



Newfane Central School District

Operations & Maintenance Department

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Standards & Regulations of the Use of Buildings & Facilities

Welcome to Newfane Central School District (NCSD). In trying to accommodate and service the community, the students, and athletic programs, we have produced a list of standards and regulations. These regulations are designed to maximize efficiency, open the buildings to the public, and prepare the school for the daily education needs. Please refer to these rules and contact the office for further explanation or additional information.

- 1) Application for public use of NCSD facilities shall be made on the attached Building Use Request Form and shall be submitted to the appropriate building principal at least fourteen (14) days before the proposed date of use.
- 2) All information must be completed. There is no provision for last minute set up. List dates of events specifically, *i.e.* August 1, 2, 3, 4 **NOT** August 1-4.
- 3) Certificate of insurance with NCSD listed as the "certificate holder" must be on file in the District Office or submitted with the building request form.
- 4) The Applicant is not allowed to sub-contract the use of school facilities.
- 5) Any permit covering the use of a facility and/or premises is subject to restriction or cancellation by NCSD. Advance notice will be given when possible.
- 6) Applicant expressly agrees that any use of a facility and/or premises is for Applicant's own purposes and not the purposes of the School District.
- 7) Applicant is responsible for arranging with the School District for school staff coverage during the time the facility and/or premises is occupied by a non-school Applicant when activity is scheduled beyond normal working hours for the facility. When the building is being used at times when custodians are not on duty, the School District will provide a custodian at the overtime rate, if applicable.
- 8) The person receiving the permit shall obtain from the School District permission to decorate, shall use only materials acceptable to the local fire marshals, and shall remove all decorations before leaving the building. Stairways, corridors and entrance/exits must be kept clear at all times. Defacement of walls by holes or nails is **NOT** permitted. The use of material on floors or other parts of the facility and/or premises is prohibited without the approval of the School District. Damages or destruction to any facility and/or premises is not permitted and the cost of all repairs will be charged to the Applicant.

Standards & Regulations of the Use of Buildings & Facilities (Continued)

- 9) Room capacity may not be exceeded.
- 10) Temporary electrical or mechanical modifications are prohibited.
- 11) No open flame, candles, fire or smoking shall be allowed on or around the School District at any time.
- 12) The possession or use of alcoholic beverages, illegal substances, tobacco products and weapons in and on all NCSD property, including all District buildings, District grounds, District owned and leased vehicles and sites leased by the School District is prohibited. No person shall be permitted in a building that shall appear to have partaken of alcoholic beverages and/or illegal substances, etc.
- 13) Applicant must ensure that an adult will assume direct responsibility and supervision for any facility usage. Proper supervision shall be provided by those to whom the accommodation is granted, including police protection, if necessary. This supervision must ensure the protection of school property, the enforcement of rules and regulations including safe school policy, illegal substances and the prevention of people wandering through the facility and/or premises. Persons may not be on school premises other than in the designated area applied for and the direct approaches to the area.
- 14) Following the use of the facility and/or premises, Applicant shall inspect all areas actually used by anyone admitted to the facility and/or premises during Applicant's period of use and shall be responsible for returning the facility and/or premises in the same condition as received. Should the Applicant find any damage, it must be reported to the building custodian immediately.
- 15) Applicant shall be responsible for all damages or claims or loss of property, resulting from use of the facility and/or premises. Applicant must sign the attached Hold Harmless Agreement.
- 16) Fees for use of facility and/or premises may be imposed in accordance with the current Building Use Fee Schedule.