

**GREENPORT UNION FREE SCHOOL DISTRICT
720 FRONT STREET
GREENPORT, NEW YORK 11944**

**USE OF BUILDINGS AND GROUNDS
Out-of-School Hours – Rules and Regulations**

Greenport Union Free School District Policy On Use Of School Buildings And Grounds:

“The buildings and grounds of the Greenport School District may be used for such purposes as are authorized by the provisions of Section 414 of the Education Law of the State of New York, as currently in effect, and as same, may be amended from time to time; and that such uses be in accord with the rules and regulations set forth below.”

RULES AND REGULATIONS

1. The Board of Education has the authority to regulate the date and hours that the building may be used. School activities take precedence in the use of school buildings. The Board has delegated authority to the Superintendent of Schools, who shall determine whether to grant or reject requests for the use of school facilities and equipment.
2. Any person or persons using school facilities must comply with applicable State and Local laws and District rules and regulations.
3. The applicant shall report immediately any loss of school property or damage to buildings or grounds that occurred through its use of the school facility and shall be financially responsible for its repair and replacement.
4. Applicants are required to present evidence of liability insurance at least 3 day in advance of the event. The absence of such a certificate will preclude use of the facility. The liability insurance must designate both the using organization and the Greenport Union Free School District with ISO endorsement CG2026, as set forth in the following schedule:
 - a. Public Liability: \$1,000,000 per occurrence;
 - b. Property Damage: \$50,000; and
 - c. Aggregate Liability: \$2,000,000 each accident.
5. The applicant is responsible for the preservation of order and safety.
6. All functions in school buildings must be adequately supervised. Applicant is to furnish all information specified in the request form. Adequacy of supervision will be determined by the administration.
7. Smoking is prohibited in school buildings and on the outdoor grounds within the property boundaries. Possession, consumption, or sale of controlled substances (e.g., alcohol) is prohibited.
8. People attending any function are restricted in the use of the building to areas actually designated in the application. Custodians have no authority to supply facilities or equipment not listed on the application. In the absence of the Superintendent, the Principal, or Athletic Director, the custodian on duty is to be regarded as the representative of the District.
9. The facility must be left clean and orderly. Groups leaving the facility in need of a cleaning will be charged for custodial services. Additional expenses that may accrue as a result of the use of the facility shall be the responsibility of the applicant. Bills will be rendered and will be payable to the District Treasurer. Pending receipt of payment, further use of school facilities may be denied by the Superintendent.
10. School officials shall have access to the building at all times and shall have the right to revoke a permit at any time for any violation of this policy.
11. When requested, a roster containing the names and addresses of the members of any applicant shall be submitted to the building principal.
12. In the event that the District incurs expenses related to an event, those expenses shall be born by the

applicant requesting the facility.

RULES FOR THE USE OF THE AUDITORIUM

1. Putting up decorations or scenery, or moving equipment, is prohibited unless specific permission is given by the Superintendent.
2. Food and beverages are not permitted in the auditorium.

RULES FOR THE USE OF THE GYMNASIUMS

1. No one shall participate in athletics on the gym floor unless he or she has sneakers on. No street shoes or rubber boots allowed.
2. Putting up decorations or scenery, or moving equipment, is prohibited unless specific permission is given by the Superintendent.
3. Food and beverages are not permitted in the gymnasiums without prior approval.