

Parker Administration Building

2034 Lehigh Station Road
Henrietta, NY 14467
Fax: (585) 359-5045



www.rhnet.org

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Superintendent of Schools
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Phone: (585) 359-5000

Dear Building and Grounds Use Requester:

Enclosed you will find the paperwork necessary for requesting use of the Rush-Henrietta School District buildings and grounds. Included are Board of Education Administrative Regulations for the Use of Buildings and Grounds, Procedures for Building and Grounds Use, and a request form. Please read all documents thoroughly.

Complete the entire request form. Your signature is required stating that you have received and understand the enclosed documents; you will be responsible for complying with all building and grounds use regulations. Forms must be submitted to the **building being requested** two weeks prior to the requested start date, as outlined on the enclosed Procedures for Building and Grounds Use.

Requests will be considered for approval, based on the July 1—June 30 school year, according to the schedule below:

Organization	Events	Requests Accepted Beginning
District	School events, District and building level; Holidays; building maintenance; events on District calendar	June 15
Athletic Department	All sporting practices, games and events for the entire year	June 30
Continuing Education	All programs for the entire year	June 30
Towns of Henrietta, Rush, Pittsford, Brighton	All Summer events/programs (July—August will be approved beginning April 1)	March 15 (of previous school yr)
	All events/programs for when school is in session Fall events (September—October will be approved beginning August 15) Winter events (November—February will be approved beginning October 1) Spring events (March—June will be approved beginning February 1)	July 15
All Other Non-District/ Outside Organizations	Reoccurring schedules, when school is in session, except in Gym and/or Cafeteria (e.g. weekly, biweekly, monthly meetings)	August 15
	Seasonal events, and all activities in Gym and/or Cafeteria Summer events (July—August) Fall events (September—October) Winter events (November—February) Spring events (March—June)	May 15 (of previous school yr) August 15 October 15 February 15

If you have any questions, contact the Main Office of the building you are requesting.

Enclosures

7/13/11

Rush-Henrietta Central School District

Crane Elementary School • Fyle Elementary School • Leary Elementary School • Sherman Elementary School • Winslow Elementary School
Burger Middle School • Roth Middle School • Rush-Henrietta Ninth Grade Academy • Rush-Henrietta Senior High School

ADMINISTRATIVE REGULATIONS FOR THE USE OF BUILDINGS AND GROUNDS

Permission to use facilities of the Rush-Henrietta Central School District is granted in accordance with New York State Education Laws, the policy of the Board of Education and the administrative regulations governing such use.

Use of district facilities for school or district purposes shall have priority above other uses.

The Board of Education requires a group to provide proof of liability insurance and to add the Rush-Henrietta Central School District to the policy as an additional insured.

In cases calling for an interpretation of the legality of the use of the school building or property, the decision shall rest with the Superintendent based upon consultation with the school district's attorney, with appeal to the Board of Education.

Permitted Use:

1. for instruction in any branch of education;
2. for social, civic, and recreational meetings;
3. for meetings, entertainment or occasions where admission fees are charged, when the proceeds are to be expended for an educational or charitable purpose;
4. for polling places for primaries, elections, and registrations;
5. for civic forums and community centers.

Prohibited Use:

1. for any purpose that will in any way interfere with the use of school buildings, grounds, or other school property by the school;
2. by any person or profit-making organization for personal or private gain, financial or otherwise;
3. by any person or profit-making organization to hold a fee-based event;
4. for social, civic or recreational meetings or other use pertaining to the welfare of the community, unless such meeting, entertainment or use shall be non-exclusive and open to the public;
5. by religious or other groups for religious purposes;
6. for meetings or entertainment under the exclusive control of a society, association, or organization of a religious sect or denomination, or a fraternal, secret or exclusive society organization (other than veterans of the military service of the United States and organizations of volunteer ambulance persons and firemen) where proceeds are to be applied to the benefit of such groups.

Revocation

Due to non-compliance to district policies, the privilege of the use of school facilities by a particular organization may be withdrawn or suspended. The Rush-Henrietta Central School District reserves the right to suspend or revoke any building or grounds use at any time.

General Information

1. All events shall be looked upon individually for constituent content, crowds attending, security and parking.
2. Only facilities specifically requested on the Request Form are to be used by the permittee.
3. The principal, building custodian, or their approved designee shall be in charge of the building whenever it is open for one or more persons.
4. All New York State Safety and Fire Regulations must be observed. In addition, no equipment is to be brought into the building or onto the school grounds and connected to the electrical service without permission from the School Facilities Office.
5. Smoking by those in attendance in school buildings or on District property and the use of open flames, such as candles, is not permitted in accordance with State and Federal laws. No alcoholic beverages may be served. Violators of these provisions shall be placed on an ineligible list, as well as possibly face legal action.
6. All vehicles are to be parked in the parking lot, or, if necessary, in designated spaces in the bus circle. Vehicles cannot be parked in designated fire lanes or other *NO PARKING* areas.
7. No scenery, decorations, combustible materials, animals, or other things of an unusual nature may be brought into a school building without approval, and, if necessary, the presence of an approved District inspector to insure their proper use.
8. Arrangements must be made with the Building Principal for the storage of any special equipment brought in by an organization.
9. Public telephones are available in each building. Use of office phones shall be limited to emergency use only.

Charges

1. When charges are incurred for the use of school district facilities, these charges are computed based on the approved *Schedule of Fees*. This cost is to cover labor, applicable benefits, heat, light, water, toilet supplies, and clean up.
2. Kitchen facilities may be used only after obtaining permission from the Director of Food Services. All organizations / groups must have a paid cafeteria staff member in attendance to comply with State and County health laws.
3. The High School Pool may be used, according to the approved *Schedule of Fees*, only after obtaining permission from the Continuing Education Coordinator. Fees include an on-duty lifeguard to comply with State and County laws.
4. Payment for all damage to buildings or equipment is to be assumed by the permittee.

FIELD USE GUIDELINES FOR R-H FIELDS

If you could be so kind as to help us out with a few simple tasks on a daily basis, with the help of all your players, a few minutes at the end of practices or games will save the grounds crew hours of time per week. This extra time will allow us to spend more time improving field conditions.

LACROSSE

- Move goals often for practices. Don't always place goals in exact locations used for games. This will keep goal creases from getting so worn out.
- Make every effort possible not to regularly practice on game fields, at locations where this is possible. "Grass grows by the inch but is killed by the foot". The less foot traffic you subject a field to, the better quality turf you will have later in the season.
- Moving around will greatly reduce soil compaction, which causes wear. The more healthy turf grass there is on the field, the safer it is for the players. It also improves playability.
- Remove goals from the field at the end of each day. Place them on stone or paved areas where possible so they don't have to be moved by the paint machine or the mower operator.
- Pick up trash around bench areas and place it in the garbage cans provided.

BASEBALL/SOFTBALL

- At the completion of each day, please take a few minutes to rake some dirt back into holes or low spots around home plate, pitcher's mound, and bases and tamp. This will prevent puddles from forming if it rains overnight before grounds crew gets on the field the next day.
- Please encourage players to take responsibility for the area of the field on which they play. Also, remind them that the deeper the hole they dig in the batter's box, the more advantage they are giving the pitcher, because he will be that much higher than the batter.
- Do not hit or throw balls directly at the chain link fences or backstops (soft toss). This bends the fence material and breaks the fence ties.
- Do not throw batting practice from grass area between home plate and pitcher's mound. This wears the grass out and forms a low spot, which creates a puddle, a bad hop, and/or a trip hazard.
- If rain becomes an issue during a game but play can continue, the use of an approved soil conditioner material is an option. Pour this on wet spots and lightly rake it in. This is a temporary solution to small wet areas to improve footing on a limited basis. Do not broom water or rake mud out of wet spots. This will make the situation worse. If it's too wet, don't play!
- Move portable team benches to stone or paved areas at locations where this is applicable.
- Please pick up trash from bench areas and place in garbage cans provided.

FIELD USE GUIDELINES FOR R-H FIELDS (con't)

SOCCER

- Make every effort to move around the field for practices to spread out the turf wear. Don't run the same drills in the same spot over and over. This will reduce soil compaction, which is the major cause of turf wear.
- Try to limit use of goal mouth area as much as possible.
- Please pick up trash and place in garbage cans every day.
- Please remove nets as soon as the season is completed.

TRACK & FIELD

- Do not leave any equipment on turf grass areas.
- Make very effort to account for all discus and shot put balls every day. If hit with a lawn mower, these areas can cause serious injury to a person or cause major damage to a mower.
- Please pick up trash and place in garbage cans provided.

FOOTBALL

- During practice sessions, please regularly move to different areas. Don't run the same drills in the same spot day after day. This will help prevent wear patterns from developing and keep the field safer.
- Make an effort to not repeatedly run up and down the painted lines. This will prevent the lines and the grass from getting worn out so quickly.
- Utilize areas off to the sides of the field, not the field itself, for blocking sled use.
- After games are played on stadium field, please walk the field from end to end to replace divots and step down tear outs.
- Please pick up trash around the field and bench areas, and place in the garbage cans provided.

While this may seem like a lot, once players are assigned tasks and develop a routine, all these should only take a few minutes each day. The amount of extra man-hours this will free up for the grounds crew will allow us to greatly improve all field conditions. Your cooperation will be greatly appreciated. I think you will be pleased with the results.

If you have any questions, please do not hesitate to contact me at 359-5375.

Looking forward to working with you,
John Gaffney, Grounds Supervisor

Rush-Henrietta Central School District Procedures for Building and Grounds Use

Use by	Category of Event	Event Type	Comments	Where to Apply	Form(s) to Complete
District	Building level events	concerts, meetings, plays, open houses, etc.	*See 2, 3 below	Building Main Office	See Building Main Office
	District-approved clubs/organizations (e.g. RHMPA, PTA, PTO, Sports Boosters)	meetings	*See 1, 2, 3, 4 below	Building Main Office	Building Use Request Form In-District box
	Teachers outside scheduled school day	meetings, review classes, etc.	before 7AM and after 4PM	Building Main Office	Building Use Request Form In-District box
Athletic Department	All approved sporting events	all		Athletic Director's Secretary	
	Sports Boosters' Club	tournaments, single events	handles all monies for events	Athletic Director's Secretary	Building Use Request Form In-District box
	District coaches outside of sports season	out of season practices, camps	for coaches employed by R-H	Athletic Director ONLY	Building Use Request Form In-District box
Continuing Education	Cont Ed courses and programs	all programs listed in brochure	apply to teach at Cont Educ	Continuing Education Office	Continuing Ed Application
Towns of Henrietta, Rush, Pittsford and Brighton	Recreation Department	all	*See 1, 2, 3, 4 below valid insurance certificate on file	Building Main Office	Building Use Request Form Community/Non-District box
	Any other departments	all	*See 1, 2, 3, 4 below valid insurance certificate on file	Building Main Office	Building Use Request Form Community/Non-District box
All Other Non-District/Outside Groups Examples of but not limited to:	All sports organizations, clubs, teams (e.g. CYO, RHAA)	all	*See 1, 2, 3, 4 below valid insurance certificate on file	Building Main Office	Building Use Request Form Community/Non-District box
	Boy/Girl Scouts	all	*See 1, 2, 3, 4 below valid insurance certificate on file	Building Main Office	Building Use Request Form Community/Non-District box
	High School Pool Use	community rentals, parties	R-H District resident, for a fee	Continuing Education Office	Cont Educ Pool Use Form
*Commercialism Basic Guidelines	<p>1. Unless sponsored by the school or school-related organization, all sales or solicitations within the schools are forbidden.</p> <p>2. Fund drives, solicitations, or commercial activities may only occur when their objectives clearly benefit children and their education. Other than the United Way and RHEF, which have pre-approval by the Board of Education, all other drives or solicitations for contributions and all commercial activities sponsored by the school or school groups must be approved by the Superintendent or the Superintendent's designee. Additionally, school-sponsored commercial activities must: • provide all prospective vendors full and equal opportunity to compete, • involve students (at the secondary level) in the choice of vendor(s) following an open and fair process, and • have a clear benefit to students and/or schools and serve the primary purpose of RHCS.</p> <p>3. Fund drives and commercial activities by school-related groups must be approved by the group's administrative liaison and must accord with District Policies and Regulations 1221, 1500, 1510, and 1511 in their conduct and in their fiscal accounting.</p> <p>4. The Board of Education has pre-approved a limited number of commercial activities on school property. These include sales of supplies and services directly related to the operation of the district, and in limited cases, the sale and/or rental of student photographs, musical instruments, class jewelry, prom attire, and student books.</p>				

Rush-Henrietta Central School District Building and Grounds Use • Request Form

Charges apply (see back)

FS ID # _____

Initials _____

Date Submitted _____

Complete Box 1 **OR** Box 2, and all other information. Please print.

•Box 1: Community/Non-District Use

Check one: Not-for-Profit 501(c)(3) For Profit

Municipality (circle one):

Town of: Henrietta Rush Pittsford Brighton

Tax Exempt (but not federally recognized not-for-profit)

Group name _____

Purpose of event _____

Participants will pay an event fee Yes No

If yes, fees will be used for _____

Organization representative(s) to be present at event

Insurance Form on File Yes No Attached

If new insurance form, please attach copy to this request.

•OR•

•Box 2: In-District Use

Check one:

School-related event

Athletic event

Administrative event

Board-approved student club

Board-approved parent group

Other _____

Group name _____

Purpose of event _____

Participants will pay an event fee Yes No

If yes, fees will be used for _____

District staff to be present at event (info required)

I understand and accept the Board of Education *Administrative Regulations for the Use of Buildings and Grounds*. I agree to be present for supervision of the above group, and understand that it is my responsibility to cancel any meeting of my group if I cannot be present. In addition, I further agree that the above-stated organization is representing no other organization, and this agreement is only between the Rush-Henrietta Central School District and the _____.

Name of Organization

Signature _____ Date _____

Regulations given to organization by _____

•Event Schedule

Event Title _____

Building _____

Room / Field / Space (use specific names and/or numbers)

Event Date(s) _____

Start Time _____ End Time _____

Setup Begin Time _____ Breakdown End Time _____

•Organization Information

Organization Name _____

Contact Name _____

Email (required) _____

Phone(s) _____

Daytime

Evening

Cellular

Additional information - Community/Non-District Groups

Billing Address _____

Insurance (ACORD form with Rush-Henrietta CSD listed as an additional insured at 2034 Lehigh Station Road, and noting the specific event(s) being held.)

Company Name _____

Policy # _____

Expiration Date _____ Coverage \$ _____
(minimum \$1,000,000)

•Setup Requirements

Services Required (See Schedule A on back for list of services and fees)

Food will be served: No Yes (If yes, complete Schedule B on back)

Room Setup Requirements (e.g., table & chair arrangement, etc.)

Number Attending

Children _____ + Adults _____ = Total _____

Schedule A: Building and Grounds Use and Equipment Fees

Facility Use Fees (for outside of regular building hours of operation):

- Standard Fee* /hour/200 people \$30.00/hr X _____ total # hrs of usage X _____ (multiple of 200 or any portion thereof) = \$ _____
- Sunday Fee* /hour/200 people \$39.50/hr X _____ total # hrs of usage X _____ (multiple of 200 or any portion thereof) = \$ _____
- Holiday Fee* /hour/200 people \$59.25/hr X _____ total # hrs of usage X _____ (multiple of 200 or any portion thereof) = \$ _____

*½ hour must be added to the start and ½ hour to the end of the overall time requested for appropriate custodial opening and closing procedures.

Equipment and Area Use Fees:

- Pool (Includes a RHCS D approved and/or certified lifeguard when pool is in use. Call 359-7805 to discuss additional fees for a WSI or deep well use.)
- 1st hour/25 people \$60 X 1 hr X _____ (multiples of 25 or any portion thereof) = \$ _____
- +2nd hour/25 people \$30 X 1 hr X _____ (multiples of 25 or any portion thereof) = \$ _____
- +Additional fees _____ = \$ _____
- A/V Equipment \$20/day/item X _____ days X _____ (# of items) = \$ _____
- Circle equipment needed: TV VCR Proxima Overhead Projector Other (specify) _____
- Podium \$10/day/item X _____ days X _____ (# of items) = \$ _____
- Risers \$25/day/set X _____ days X _____ (# of sets) = \$ _____
- Piano \$25/day/item X _____ days X _____ (# of items) = \$ _____
- Public Address System \$20/day X _____ days = \$ _____
- Stage Lighting System** \$30/day X _____ days = \$ _____
- **Required RHCS D approved Student Helper \$7.25/hr X _____ hrs X _____ (# of days) = \$ _____
- Auditorium Sound System** \$25/day X _____ days = \$ _____
- **Required RHCS D approved Student Helper \$7.25/hr X _____ hrs X _____ (# of days) = \$ _____
- A/C of Classroom Area \$35/day/area X _____ days X _____ (# of areas) = \$ _____
- A/C of Auditorium/Library/Cafeteria \$65/day X _____ days X _____ (# of areas) = \$ _____

Total estimated fee (add all above) \$ _____

I agree to the total estimated fees.** Signature _____

Schedule B: Food Service

Source of food (All food must come from a licensed establishment):

- School Food Services
(You must obtain an order form directly from Food Services. Food expenses are not included in Facility Use fees and are non-reimbursable.)
- Grocery Store pre-packaged and ready-to-eat prepared foods only from: _____
- Caterer* _____
- Other* _____

*Health Department Permit # _____
Please attach a copy of the permit

The Rush-Henrietta School District Food Services procedures can be found on the Rush-Henrietta web site at: www.rhnet.org under the quick link of *Lunch Menus* then select *Activities Involving Food* and read the *Related Files*.

Questions? Call Food Services at 359-5388

Changes to any information provided to this form cannot be made without **prior approval from the district. Any of those changes necessitating additional equipment and/or facility time used will be added to the above estimated total fee.

A 24-hour advance notice of cancellation is required; otherwise a cancellation fee equal to the total fee will be incurred.

Computers and associated computerized equipment are not covered in this list. Their availability, use, and/or charges shall be coordinated with the Director of Computer Services.

Office Use Only

Invoice Type _____

Budget Code _____

Document # _____