categories, the use of specially designated areas, fields, music rooms, and Performing Arts Center may require the service of an appropriate Dansville Schools staff person.
- School facilities are not available for religious, partisan political meetings, or meetings of similar nature when classes are scheduled.
- Persons or groups who practice discrimination based on race, sex, color, national origin, handicap, or age under the law will not be granted permission to use Dansville Schools' facilities.
- Facilities are not available for the following uses:
 - Private classes for the instruction of children unless such classes are deemed by the Superintendent as suitable supplement to the regular instructional program and unless the charges, qualifications of teachers, and quality of instruction conform to standards set by the Superintendent or his/her designee.
 - Any other instruction for which a charge is made unless it is part of the program under the school authority or some approved public or community agency, or unless the charge is made solely to meet the expenses incidental to the instruction.
 - Any use engendering racial or religious prejudices or for any other purpose that obstructs our democratic way of life.

Equipment Requests

- When submitting a facility use request, users must designate equipment needed. Requests for school-owned equipment are not included in the direct or indirect cost and shall be charged based on request and type of equipment. The fee structure for equipment is attached.

Requirements for Public Use of Dansville Schools District Facilities

- Users must take reasonable steps to ensure orderly behavior and employ school-approved security personnel when the district deems necessary. Adults must directly supervise all youth. The user will be fully responsible for all loss or damage to school property, including property of pupils and employees.
- The school district requires full payment, ~~including the \$50.00 deposit~~ of facility-use fees upon approval of facility.
- Programs and activities of users must be of a nature suitable for presentations in a public school, must be lawful, and must conform to all of the policies of the Board of Education.
- Use of the Performing Arts Center (PAC), kitchen facilities, additional furniture, and equipment must be arranged for in advance. Arrangements must be made with the Superintendent's office for the use of any special or extra equipment.
- Food service personnel shall be required when facility users request the use of kitchen facilities and/or equipment. Use of food and beverages is limited to approved areas.
- Commercial users must provide proof of liability insurance where warranted.

Regulations for Public Use of Dansville Schools District Facilities

- The Board reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities. The Board reserves first claim to the use of its own property. Cancellations may be ordered by the school authorities with or without due notice. All approvals are granted with this understanding. Individuals requesting the use of school facilities will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility.
- The Board of Education reserves the right not to charge a group for use of district buildings and district grounds.
- Persons or groups who practice discrimination based on race, sex, color, national origin, handicap, or age under the law will not be granted permits. Additionally, persons or groups whose activities or programs are determined to be illegal or inappropriate for presentation in public school buildings or on public school sites will not be granted permits.
- Use of tobacco products in a school building and/or on school grounds is prohibited by Board policy, state, and by federal law. All users are responsible for complying with this regulation. This includes e-cigarettes and vapes.
- Alcoholic beverages and controlled substances will not be permitted on school property at any time.
- Decorations must be taken down in a manner that does not destroy school property. Decorations are subject to the approval of the building administrator.
- The use of any materials on floors or other parts of the building is strictly prohibited without specific approval from the District Facilities Manager.
- Groups are expected to leave the facilities as they were before the activity. The custodian will render custodial assistance as needed and will be responsible for seeing that the facility or facilities are left in good order after the activity is over.
- Corridors, exits, and stairways must always be free of obstructions. Exits are to be lighted when facilities are in use. Members of an audience, or spectators, must never stand or sit so they block exits, stairways, or aisleways.

- The school district will not be responsible for the loss of valuables or personal property.
- Games of chance are subject to state licensing.
- Responsibility for enforcement of rules and regulations concerning the use of school facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests.
- The Superintendent reserves the right to grant the use of facilities under special circumstances not covered by these regulations.
- Doors will be opened 15 minutes before and 15 minutes after the event.

FACILITY USE FEE SCHEDULE *(per hour)*

Facilities	Categories I and II <i>(School-sponsored and School Affiliated)</i>	Category III <i>(Residential Informal Groups and Organizations)</i>	Category IV Residential	Category IV Non-Residential
Classrooms	No Charge	\$15.00	\$22.50	\$30.00
Elementary Library	No Charge	\$25.00	\$37.50	\$50.00
MS/HS Library	No Charge	\$30.00	\$45.00	\$60.00
Linsey Ebert Memorial Commons (MS)	No Charge	\$40.00	\$60.00	\$80.00
Elementary Cafeteria	No Charge	\$30.00	\$45.00	\$60.00
Kitchen	No Charge	\$15.00	\$22.50	\$30.00
Gym (HS)	No Charge	\$55.00	\$82.50	\$100.00
Gym (MS)	No Charge	\$40.00	\$60.00	\$80.00
Gym (Elem) No Stage	No Charge	\$30.00	\$45.00	\$60.00
Performing Arts Center Gym and Stage	No Charge	\$55.00	\$82.50	\$100.00

MISCELLANEOUS

	Monday - Friday	Saturday - Sunday
Custodians	\$25.00 per hour	\$35.00 Saturday \$45.00 Sunday
Kitchen Staff <i>(minimum 2 hours)</i>	\$25.00 per hour	\$35.00 Saturday \$45.00 Sunday
Snow Removal	\$25.00 per hour	\$35.00 Saturday \$45.00 Sunday

EQUIPMENT USE

Technology <i>(i.e., presentation system, microphone, etc.)</i>	\$10.00 per event
Other Equipment	Availability and fee to be determined upon request