

Monroe 2-Orleans BOCES Policy
Series 2000 – Community Relations
Policy #2220 – USE OF SCHOOL FACILITIES

The use of the facilities owned or operated by BOCES by individuals or organizations for profit is expressly forbidden by State Education Law.

The Board recognizes, however, that there are non-profit community groups and educational agencies which might legitimately wish to use such facilities.

The Board delegates to the District Superintendent the responsibility and authority to approve or deny applications for the use of BOCES' facilities when such use would not conflict or interfere with BOCES' programs and services and is permitted and/or authorized by law. The District Superintendent also maintains the authority to waive charges and/or fees where appropriate.

The District Superintendent shall arrange for the utilization of the building through the administrative staff. The basic room use charge, if any, will be approved by the Board. Additional charges for custodial services or other costs are at the discretion of the District Superintendent. In the District Superintendent's discretion community members may use equipment in connection with one of the uses outlined below and for an additional charge as determined by the District Superintendent.

Any organization using the BOCES' facilities will furnish, at its own expense, comprehensive general liability insurance if not otherwise covered through the BOCES' insurance umbrella. A certificate of such insurance with the BOCES named as an additional insured must be submitted prior to final approval and use of facilities. In high risk situations, the BOCES may require additional insurance.

Organizations using BOCES' facilities are responsible for the proper care of the buildings, grounds and equipment, and will be assessed for any damages.

Organizations using the facility will comply with all BOCES' policies, rules, and regulation.

Guidelines For Facilities Use

The District Superintendent may permit the use of facilities and grounds when not in use for school purposes for the following purposes:

- a) Instruction in any branch of education, learning or the arts.
- b) For the registration of voters and holding elections but not partisan political purposes.
- c) For other purposes as approved by the Board.
- d) BOCES' facilities may be used by religious organizations for religious purposes provided it is in accordance with the Constitutional provisions and cases.

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Education Law Section 414

Adopted: 7/13/99
Revised: 5/14/08
Revised: 9/15/2010
Revised: 8/21/2013
Revised: 9/21/2016
Revised: 9/18/2019