

## **PUBLIC USE OF DISTRICT FACILITIES**

In conformity with New York State Education Law (414), the following regulations for the use of school buildings and facilities in out-of-school hours have been established by the Board of Education:

A. The schoolhouses, grounds and other school property, when not in use for school purposes, may be used for other purposes only if a written permit for such other use shall have been issued by or under the authority of the Board.

B. All applications for permits shall be made in writing. A non-refundable application fee is required for each individual application. Requests for use of all District facilities should be addressed to the Office of Athletics, Physical Education and Recreation, 345 Lakeville Road, Great Neck, NY 11020 (Telephone: 516-441-4045). The applicant shall list all groups or organizations that are co-sponsors of the event for which District facilities are being requested. Failure to comply with this requirement will result in cancellation of the permit and possible denial of future applications. All co-sponsors shall meet these requirements as well.

C. No permit shall be issued in the following instances:

1. For any purpose that will in any way interfere with the use of school buildings, grounds or other school property by the District.
2. To any person, persons, or corporate entities for personal or private gain, financial or otherwise. However, the Board may, to the extent permitted by law, allow activities that incidentally involve a private benefit or profit if the Board determines that (1) such activity is in furtherance of a legitimate school purpose or provides a public benefit, (2) a fair and adequate portion of the proceeds is used for charitable or educational purposes, and (3) any private benefit or profit is incidental to such public purpose.
3. For meetings sponsored by political organizations, except as otherwise provided for by law.
4. For holding a social, civic or recreational meeting or entertainment or other use pertaining to the welfare of the community, unless such meeting, entertainment or use shall be non-exclusive and open to the general public (general public is defined as all residents of the school district).
5. For a meeting, entertainment or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or other charitable purpose, "provided, however, that the Board may permit an activity or event whose proceeds are not expended solely for an educational or charitable purpose where (1) such activity is in furtherance of a legitimate school purpose or provides a public benefit, (2) a fair and adequate portion of the proceeds is used for charitable or educational purposes, and (3) any private benefit or profit is incidental to such public purpose."
6. For a meeting, entertainment or occasion where admission fees are charged if such events are under the exclusive control, and the proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization. This provision shall not apply to an organization of veterans or of volunteer firemen.

7. Unless the District is satisfied that the proposed activity on District premises will be adequately supervised and that the applicant will see to the proper conduct of such activity. The applicant may be held responsible for any damage which the activity may cause to District property.

8. For any use that is contrary to the provisions of Section 414 of the Education Law.

D. Permits shall be issued upon the following terms and conditions:

1. A permit may be issued to a group within the community, if at least a majority of its members reside within the school district.

2. A permit may be issued to a for-profit entity or organization for an activity or event involving admission fees or the sale of merchandise only if at least seventy-five percent (75%) of the activity's participants reside within the school district.

3. In the case of a permit issued for a meeting, entertainment or occasion where admissions fees are charged, a detailed written statement of total receipts, expenditures and disbursement of profits shall be filed, upon request, with the Board of Education by the permittee within 30 days of such meeting, entertainment or occasion, in such form as the Board of Education requires.

4. Whether or not admission fees are charged, no contributions shall be solicited or collected on school premises.

5. The permit shall be valid only for use of the particular school premises on the date or dates and at the hours specified in the permit, and for the purposes specified in the application. **NO EVENT SHALL BE PUBLICIZED UNTIL A PERMIT IS GRANTED.**

6. The permit shall be valid only when it is signed by the Superintendent of schools or his/her designee.

7. The permit shall not be transferable.

8. The permit may be cancelled at the option of the Board of Education at any time for cause.

9. Any organization or group granted permission by the Board of Education to use any facility accepts, without reservation, responsibility for holding the school district, Board of Education collectively and individually, and all employees of the school district harmless for any injury sustained by a member of such organization or group using the facility or by any attendee at such event, and for any damage or loss of personal property owned, leased, or borrowed by such member or attendee. In addition, the Board of Education requires the applicant to obtain insurance, in an amount specified by the Board of Education or its agent, which names the school district as an additional insured.

10. The District reserves the right of transferring, on due notice whenever possible, any activity from one space to another in the same building, or to another building.

11. All youth groups shall have an adult leader who shall be present at all times that the group is on school premises.

12. Special arrangements for the use of swimming pools must be made in accordance with the regulations governing the use of swimming pools by non-school groups. An insurance certificate shall be required.

13. The district will not permit any changes to the facility.

14. The permittee shall pay to the Great Neck Union Free School District all fees or charges imposed by the Board of Education within 30 days of the school district's invoice date. Failure to comply with this provision shall result in denial of future use of facilities.

15. The permittee shall deposit with the treasurer of the school district a bank check made out to the Great Neck Union Free School District in the amount of up to \$500.00 as security against damage to school district equipment and property. Such deposit shall be returned to the permittee within two weeks of the date of last use of the facility provided that no damage has been incurred. In the event of damage to school district equipment or property the permittee shall be billed for the cost of repairs or replacement. Should such cost exceed the amount of the deposit the permittee shall be responsible for payment of the cost in its totality.

16. The permittee shall not deny to any person participation in the use of District facilities on the grounds of: age, ancestry, color, disability, ethnic group, gender, genetic predisposition, marital status, national origin, parental status, race, religion, religious practice, sex, sexual orientation, or weight and shall so state in its application for use of facilities.

17. Any permit shall be cancelled if the permittee fails to comply with the foregoing provisions or other applicable rules and regulations of the Board of Education.

18. The district reserves the right to specify any additional terms or conditions it deems appropriate, based upon its review of the specific request and related circumstances.

19. Permittees, who reserved District facilities but who do not actually utilize such facilities, may be denied opportunities for future permit approvals.

## FEE CATEGORIES

**Application Fee** -There will be a non-refundable \$25 fee for each permit requested.

**CLASS I:** NO CHARGE TO BE MADE UNDER THE FOLLOWING CONDITIONS:

1. School facilities may be used by any organized parent-teacher organization or parent group of any public school within the school district for school programs and meetings that are open to the public and for which no admission fee is charged.
2. School facilities, excluding auditoriums, may be used by organized youth-serving agencies whose membership includes at least 20% Great Neck students, that do not charge a fee greater than \$25.00, and that are open to all school district residents. Such use, without payment of fee, shall be limited to times when the use of a particular building does not involve custodial overtime.
3. School facilities may be used by various branches of the Armed Forces and their allied Reserve groups, the Civil Defense and such other activities pertaining to their respective official function or of a war emergency situation, which may be beneficial to the country, state or local community.
4. School facilities may be used by the local Fire Departments for the training of personnel. There shall be no limitation on the sites used, provided such sites are not being used for school purposes.
5. School facilities may be used by a Village Board of Trustees when a Village does not have its own Village Hall. Such use, without payment of fee, shall be limited to once per month, provided the facility is vacated by 11:00 p.m. If the facility is not to be vacated by 11:00 p.m., a fee will be charged in accordance with the current fee schedule.
6. School facilities used by public school associations for sectional or county competitions, such as athletic events, musical contests, and academic tournaments, including reciprocal agreements with other school districts.
7. Special districts established within the boundaries of the Great Neck School District are exempt from payment of fees for facility usage. Upon submission of an application, permission will be granted subject to availability, recommendation by the Superintendent of Schools or his/her designee and approval by the Board of Education.

**CLASS II:** CHARGES FOR CUSTODIAL SERVICE, LIGHT AND HEAT TO BE MADE ACCORDING TO FEE SCHEDULE UNDER THE FOLLOWING CONDITIONS:

1. School facilities used by Class I groups beyond the use outlined above.
2. School facilities used by organized groups within the community for non-profit, charitable, philanthropic, civic, or other non-commercial, non-personal purpose.
3. School facilities used by any group or organization for educational purposes benefiting Great Neck students, recommended by the Superintendent of Schools or his/her designee and approved by the Board of Education.

Fees for Class II groups or organizations are determined based on the registration fees they charge their participants as shown on their registration forms.

CLASS III: ADDITIONAL CHARGES, RESTRICTIONS AND REQUIREMENTS MAY BE APPLIED UNDER THE FOLLOWING CONDITIONS:

1. School facilities used by any group or organization for an activity or event involving admission fees or the sale of merchandise whose proceeds are not expended solely for a charitable or educational purpose.
2. School facilities used by any group or organization as a location for recording, filming, taping and/or photographing in connection with the production and/or broadcast of motion pictures, television programming or other forms of media.



← **PUBLIC USE OF DISTRICT FACILITIES (1500) APPLICATION**  
(<http://www.greatneck.k12.ny.us/GNPS/Pages/forms/ApplicationUseofFacilities.pdf>)

**PUBLIC USE OF DISTRICT FACILITIES (1500) FEE SCHEDULE** →  
(<http://www.greatneck.k12.ny.us/GNPS/Pages/forms/FeeTableUseofFacilities.pdf>)



*Great Neck Public Schools*

*Adopted: 5/19/97*

*Amended: 5/10/99; 5/07/01; 12/04/06; 10/19/09; 7/02/12; 1/28/13*