



## Rush-Henrietta Central School District

www.rhnet.org

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 the 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, front and back. 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.

If you are requesting to use district facilities for the first time, you must submit all required paperwork [proof of 501(c)(3), liability insurance form] to the Continuing Education Coordinator for approval of your Rush-Henrietta community-based organization prior to submitting a request form to the building of your choice. Call 359-7805 to make an appointment.

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

<u>Organization</u>	<u>Events</u>	<u>Requests Accepted Beginning</u>
School District	School events, district and building level; building maintenance; events on district calendar	As soon as available
Athletic Department	All sporting practices, games and events for the entire year	As soon as available
Continuing Education	All programs for the entire year	As soon as available
Towns of Henrietta, Rush, Pittsford, Brighton	All Summer events/programs (July—August will be approved beginning April 1)	March 15
	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 Rush-Henrietta Community-Based Organizations	Reoccurring schedules, when school is in session, <b>except in any Gym, Cafeteria, Auditorium, Conference room, or Field</b> (e.g. weekly, biweekly, monthly meetings in a classroom)	August 15
	Seasonal events (as defined below), and all activities in any <b>Gym, Cafeteria, Auditorium, Conference room, or Field</b>	
	Summer events (July—August)	May 15
	Fall events (September—October)	August 15
	Winter events (November—February)	October 15
	Spring events (March—June)	February 15

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

## 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
School 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 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
All Other R-H Community-Based Organizations Examples of but not limited to:	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
<b>*Commercialism Basic Guidelines</b>	<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 RHCSD.</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>				

## 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. Telephones are available in each building. Use of office phones shall be limited to emergency use only. Contact the building custodian for access.

### **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.



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## Rush-Henrietta Central School District

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### GUIDELINES FOR USE OF R-H FIELDS

Groups that are approved to use district fields are required to follow a few simple but helpful steps to ensure quality fields for the R-H community. A few minutes of your time will go a long way in assisting district grounds staff. Listed below are required tasks for all field users:

#### ALL FIELDS:

- Pick up trash and place it in the garbage cans provided.
- Limit practicing on game fields. “Grass grows by the inch but is killed by the foot.” Less use during practices will improve the turf quality throughout the season.
- Changing positions around the field will reduce soil compaction and wear resulting in safer and better playing areas. Don’t run the same drills in the same spot over and over.
- The district has the right to cancel any event at any time due to poor field conditions.
- The district’s game and practice fields are prepared according to the needs of our students. Variances made or needed must be approved, in advance, by the District Head Grounds Keeper

#### LACROSSE

- Move goals often for practices. Don’t always place goals in game locations.
- Remove goals from the field at the end of the day. Place them on stone or paved areas where possible, out of the way of the paint machine and mowers.

#### BASEBALL/SOFTBALL

- Rake dirt back into holes/low spots and tamp around home plate, pitcher’s mound, and bases. This will prevent puddles from forming during rain before grounds crew return for maintenance.
- Players are responsible for their playing area. Remind them that a deeper hole in the batter’s box gives more advantage to the pitcher; putting him 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 the grass area between home plate and pitcher’s mound. This wears out the grass and forms a low spot which creates a puddle, a bad hop, and/or a trip hazard.
- If it rains during a game but play can continue, the use of a soil conditioner material is an option. Any materials applied to district fields MUST be approved in advance by the District Head Grounds Keeper.
- Pour approved conditioner on wet spots and lightly rake it in. This is a temporary solution for 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 when done.



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

#### SOCCER

- Don't run the same drills in the same spot over and over. Make every effort to move around the field for practices to spread out the turf wear. 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 remove nets as soon as the season is completed.

#### TRACK & FIELD

- Do not leave any equipment on turf grass areas.
- Account for all discus and shot-put balls every day. Damage to district lawn mowers or other equipment will be your responsibility if caused by equipment left behind.

#### FOOTBALL

- Do not repeatedly run on the painted lines. Vary your positions. This will prevent the lines and the grass from getting worn out.
- 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.

These tasks should only take a few minutes each day. This will allow district grounds crews to greatly improve all field conditions for your future use. Your cooperation is greatly appreciated. If you have any questions, please contact the District Head Grounds Keeper at 359-5375.

7/15/15

## Guidelines for Food at Events

All events involving the distribution of food items or the preparation of food items on district property by outside groups, must receive prior approval for the use of district facilities. Below are guidelines to follow when offering food at an event.

**Home-prepared food items may not be served or sold. All areas are expected to be left clean.**

### Store Bought Items

- Must be pre-packaged
- Must be ready-to-serve
- All food must be prepared by or obtained from a “licensed establishment”.

### Catered Event

- You must select a caterer that is licensed with the Monroe County Health Dept.
- A current Health Permit must be provided. These expire yearly so a new one is required each year whether or not a caterer has been used for past events.

### Cooking for your event

- Kitchen facilities may be used only after obtaining permission from the Director of Food Services. A paid food service staff member must be in attendance to ensure State and County health laws are complied with, and to supervise the proper use of equipment.
- The cost of food service staff is your responsibility.

### Food trucks

- A current Health Permit for each truck is required. If you have 10 food trucks, you must provide individual permits for each of the 10 trucks.
- Trucks **must be at least 100 feet** from any school building.

Please direct questions regarding food at events to the District Food Services office at 359-5388.

Complete Board of Education Policy can be found at [www.rhnet.org](http://www.rhnet.org) Search for Regulation 8540-R.

# 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: Rush-Henrietta Community-Based Organization Use

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

Municipality (circle one):

Town of: Henrietta Rush Pittsford Brighton

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\*

\* First-time user must attach forms and meet with the Continuing Education Coordinator for organization approval.

•OR•

## •Box 2: School 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 \_\_\_\_\_

## •Rush-Henrietta Community-Based Organization Information

Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Email (required) \_\_\_\_\_

Phone(s) \_\_\_\_\_

Daytime

Evening

Cellular

## Additional information - R-H Community/Non-School 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 \$35/hr X \_\_\_\_\_ total # hrs of usage X \_\_\_\_\_ (multiple of 200 or any portion thereof) = \$ \_\_\_\_\_
- Sunday Fee\* /hour/200 people \$46/hr X \_\_\_\_\_ total # hrs of usage X \_\_\_\_\_ (multiple of 200 or any portion thereof) = \$ \_\_\_\_\_
- Holiday Fee\* /hour/200 people \$70/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 RHCSD-approved certified lifeguard when pool is in use. Call 359-7805 to schedule.)  
1st hour/25 people: \$80      2nd hour/25 people: \$50
- A/V Equipment \$30/day/item X \_\_\_\_\_ days X \_\_\_\_\_ (# of items) = \_\_\_\_\_
- Circle equipment needed: TV VCR DVD Proxima Other (specify) \_\_\_\_\_
- Podium \$20/day/item X \_\_\_\_\_ days X \_\_\_\_\_ (# of items) = \$ \_\_\_\_\_
- Risers \$40/day/set X \_\_\_\_\_ days X \_\_\_\_\_ (# of sets) = \$ \_\_\_\_\_
- Piano \$40/day/item X \_\_\_\_\_ days X \_\_\_\_\_ (# of items) = \$ \_\_\_\_\_
- Public Address System \$30/day X \_\_\_\_\_ days = \$ \_\_\_\_\_
- Stage Lighting System\*\* \$50/day X \_\_\_\_\_ days = \$ \_\_\_\_\_
- \*\*Required RHCSD approved Student Helper \$10.40/hr X \_\_\_\_\_ hrs X \_\_\_\_\_ (# of days) = \$ \_\_\_\_\_  
(or current minimum wage)
- Auditorium Sound System\*\* \$40/day X \_\_\_\_\_ days = \$ \_\_\_\_\_
- \*\*Required RHCSD approved Student Helper \$10.40/hr X \_\_\_\_\_ hrs X \_\_\_\_\_ (# of days) = \$ \_\_\_\_\_  
(or current minimum wage)
- Microphone(s) # \_\_\_\_\_ (max 6)
- Do you need recording capabilities to be provided? \_\_\_\_\_ yes \_\_\_\_\_ no
- A/C of Classroom Area \$50/day/area X \_\_\_\_\_ days X \_\_\_\_\_ (# of areas) = \$ \_\_\_\_\_
- A/C of Auditorium/Library/Cafeteria \$80/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](http://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 # \_\_\_\_\_