

Community Use of NWBOCES Facilities

The NWBOCES facilities are provided by the member districts in order that the youth of the NWBOCES may receive the benefits of a sound educational program. NWBOCES facilities should not be used for personal or commercial activities, but instead the use of NWBOCES facilities should demonstrate a benefit to the organization.

To accomplish this objective, when possible, use may be made of the facilities for student-related activities which are educational, recreational, and/or cultural.

Community-based programs may be assessed appropriate fees to use a facility and shall also pay the full hourly rate of any NWBOCES employee required to be in attendance or to clean up after any group utilizing the facilities. Any requests for use of facilities on a continuing basis will be periodically reviewed. No application shall be valid for more than one (1) year. In the case of a particular activity or performance where more than one performance or show is to be presented within a period of one week, the request for the use of facilities should specify that more than one performance or meeting will be held, the times of the performance and meetings, and the days during the week when it will be held.

Usage of NWBOCES facilities may be restricted to groups residing within the NWBOCES catchment area. The Board of Trustees of the NWBOCES reserves the right to make final decisions concerning the use of facilities.

The Board may require the renting organization to assume all liability for injury or damage to individuals or property and to indemnify and hold harmless the Board, the employees of NWBOCES and NWBOCES organization from any loss or damage. The Board may further

request proof of liability insurance. The person, group or organization requesting use of NWBOCES facilities shall observe all fire and safety regulations. In addition, groups or persons utilizing NWBOCES facilities shall comply with all NWBOCES policies, specifically including, but not limited to, NWBOCES policies preventing use or possession of tobacco, alcohol, drugs, substances or weapons while on NWBOCES premises.

Permission for use of NWBOCES facilities does not constitute NWBOCES endorsement of any organization, the beliefs of an organization or group, nor the expression of any opinion regarding the nomination, retention, election or defeat of any candidate or the expression of any opinion as to the passage or defeat of any issue.

The Administrative Director or his/her designee shall be responsible for approving or disapproving requests for public use of facilities under their supervision. A "Request for Use of Facilities" form must be filled out by the authorized representative of the organization requesting use of the building and approved by the Administrative Director or his/her designee as part of each request.

Individual groups and organizations using NWBOCES facilities are responsible to clean up and leave the facility in the same condition that it was prior to use. Supervisors or their designee will evaluate the condition of the facility both before and after its use. Failure to clean up after use may result in denial of further use.

Consumable supplies and materials are not available for public use. School lunch commodities may not be donated or sold for use by the public.

Video, computer, electronic, sound or other technical equipment shall not be utilized outside of the NWBOCES facilities without written authorization from the Administrative Director and may be utilized only on school premises when operated by a person knowledgeable and trained in its use. All such use must be specifically approved by the Administrative Director prior to its use

and an additional charge may be assessed for the use of such equipment when deemed appropriate by the Administrative Director or his/her designee.

Because the facilities are funded by taxpayer dollars, private for-profit businesses, corporations, organizations or persons will not be permitted to utilize the NWBOCES facilities for business purposes.

Permission to utilize facilities on school holidays when employees are not available to open up buildings, etc. may be denied. In the event it is necessary to pay any employee overtime or extra pay due to holidays, weekend use, or after normal work hour use, an additional fee may be charged.

The Board reserves the right to refuse approval or to cancel any and all permits issued for the use of NWBOCES buildings or its facilities when it is deemed that such action is necessary for the best interests of NWBOCES.

3009b

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Revised 7-25-12
Revised 5-25-16

Community Use of NW BOCES Facilities

RESPONSIBILITY FOR FACILITY CARE

All persons and groups using or renting NWBOCES premises or property shall assume responsibility for all damage that occurs while said property or premises are being used or rented. The user shall pay the costs that may be incurred by NWBOCES in making needed repairs and replacements. The user shall indemnify and hold the NWBOCES Board, NWBOCES employees, and NWBOCES harmless from any liability arising from any injury or property damage resulting from or in any way arising out of the use of NWBOCES facilities by persons or community organizations.

SCHEDULE OF RENTAL CHARGES FOR USE OF NWBOCES FACILITIES

Class I:

Student organizations, classes, clubs, teacher organizations, school-affiliated parent organizations, such as PTA and booster organizations, the community college and/or community recreation district or similar organizations having a direct connection with education. When these groups are sponsoring activities for which no admission is charged, as well as any NWBOCES sponsored activities and/or county and city or town governmental activities (i.e., elections, council meetings, etc.).

No rental fee.

Charges may be assessed for custodial and/or staff services depending
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Class II:

Civic clubs, charitable and character-building organizations and other organized non-profit groups, which are conducting meetings or programs devoted to community education and/or child education for which no admission is charged but not including religious organizations desiring to use the facilities for church services, worship, or religious education.

Rental rate:

See attached fee schedule.

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All rental charges set forth above are for use of the facility and payment of utilities only. Costs for custodial services and/or other special personnel shall be charged at the full rate necessary to compensate those individuals at their regular salary rate in addition to the rental fee.

ALL NWBOCES ACTIVITIES SHALL HAVE PRECEDENCE OVER ANY OTHER GROUP IN THE SCHEDULED USE OF FACILITIES.

ALL RENTALS WILL BE SUBJECT TO PRIOR APPROVAL OF THE ADMINISTRATIVE DIRECTOR OR HIS/HER DESIGNEE.

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Facility Use Fees

|                                       |                                                                                                            |
|---------------------------------------|------------------------------------------------------------------------------------------------------------|
| Team Meeting Area/<br>Conference Room | \$50.00 per day                                                                                            |
| Gym                                   | \$50.00 per day                                                                                            |
| Cottage B or C                        | Deposit \$500.00<br>\$500.00 per month rent - day use only<br>\$300.00 per month utilities; plus PP&L bill |
| Cottage B or C                        | Deposit \$500.00<br>\$1,200.00 per month - total use<br>\$300.00 per month utilities; plus PP&L bill       |
| Apartment                             | \$650.00 per month (utilities included)                                                                    |
| Commons Building                      | \$450.00 per month (utilities included)                                                                    |

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