

BRIGHTON CENTRAL SCHOOLS GUIDELINES FOR USE OF FACILITIES

When not in use for school purposes or school-sponsored organizations, school buildings and facilities may be used for educational, civic or recreational purposes by the community in accordance with Section 414 of the Education Law, Board Policy and Regulation No. 3280 and the following:

1. School buildings and grounds may be used by non-school community organizations for meetings, lectures, recitals, classes, competitions and other educational, recreational, civil or entertainment purposes, provided such meetings are open to the general public and consistent with the policy of the Board of Education.
2. Applications for facility use will be prioritized based on the following classifications:
 - a. Group 1: District activities (instructional and approved extracurricular programs for students, including Brighton's Continuing Education)
 - b. Group 2: District-Related Activities (school-related activities such as advisory clubs, PTSA, parent forums; District employee organizations; District-related meetings such as Board meetings, informational meetings)
 - c. Group 3: Non-District Community Activities (Town of Brighton sponsored, youth recreation programs, adult resident organizations)
 - d. Group 4 – Non-District Activities (not-for-profit/non-profit, charitable organizations, other groups not specifically identified in Regulation 3280 as Group 1, 2 or 3).
3. The president or other responsible representative of the organization requesting to use the facility shall sign the Application and Guidelines forms and submit them to the office of the building principal at least 30 days before the requested date.
4. In general, school facilities may be used free of charge for organizations in Groups 1, 2 or 3 during open hours defined below:

		September through June	July & August
	Days of Week	Times	Times
Fields	All	8:00 am – 8:00 pm	7:00 am – 8:00 pm
Elementary Schools	M, T, W, Th, Fr	8:00 am – 10:00 pm	7:00 am – 3:00 pm
Elementary Schools	Sat, Sun	Closed	Closed
Twelve Corners Middle	M, T, W, Th, Fr	7:00 am – 10:00 pm	7:00 am – 10:00 pm
Twelve Corners Middle	Sat	7:00 am – 3:00 pm	7:00 am – 3:00 pm
Twelve Corners Middle	Sun	Closed	Closed
Brighton High School	M, T, W, Th, Fr	7:00 am – 10:00 pm	7:00 am – 10:00 pm
Brighton High School	Sat	7:00 am – 3:00 pm	7:00 am – 3:00 pm
Brighton High School	Sun	Closed	Closed

A fee may be charged to cover additional costs when the use of the facility requires the District to incur extra expenses such as custodial or supervisory help. Where extra custodial help is required, a charge will be made to the organization at the overtime rate for each custodian on duty. Custodians will then be paid by the Board of Education.

5. Group 4 organizations will incur a per use fee as follows:

Building	Auditorium*	Gymnasium	Classrooms	Cafeteria
Council Rock Elem	\$75.00	\$50.00	\$25.00	\$50.00
French Road Elem	\$75.00	\$75.00	\$25.00	\$50.00
Twelve Corners MS	\$75.00	\$50.00	\$25.00	\$50.00
Brighton HS	\$100.00	\$75.00	\$25.00	\$50.00
Admin Building		\$75.00	\$25.00	\$50.00

*Additional fees may apply depending on the use of the facility. Such fees may include lights, tape, batteries and professional services.

6. If the organization charges an admission or any other fee for its event, the proceeds must be expended for an educational or charitable purpose. School facilities may **not** be used where admission fees are charged and the proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or for a fraternal, secret or exclusive organization other than organizations of veterans or volunteer firemen. School buildings **may not** be used by any individual or group for their personal profit.

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7. School facilities may be used for polling places during primaries and elections and for holding meetings of political organizations.
8. The rental for the swimming pool and lockers is \$15.00 per hour with a \$30.00 minimum. Additional fees will be assessed for locker room attendants and lifeguards, if required.
 Charge for use of fields will generally be determined as follows: Group 1 is exempt from field fees. Group 2's fees will be limited to direct identifiable costs to the District. Groups 3 and 4 fee are in the table below:

Field Type	Group 3	Group 4
Turf Field	\$0.00 per hour without lights \$75.00 per hour with lights	\$100.00 per hour without lights \$150.00 per hour with lights
Grass Athletic Fields	\$0.00 per day per field – Striping additional- priced on time and materials basis	\$68.00 per day per field \$340 per week per field Striping additional –priced on time and material basis.
Baseball /Softball Fields	\$0.00 per day per field – Striping additional- priced on time and materials basis	\$48.00 per 3 hour block Striping additional- priced on time and materials basis.

All fields will be striped initially by the District prior to each season. Each additional striping will be subject to the fees outlined above.

9. Any equipment, material or property of the District requested for use in conjunction with the facility may be subject to an additional charge.
10. Any organization using a school facility must agree to enforce all rules and regulations in effect to ensure proper safety, sanitation and protection of school property. Oral instructions given by school personnel in charge of the facility concerning safety and sanitary procedures must also be observed.
11. If equipment, apparatus, scenery, decorations, animals or other unusual materials are to be brought into a school facility, it must be stated on the application. The District cannot be held responsible for any damage to equipment or supplies left in the building.
12. Smoking or the use of open flames such as candles in school facilities shall not be permitted except with special permission at functions such as dinners where proper precautionary measures are taken. **The presiding officer of public gatherings held in any school building shall announce publicly that smoking is not permitted on school grounds.**
13. No alcoholic beverages shall be brought or served in any school facilities or on school property.
14. A Certificate of Insurance may be required depending upon use. See attached requirements and template to ensure compliance with the District's policy.
 - a. The organization does covenant and agree to defend, indemnify and hold harmless the Brighton Central School District from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of Brighton Central School District property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of the organization. The organization understands and agrees that its use of Brighton Central School District's property and facilities includes, but is not limited to, all areas identified in the application and/or permit, and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as "incidental areas"). The organization agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.
15. Application for Use of School Facilities submitted must include a copy of all planned advertisement/promotional literature about your planned event. Outside organizations must include "This event is not sponsored by the Brighton Central School District" on all literature.
16. The Board of Education reserves the right to refuse use of facilities to any organization falsely promoting the content or intent of any non-school program to members of our community.
17. Irrespective of the foregoing, the use of all facilities shall be in accord with the rules and restrictions as may be from time to time set forth by the Board of Education, Superintendent of Schools, the Assistant Superintendent for Administration or the Director of Buildings and Grounds and shall not be assigned to a third party regardless without the express written consent of the District.

 Applicant Signature

 Date

***A signed copy of these regulations must be attached to the Application Form.**

**SAMPLE INSURANCE REQUIREMENTS AND
INDEMNIFICATION AGREEMENT - USE OF FACILITIES**

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of the District as an additional insured on the permittee's insurance policies.
2. The policy naming the District as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best rated "Secure" or better insurer, licensed in New York State.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the District its Board, employees and volunteers.
 - c. The District shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with the District. A completed copy of the endorsement must be attached to the certificate of insurance.
 - d. At the District's request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.
3. The permittee agrees to indemnify the District for any applicable deductibles and self-insured retentions.
4. Required Insurance:
 - a. **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate, with no exclusions for athletic participants.
 - b. **Excess Insurance**
\$_____ each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.
5. Permittee acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The permittee is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.
6. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The permittee further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also the NYSIR, as the District's insurer.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.