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Our people making the difference.
A National *Race to the Top* District.
Member of "League of Innovative Schools"



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ENLARGED CITY SCHOOL DISTRICT OF MIDDLETOWN

MIDDLETOWN, NY

RULES AND REGULATIONS PERTAINING TO THE USE OF SCHOOL BUILDINGS AND GROUNDS FACILITIES

1. OBTAINING PERMIT

No person, group or organization shall be allowed to use school district facilities without first obtaining a permit for such use from the Board of Education. This application is available on the school district website located within the community page.

2. CERTIFICATE OF INSURANCE

A valid Certificate of Insurance which should read as follows is required:

THE CERTIFICATE HOLDER AND ITS EMPLOYEES, AUTHORIZED VOLUNTEERS, COMMITTEE MEMBERS, STUDENT TEACHERS AND MEMBERS OF THE BOARD OF EDUCATION OF THE ENLARGED CITY SCHOOL DISTRICT OF MIDDLETOWN ARE "ADDITIONAL INSURED". THE ADDITIONAL INSURED IS INCLUDED IN THE BLANKET ADDITIONAL INSURED ENDORSEMENT.

A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). Minimum liability is \$1,000,000. You can fax a copy of the required certificate to 845-326-1221 or upload a copy with your application through the online system.

3. PRIORTIY SCHEDULING

All buildings and grounds shall be reserved for the exclusive use of the regular day school program (including co-curricular activities) on days that school is in session.

FIRST PRIORTIY – school district sponsored, includes all curricular and Co-curricular groups

SECOND PRIORTIY- parent teacher organizations, employee organizations, city and town recreation departments

THIRD PRIORTIY – all other eligible community groups

For July and August, first consideration will be given to the district summer school programs and second consideration to city and town recreation programs. Thereafter, the remaining facilities will be scheduled on a first-come, receipt of application basis.

4. REQUIRED SUPERVISION

Organizations and groups granted permits for facility usage shall insure that adequate adult supervision is provided at all times when school facilities are being used. Once given access to the facility, the permit holder is responsible for ensuring only persons associated with their group or activity, enter the facility. The permit holder must provide adequate safeguards against unauthorized entrances to the facility. If additional school staff is needed to ensure these safeguards, it will be the permit holder's responsibility to pay for these services prior to the event.

The presence of a school district employee shall be required during the scheduled time of use by the group or organization. It is the responsibility of the district employee to arrange for access to the facility for the permit holder, to examine said facility before and after use for discovery of possible damage to or loss of property, and to secure the facility upon completion of use. The permit holder shall reimburse the district for the actual costs of such services by district employees if they are provided during times other than when said employees are regularly scheduled for work. Fees for such estimated costs may be collected in advance of the event.

5. LIABILITY FOR DAMAGE OR LOSS OF DISTRICT PROPERTY

Permit holders shall be fully responsible for the property and possessions of its members brought into school buildings or on school grounds and will hold the district free of any and all liability for loss or damage to such personal property of the Organization or its members as a result of or during use of the school facility.

6. LIABILITY FOR DAMAGE OR LOSS OF ORGANIZATION OR PARTICIPANT PROPERTY

Permit holders shall be fully responsible for the property and possessions of its members brought into school buildings or on school grounds and will hold the district free of any and all liability for loss or damage to such personal property of the Organization or its members as a result of or during use of the school facility.

7. LIABILITY FOR PERSONAL INJURY

The permit holder shall indemnify and save the district harmless from any and all personal liability including bodily injury to its participants arising from the use of school facilities.

IN ALL CASES OF THE USE OF SCHOOL FACILITIES BY NON-SCHOOL RELATED GROUPS OR ORGANIZATIONS, SPECIFIC LIABILITY INSURANCE IS REQUIRED IN THE FOLLOWING AMOUNTS:

\$1,000,000 AGGREGATE - \$1,000,000 EACH OCCURRENCE

EACH GROUP OR ORGANIZATION GRANTED USE OF A SCHOOL FACILITY MUST SUBMIT A CERTIFICATE OF INSURANCE TO THE DISTRICT AS PROOF OF THE REQUIRED COVERAGE. THE CERTIFICATE SHOULD NAME THE ENLARGED CITY SCHOOL DISTRICT OF MIDDLETOWN AS CERTIFICATE HOLDER AND ADDITIONAL INSURED AND CONTAIN THE PASSAGE PROVIDED ON THE FIRST PAGE.

8. REIMBURSEMENT FOR EXTRA OR UNUSUAL EXPENDITURE

Permit holders shall reimburse the district in the amount sufficient to cover all unusual or extra expenses that might result from the permitted use of school facilities, unless such reimbursement is specifically waived by the board of education. Such fees may be estimated and due in advance of the event.

9. FEDERAL, STATE AND LOCAL LAWS

It is incumbent upon the permit holder to recognize, abide by and enforce all regulations resulting from established federal, state and local laws, statues or ordinances.

10. RIGHT TO REVOKE OR SUSPEND PERMIT

Permits may be revoked by the board of education and/or the superintendent of schools in the event that the scheduled use conflicts with any district use of activity, or for any other legitimate reason. The sole discretion for revocation of permit rests with the board of education and/or the superintendent of schools. When requested, the affected party will be issued notice of revocation in writing.

The superintendent may suspend any permits, as necessary at any time when schools are closed or when regular school operations are disrupted for any unanticipated reasons.

Permit holders failing to abide by the rules and regulations as specified, or who allow disorderly conduct on school premises, may have their permit revoked and may be denied future use of school facilities.

11. MISCELLANEOUS RULES AND REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES

Organizations and groups requesting use of district building facilities and grounds agree to abide by and enforce the following rules:

- A. Smoking and use of tobacco products on all school grounds and in all school buildings is prohibited.
- B. Alcoholic beverages are not permitted at any time or under any circumstances on school district property (buildings and/or grounds).

- C. Use of school facilities, furnishings and equipment shall be limited only to those areas specifically indicated on the permit.
- D. The permit holder shall enforce district parking and vehicular traffic regulations for all persons in attendance at the permitted activity.
- E. Permits for use of the swimming pool shall be granted in accordance with the rules and regulations for "swimming pool use" as adopted by the board of education.
- F. Use of school kitchen by any group or organization must be supervised by a regular cafeteria employee who will operate such appliances and equipment that are needed.
- G. Under no circumstances will school district furnishings or equipment be utilized or relocated without special permission.
- H. Special permission must be received in order to erect scenery, install specific equipment or put up decorations. Decorations and special effects will be made from fire retardant materials and will be erected in a manner that is not destructive to school property. Scenery, equipment and furnishings brought into the building by the permit holder for an event must be removed from the premises within twenty-four (24) hours of the conclusion of the event. Under no circumstances shall nails be driven into walls or woodwork nor shall alterations be made to any school property or building.
- I. Nothing shall be sold, given, exhibited or displayed without special permission.
- J. The school district reserves the right at its sole discretion to require district-appointed personnel to be present during events or activities scheduled in any district auditorium, gymnasium or any other room where sound equipment, stage consoles, stage lighting, etc. are operated or located. The Superintendent of Schools or the Building Principal, at the discretion of the Superintendent of Schools, will appoint certain personnel to check the quantity and condition of all lighting and sound equipment before the event, be present during the activity or event, and then check the quantity and condition of equipment after the event is completed.

Organizations will be required to pay a minimum deposit of at least one thousand dollars (\$1,000) plus any applicable fees as described in the payment schedule found on the district's website. Any group or organization which pays a deposit agrees in advance to be bound by the district's decision regarding the disposition of any deposits. The hourly rate paid to the district-appointed personnel shall be determined by the superintendent of schools and shall change from time to time. If, at the discretion of the superintendent of schools, more than one district appointed person is needed for a particular event, then both shall be paid on a per hour basis. In addition, the district reserves the right at its sole discretion to require district appointed personnel, at the rate of \$50.00 per hour, to be present for any events or activities scheduled in any district facility. These personnel shall be available for any purpose deemed necessary by the superintendent of schools including but not limited to general overall monitoring of the conduct and activities occurring before, during and after the event. This person has the authority to cancel or suspend any activity he/she deems inappropriate or which he/she deems has the possibility of resulting in personal injury or property damage.

- K. All fire doors and emergency exits shall be kept free and unencumbered at all times.
- L. Parking attendants and security guards will be required when, in the opinion of the district, size of audiences or type of event indicates the need for such assistance. A list of names of parking attendants and security guards will be required prior to approval of application.
- M. Because of possible damage, the fields may not be used when wet without express permission from the athletic supervisor or his designee.
- N. Any trash or litter must be picked up after use of the facility by the participants before leaving the designated facility and the area must be given a thorough cleaning. This includes the playing field, parking lots and any surrounding area so utilized by the participants.
- O. Under no circumstances will any person be admitted to any school building prior to the arrival of the designated custodian or district employee, nor shall any person remain in the building after the departure of the custodian or district employee following the termination of the scheduled event. In addition, there will be no admittances before or after the time stated on the approved application. This rule is mandatory on any and all occasions and applies to all applicants who are granted the use of school properties. Any person found in the building at other than authorized times without the required supervision is subject to prosecution for trespassing.
- P. Only the board of education may pay employees for services rendered. Under no circumstances should any group or organization pay moneys to the district custodian or employees on duty.

12. SCHEDULE OF FEES – BILLING PROCEDURE

A. FACILITY USEAGE FEE

Fees shall be assessed, when applicable, to cover the cost of heating, lighting and related expenses in maintaining school facilities. These fees shall be assessed at a fixed hourly rate according to a schedule available on the district website.

B. ORGANIZED LEAGUE DEPOSIT

Any organized league not under the direct auspices of the city or town recreational department asking to use the facilities will be asked to deposit \$100 with the school districts business office. This amount will be returned at the end of the season if there are no back charges against the organization. Deductions will be made at the discretion of the athletic supervisor for damage or added custodial costs that may result from improper cleanup or damages found after scheduled events.

C. PERSONNEL WAGE FEE

A personnel fee will be assessed in each instance where the school district must employ custodians, maintenance staff, kitchen staff, security guards stagehands, lifeguards or other supervisors for an event. These charges will be assessed, including fringe benefits, at the going rate per hour for each person scheduled to work. This charge will normally be at time and a half, plus fringe benefits, when not scheduled as part of the employee's regular workday. Such fees may be estimated and collected in advance of the event.

D. PAYMENT

Fees for use of school facilities should be paid promptly upon billing. Checks should be made out to the board of education. Non-payment of fees, as billed, may result in revocation of permit or refusal of the district to grant the group or organization future use of school facilities.

13. RULES AND REGULATIONS FOR SWIMMING POOL USE

The following rules and regulations have been established by the school for the protection of all who use the swimming pool. It is essential that everyone cooperate to make the pool area as safe and hygienic a facility as possible. Any violations of these rules will deprive an individual or group of the use of the pool. Responsibility for the safety and maintenance of the pool rests with the department of physical education.

- A. No one is allowed in the pool unless a currently certified Red Cross lifeguard is on duty.
- B. Groups of less than three (3) people are not to use the pool under any circumstances.
- C. Swimming instructors and/or lifeguards must never leave the pool area for any reason while swimmers are in the pool.
- D. Groups permitted to use the swimming pool shall provide, at their own expense, one (1) currently certified Red Cross lifeguard for groups of thirty-five (35) or less, and at least two (2) certified lifeguards for groups of thirty-six (36) to seventy (70). The maximum number of persons allowed in the water at any one time shall be limited to one hundred and five (105). In addition, the total occupancy in the deck and pool area is limited to two hundred and forty (240).
- E. All people must take showers prior to entering the pool.
- F. No custodian should open doors to the pool or locker rooms unless the adult supervisor, instructor or lifeguard is present.
- G. Permission to use special equipment or apparatus in the pool must be obtained from the supervisor for physical education and athletics. (ex. phonographs, spotlights, canoes, rafts, floats, scuba diving equipment, etc.)

**MIDDLETOWN CITY SCHOOL DISTRICT
Middletown, New York 10940**

FIRE EVACUATION NOTICE

Chapter 9 of the Laws of 1991 requires the person in charge of any after school program, event or performance which takes place in a school and which is attended by persons who do not regularly attend classes within that school, to notify such persons in attendance at the beginning of such program, event, or performance of the proper procedure to evacuate the building in an orderly and timely manner in the event of a fire or other emergency.

INSTRUCTIONS FOR EVACUATION ARE POSTED NEXT TO THE EXIT – READ THESE INSTRUCTIONS TO THOSE IN ATTENDANCE.

NOTE: If the program or event is going to be repeated to the same group, this notice may be given only at the first meeting.

BUILDING SECURITY NOTICE

Please be aware that the district does not employ staff for the purpose of security after the school day ends or on weekends when your group may be in our facility. Therefore, by your use of our facility, you should be aware that you are taking on the responsibility for the security of your group as long as they are in our building.

Please make sure that all individuals responsible for your group's activity have on them emergency telephone numbers (ambulance, fire, police, etc.) and are taking steps to make the building secure. Some possible measures you may consider taking include keeping exterior doors locked and secured and having someone stationed at the door of the building to monitor those entering the building.

**MIDDLETOWN CTY SCHOOL DISTRICT
INDOOR BASEBALL AND SOFTBALL PRACTICE PROCEDURES AND REGULATIONS**

INCREDIBALL USE FOR THE FOLLOWING SOFTBALL AND BASEBALL ACTIVITIES:

1. Throwing and catching with a partner (warm up)
2. Groundball drills
3. Bunting drills
4. Bunting defense
5. 1st and 3rd situations

REGULATION BASEBALL AND SOFTBALL USE FOR THE FOLLOWING SOFTBALL AND BASEBALL ACTIVITIES:

1. Batting cage drills (hitting)
 2. Soft toss hitting drills (protective nets must be used)
 3. Pitching instruction (protective mats or nets need to be utilized behind catcher for overthrows)
- All protective screens, soft toss nets, pitching machines require protective floor covering
 - Food, gum, and drinks are not permitted in the gymnasium
 - Cleats are not permitted on the gymnasium floor