

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

USE OF BOCES FACILITIES

1. Use of BOCES facilities may be scheduled for educational, social, civic or recreational meetings, entertainments and other activities pertaining to the welfare of the community that are nonexclusive and open to the general public, when such use would not conflict with BOCES programs and services.
2. Requests for use of facilities must be submitted on the Building Use Request form (attached) twenty-one (21) days prior to anticipated use of the facility.
3. The BOCES facility or building administrator (or designee) has the authority to approve or deny applications.
4. Charges, when deemed appropriate, will be at the prevailing rate for use of facilities and/or equipment.
5. Charges will be computed at the time that the application for use is made, and arrangements for payment must be made prior to the actual use of the facility.
6. Upon entry to the facility, contact must be made with the building administrator and/or custodian to obtain entry to the room and to be advised of any regulations governing use of space.
7. Groups using BOCES facilities will furnish, at their own expense, Comprehensive General Liability Insurance with the following minimum limits:

General Aggregate	-	\$3,000,000 each occurrence
Personal Injury	-	\$1,000,000 each occurrence

A certificate of insurance, with the Board of Cooperative Educational Services of the Sole Supervisory District of Washington-Saratoga-Warren-Hamilton-Essex Counties named as additional insured, must be submitted prior to use of the facility. In high risk situations, BOCES may require higher insurance limits.

8. Organizations using BOCES facilities are responsible for the proper care of the buildings, grounds, and equipment which they have been permitted to use and will be assessed for any damage.
9. Rules and regulations normally required of students using the facilities will also be expected of outside organizations.
10. Method of access to BOCES facilities will be determined by the District Superintendent or designee.

**EVACUATION PROCEDURES FOR FIRE EMERGENCIES**

The following statement must be read prior to the start of any after school function:

"There is an emergency evacuation plan located in each classroom at the Education Center. When the alarm sounds, or if evacuation is otherwise necessary, follow the arrow on the evacuation plan leading from your area to the exterior of the building as quickly as possible. Assemble in the area designated on the plan."

status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law. The BOCES Compliance Officers are: Turina Parker and Ronald Black, Washington-Saratoga-Warren-Hamilton-Essex BOCES, [1153 Burgoyne Avenue, Suite 2, Fort Edward, NY 12828](https://www.wswhebooces.org), phone: (518) 746-3310, email: [tuparker@wswheboeces.org](mailto:tuparker@wswheboeces.org) or [rblack@wswheboeces.org](mailto:rblack@wswheboeces.org). Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, [32 Old Slip, 26th Floor, New York, NY 10005](https://www.ed.gov/office-for-civil-rights)- 2500, phone (646) 428-3800, fax (646) 428-3843, [email:OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

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