

**SUBJECT:    USE OF SCHOOL FACILITIES**

The use of facilities owned or operated by the BOCES by individuals or organizations for profit is expressly forbidden by State Education Law.

The BOCES recognizes that there are non-profit community groups and educational agencies which might legitimately wish to use such facilities. (See examples.)

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. The District Superintendent also maintains the authority to waive fees where appropriate. Examples of groups that may be approved include, but are not limited to:

- a. Boy Scouts, Girl Scouts, Cub Scouts, Brownies, and any Board and Councils associated with Scouting
- b. 4-H Organizations
- c. Employee groups recognized by the BOCES
- d. Volunteer Fire Companies whose firehouses are located within the geographical areas served by the BOCES
- e. State Licensing Bureaus
- f. Parent-Teacher Associations
- g. New York State Department of Transportation, Education, etc.
- h. Colleges and Universities
- i. Health and Related Services Organizations
- j. Non-Profit Public Service Agencies such as United Way
- k. Other Non-Profit Agencies as determined by the Superintendent

The District Superintendent shall arrange for the utilization of the building through the administrative staff. The Board may determine a basic room use charge. 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 their own expense, comprehensive general liability insurance if not otherwise covered through the BOCES insurance. A certificate of such insurance with the Board of Cooperative Educational Services of Washington-Saratoga-Warren-Hamilton-Essex Counties 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. The Assistant Superintendent for Administrative Services will make a determination on the need for a certificate of insurance upon request of the appropriate administrator.

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

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:    January 9, 2002**