

**PUBLIC USE OF SCHOOL FACILITIES  
REGULATION**

1. School activities shall have first preference.
2. The custodian on duty is to be regarded as the representative of the Board of Education.
3. There shall be no use, possession, sale or distribution of alcohol or controlled substances at any time in the school buildings or on school property.
4. There shall be no smoking.
5. Regular gym shoes must be worn when sports or games are conducted on the gymnasium floors.
6. Children's activities must be under strict supervision of adult sponsors at all times.
7. Only authorized personnel shall operate kitchen equipment. A minimum charge, established by the Board, per hour per person employed will be charged when use of the kitchen is required.
8. Only authorized personnel shall operate stage, sound, and projection equipment.
9. Responsibility for order and safety must be assured by the applicant. Any damage to school property shall be reimbursed by the organization using same.
10. The space used shall be vacated no later than 11 p.m., unless a specific exception is granted in the permit.
11. It shall be understood that the Superintendent of Schools or designee has sole authority to grant or reject requests for the use of school facilities and equipment.
12. In case of an emergency, all buildings will be available to the American Red Cross.
13. All individuals shall act in a manner consistent with all applicable federal and state laws and regulations, as well as all policies, regulations and/or rules of the school district including policy and regulation, 1520 and 1520-R, Public Conduct on School Property.
14. Permission to use the district's facilities must be received at least one week in advance from the Superintendent.

*Uses Encouraged for District Residents*

In accordance with State Education Law, the following uses of school buildings and grounds are acceptable:

1. for instruction in any "branch of education, learning or the arts";
2. for "social, civic and recreational meetings and entertainments, and other uses pertaining to the welfare of the community"; but such meetings, entertainments and uses shall be non-exclusive and shall be open to the general public;

3. as polling places for holding primaries and elections and for the registration of voters;
4. for "civic forums and community centers;" and
5. for graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.

*Prohibited Uses of School Buildings and Property*

State Education Law and the Constitution of New York State specifically prohibit the following uses of school buildings and property:

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. for holding a social, civic or recreational meeting 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;
4. for a meeting, entertainment, or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or charitable purpose approved by the Board; and/or
5. for a meeting, entertainment or occasion where admission fees are charged, if such meeting, entertainment or occasion is 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, other than any organization of veterans or of volunteer firemen or volunteer ambulance services.

*Use of School Facilities by School Personnel*

Any use of school facilities for school-related activities will be scheduled through the Building Principal. Any other use outside the regular school week will be scheduled through the Superintendent of Schools.

Recognized collective bargaining units may use school facilities to conduct meetings as specified in the collective bargaining agreement(s).

No students are allowed in a school building unless appropriate school personnel is on duty. Scheduling in advance will ensure that the space requested is available and not given to outside groups.

### *Use of Cafeteria*

Approved groups using the cafeteria kitchen to prepare food must employ a person from the cafeteria staff. This arrangement must be made through the cafeteria manager. This employee will not be expected to prepare food but to supervise use of equipment and to see that the kitchen is left in the same condition as found. Additional cafeteria employees may be hired to prepare food. These arrangements also made through the cafeteria manager and on a voluntary basis.

The top of the range is not to be used as a grill under any circumstances.

Paper tablecloths, napkins and food are to be furnished by the group using the cafeteria.

Two weeks notice must be given to the cafeteria manager.

### *Co-Educational Recreational Swimming*

#### *Swimming Pool*

The Board may grant permission to use the pool to community, fraternal and service organizations upon application of these groups.

The membership of the organization must be a majority of residents of the Chazy Union Free School District.

The organization must agree to provide life guards and to abide by all pool policies and regulations. One Red Cross certified life guard per 20 persons with a minimum of two (2) on duty must be furnished. In addition, one responsible adult representing the organization granted permission must be in charge of the group. Liability for the actions of the personnel representing the organization or failure to follow their policies is the responsibility of that sponsoring organization. The Board reserves the right to terminate the agreement at any time.

Organizations using the pool at times when a custodian is not on duty (Saturday and Sunday) must employ a member of the school custodial staff to work during the hours the pool is in use and for a period of two (2) hours after for cleaning locker rooms and pool area.

Arrangements and reimbursement of the employee for this will be the responsibility of the organization.

Organizations using the pool must follow all health and safety regulations, as food in regulation.

*Chazy Youth Commission*

Chazy Youth Commission is permitted to use school grounds and buses with prior approval of the Board providing Agreement Forms and other requirements are met by the Youth Commission prior to the use of these facilities.

*Civil Defense Disaster Shelter*

Clinton County Civil Defense authorities are authorized to use school facilities as a disaster shelter.

*Swimming Pool Safety*

All policies covering the use and operation of the swimming pool shall be prepared and recommended by the Physical Education Staff and approved by the proper school officials, including the Board. The policies and rules shall be posted on appropriate bulletin boards located in prominent places such as the locker rooms and pool area where people may readily read them.

A. Safety rules:

1. All safety equipment shall be readily available and in its proper place at all times.
2. Deck of the pool shall be clean of all unused equipment.
3. Safety areas are to be marked by ropes or net to suit the needs of the swimming program.
4. The instructor or supervisor should always enter the pool area first and be the last to leave the pool area.
5. Doors must be kept locked when pool is not in use.
6. No bather shall enter the pool unless a qualified instructor is on duty.
7. No one person is allowed to swim alone at any time. This includes the instructor in charge.
8. Any person entering the pool for the first time shall be checked to determine his/her ability as a swimmer.
9. No jewelry is to be worn in the water.
10. There should be some orientation concerning the following previous to the use of the pool. This may be done by demonstration and participation or lecture demonstration.
  - Water depth
  - Safety equipment
  - "Horse play"
  - Buddy system
  - Instructions for emergency

11. The "buddy system" will be used for all recreational and free swimming.

B. Health and welfare of students:

1. The school nurse shall report to the physical education instructor any health condition which would prevent a person from using the pool. All persons should report any organic defects, or lesions of the skin to the instructor before entering the pool. Examination for such conditions should be made by the instructor daily.
2. Excuses from swimming classes should be accepted by the instructor in accordance with the following provisions:
  - With the exceptions of monthly periodical excuses, only written excuses from nurse should be accepted. Excuses from parents or a doctor should be referred to the nurse who will issue an excuse from swimming if necessary.
  - Following an extended illness or injury, students should obtain written permission from the nurse before swimming is resumed. The nurse will request a doctor's permission if necessary.
  - Anyone excused from actual swimming should report to class in the pool in regulation gym suit (no shoes).
  - A person trained and qualified to administer first aid should be available during all aquatic activities conducted in the swimming pool.

C. Pool Area:

1. Persons wearing street shoes will not be allowed in the swimming area at any time.
2. Unauthorized equipment or materials such as books, food, bottles, etc., should not be allowed in the swimming area. Food and bottles will not be allowed in the spectator's area.
3. Unauthorized spectators should not be allowed in the pool area.
4. Smoking will not be permitted in the pool area or locker room at any time.

D. Swimming Regulations:

1. Gum chewing shall not be permitted in the pool area.
2. Running, pushing or dunking shall not be permitted at any time.
3. Tag games shall not be permitted unless supervised.
4. Beginners shall remain in the area of the pool designated for them until certified by instructor to swim in deep end.

5. Swimming in diving area while diving board is in use shall not be permitted unless there is adult supervision of the diving.
6. Only one person shall be allowed on the diving board at a time. The responsibility for determining if the water area below the board is clear for diving should rest with the diver.
7. Diving into the pool shall be restricted to the deep end of the pool except during instruction as authorized by instructor.
8. All orders and directions of life guards and persons in charge shall be followed.

E. Equipment:

1. No personal swimming equipment, such as face masks, fins, goggles and snorkels, shall be taken into the pool unless authorized by the instructor.
2. School equipment shall not be used without the permission of the instructor.
3. Equipment shall be returned to the instructor or designated location when the student is finished using it, and at the end of each class period.
4. Water area shall be cleared of swimmers before diving bricks or rings are thrown into the pool.

F. Instructions for those preparing for swimming:

1. Lock clothes, valuables and all jewelry in your locker.
2. Visit the toilet.
3. Leave suit and towel in dressing room.
4. Enter the shower room and take a complete soap shower.
5. Return to the drying room and put on suit and cap.
6. Enter the pool through the pool door.

G. Entering the pool:

1. Upon entering the pool area after being checked for cleanliness, students should either sit along the wall or some other designated deck area and await instructions from the swimming instructor.
2. Roll call or name check on board should be made.
3. At the sound of a whistle, the attention of swimmers should be given immediately to the instructor or life guard.
4. "Assistant" instructors should be treated with the same respect and consideration as shown the instructor in charge.
5. Students should line up for dismissal. It is advisable to establish a check-out system.

H. Leaving the Pool:

1. No one should leave the pool area without permission of the instructor.
2. Suits should be removed before entering the shower room.
3. Suits should be rung out and deposited in appropriate receptacles.
4. A rinse shower should be taken by all swimmers.
5. All swimmers should dry completely in the drying room before entering the dressing room.
6. Students should exercise care in drying their hair.
7. Towels should be deposited in receptacles.
8. Bathing caps should be dried with towel before placing them in the lockers.
9. All lockers should be checked by the instructor or student aid to determine that no locker is left open.
10. Students should not leave the locker room until the dismissal bell rings.
11. Students should always be orderly and reasonably quiet. This will ensure maximum safety and enjoyment for everyone.

I. Co-educational recreational swimming:

1. The policies regarding swimming will apply to all recreational swimming programs.
2. See "Co-Educational Recreational Swimming" above, for use by organizations.

Adoption date: February 14, 2006