

## **FACILITY USE REGULATIONS**

### **1) FEES AND STAFFING:**

For all facility use district custodian/laborers will be assigned during the scheduled use as well as commensurate time following to allow for proper clean up. Any salary for a custodian/laborer beyond normal work hours will be paid by the organization using the facility. Event size or participation causing regularly assigned staff to be unable to cover clean up/management will result in additional staff assigned and charged to the organization responsible.

### **2) KITCHEN/CAFETERIA USE:**

All use of cafeteria/kitchen facilities requires the presence of a District contracted cafeteria employee. The salary of this employee must be paid by the organization using the facility.

### **3) AUDITORIUM AND AUDIO/VISUAL EQUIPMENT:**

All auditorium use that involves audio/video equipment, stage lighting, curtains or related equipment will require the presence of a Lake Shore Central school district technician to manage such use. The salary of this employee must be paid by the organization using the facility. There are no exceptions to this regulation.

### **4) AUDITORIUM SUPERVISION:**

Auditorium use that will involve a play, recital, musical, etc., by an outside group will require a minimum of two adult supervisors. One of the two must be a Lake Shore Central school staff chaperone; the second may be a responsible adult assigned from the organization using the facility. The cost of the Lake Shore Central staff chaperone is to be paid by the organization requesting use.

### **5) SWIMMING POOL:**

Organizations requesting use of either school swimming pool must adhere to the regulations specific to such use on the separate form. Stipulated on the "Swimming Pool Rule and Regulations" document provided with any use of request.

### **6) OUTDOOR FACILITIES:**

To request the use of any outdoor fields or facility the standard facility use application must be completed. Standard certificate of insurance must be provided as indicated.

### **7) PARKING:**

Parking is limited to designated parking areas. Any parking in school roadways or fire lanes is prohibited and violators will be towed at the owner's expense.

### **8) TOBACCO/DRUGS/ALCOHOL:**

Smoking, drugs, and alcoholic beverages are prohibited anywhere on school property.

### **9) FOOD/DRINK:**

No food or drink is allowed in any school gymnasium or auditorium.

### **10) INSURANCE REQUIREMENTS:**

Your organization must provide the district with a Certificate of Insurance for the following:

- 1) Commercial General Liability Policy
  - a. Bodily Injury and Property Damage limit of \$1,000,000 each occurrence
  - b. Personal injury and advertising liability limit of \$1,000,000
  - c. General Aggregate Limit of \$2,000,000
- 2) Lake Shore Central School District; 959 Beach Rd.; Angola, NY 14006 shall be named an additional insured on the policy.

The additional wording needs to be added to the "Description of Operations" line:

"The Lake Shore Central School District and its employees, students, teachers, authorized volunteers, auxiliary instructors, committee members, and members of the Board of Education are designated as additional insured."

### **11) PRIORITY SCHEDULING:**

Types of organizations and priority for scheduling use of District property and/or facilities:

- A. School organizations (student, employee, or parent)
- B. Co-sponsored organizations (Community Education, Town of Evans Recreation Department, YMCA)
- C. Resident groups or clubs from within the District, which are not co-sponsored groups.
- D. Non-resident or "for profit groups or organizations", to the extent permitted by law.

### **12) CANCELLATION OF PROGRAM:**

In the event the building (or District) is closed to some unforeseen circumstance (inclement weather, power failure, etc.) your group will be unable to meet on that day.

Should this occur, the District will make every effort to make a general announcement on the local radio stations. Please advise your participants should this situation arise.

### **13) FIRE ALARMS:**

If the fire alarm sounds while your group is present in the building all participants must leave the building immediately. Prior to the start of your activity the group representative should orientate themselves and participants to the nearest exit routes and the quickest means of egress.

Remember to evacuate the school immediately when you hear the audible fire alarm!