

## **SUBJECT: USE OF SCHOOL FACILITIES**

The use of school facilities shall be available for the community within the limits of the law and such usage shall not conflict with the instructional programs of St. Lawrence-Lewis BOCES. The Board of Cooperative Education Services has a legal responsibility to conform with the State Education Law concerning "use of public school buildings". Specific regulations and procedures for use of facilities shall be as indicated in administrative procedures.

The Board delegates to the District Superintendent the responsibility and authority to approve or deny applications for the use of BOCES facilities when such use would not conflict or interfere with BOCES programs and services and is permitted and/or authorized by law. The District Superintendent also maintains the authority to waive fees where appropriate.

The District Superintendent shall arrange for the utilization of the building through the administrative staff. The basic room use charge, if any, will be determined by the Board. Additional charges for custodial services or other costs is at the discretion of the District Superintendent.

Any organization using the BOCES facilities will furnish, at its own expense, comprehensive general liability insurance if not otherwise covered through the BOCES insurance umbrella. A certificate of such insurance with the St. Lawrence-Lewis BOCES named as an additional insured must be submitted prior to final approval and use of facilities. In high risk situations, the BOCES may require additional insurance.

Organizations using BOCES facilities are responsible for the proper care of the buildings, grounds and equipment, and will be assessed for any damages.

Observation of rules and regulations normally required of students using the facilities will also be expected of outside organizations. Any modification to these rules must be approved by the District Superintendent or his/her designee.

Adopted: 7/10/02