

PUBLIC USE OF SCHOOL DISTRICT FACILITIES

Organizations that will not be granted buildings and grounds permits include:

- Commercial organizations
- Political organizations
- Organizations primarily serving nonresidents

Special circumstances and requests must be addressed to the Superintendent of Schools or designee for review.

Scheduling

Use of district facilities may be permitted unless such facilities are in use for school purposes or other educational programs. The district reserves exclusive and nonreviewable judgment to determine if a request for use would interfere with or disturb the district's educational programs.

Programs that service youth, defined as 18 years of age or younger and enrolled in grades Kindergarten through 12, will receive priority over other programs that do not meet that criteria.

Care of Facilities

It is expected that all organizations abide by school district policy 1520 (Public Conduct on School District Property). Organizations will be responsible for any damage caused to facilities during their activities. Failure to properly care for facilities will result in the immediate revocation of permit. In addition, any organization found to have improperly cared for district facilities during their activities may be barred from receiving permits in the future. As per the Department of Health, the School District ensures that restrooms are available for permit holders using our buildings and fields. It is the permit holder's responsibility to ensure that participants and spectators at their event(s) use the restrooms in the school building. Any violation of this rule may result in the revocation of the organization's permit(s) as well as rejection of any future permit requests.

Payment Policy

A permit will not be issued unless the school district receives payment in full no later than 3 business days prior to the requested date. This includes receipt of a security deposit when applicable. For seasonal permit holders, 50% of the seasonal fee is payable no later than 3 business days from the first date of usage. The remaining 50% is due the week before the last scheduled date of usage. All checks must be drawn on a bank authorized to do business in New York State.

Security Deposit

A security deposit is required for all AUDITORIUM permit requests. The amount will equal 20% of the total permit cost and is due no later than 3 business days prior to the requested date. Any violation of the terms and conditions of this permit including, but not limited to: bringing food into the auditorium; and/or if the number of people in attendance exceeds by more than 10% the number listed on the permit, will automatically result in a forfeiture of the security deposit in its entirety. The School District will return the security deposit once it confirms that the permit conditions have been complied with.

Insurance

Building permits will only be issued upon receipt of current certificate of insurance, naming East Ramapo Central School District as “ADDITIONAL INSURED.” All Insurance coverage must carry a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate.

Fee Schedule

(see attached)

There is no charge for any recognized public school group (i.e., PTA, HAPA, Ladies-Men’s Club) or governmental agency located within the School District for youth related activities.

Modified Rate for Youth Athletic Leagues

A modified rate will apply to youth programs that meet all of the following criteria:

- The program must serve children 18 years of age or younger, attending grades Kindergarten through 12.
- The headquarters of the organization must be located within East Ramapo.
- A minimum of 50% of program participants must be East Ramapo residents.
- The program must operate formal leagues.
- Facilities use agreement must be long term (i.e., full athletic season).
- The organization must be not-for-profit.
- The organization must utilize referees to officiate athletic activities.

Modified Rate:

Youth athletic leagues that meet all of the above criteria will be subject to a modified rate as follows:

MONDAY THROUGH FRIDAY (DOES NOT APPLY ON HOLIDAYS)

ELEMENTARY BUILDINGS	SECONDARY BUILDINGS
FROM 7:00AM THROUGH 9:30PM NO CHARGE	FROM 7:00AM THROUGH 10:30PM NO CHARGE
AFTER 9:30PM 50% DISCOUNT OF STANDARD RATE	AFTER 10:30 PM 50% DISCOUNT OF STANDARD RATE

SATURDAY, SUNDAY AND HOLIDAYS (AS LISTED ON DISTRICT CALENDAR)

ELEMENTARY BUILDINGS	SECONDARY BUILDINGS
ALL HOURS 50% DISCOUNT OF STANDARD RATE	ALL HOURS 50% DISCOUNT OF STANDARD RATE

The School District reserves the right to ensure that usage of its facilities is scheduled on an equitable basis to a broad range of organizations.

Transition Fee Structure:

For youth athletic league organizations (ie, RBA) that have previously been using East Ramapo facilities at no charge and will now be paying a fee, there will be a one year phase in. In year 1 (2006-2007), there will be a 75% discount. For year 2 (2007-2008), the modified rate of 50% will take effect.