

HYDE PARK CENTRAL SCHOOL DISTRICT

Administration Offices
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June 30, 2009

Greetings!

You are receiving this packet because we have you listed as a contact person for a group, club or organization that has used the Hyde Park Central School District's facilities, buildings or grounds in the past year. If you are no longer affiliated with the group, please forward this information packet on to your replacement, so that the group will remain up to date with the new procedure and requirements for using our facilities.

Thank you for your support during the budget vote this year. As a result, our budget passed. Since we will not be operating under a contingency budget for the 09-10 school year, certain regulations will change with regard to facilities use. The district has therefore revamped the established building and field use guidelines and restrictions.

WHAT DOES THIS MEAN FOR MY GROUP?

- **ALL** groups must fill out applications regardless of status and submit them to the school where the use is being requested.
- Groups are broken into the following categories:
 - School groups
 - As in the past, all **recognized** school groups, clubs, sports and affiliates such as booster groups will not be charged unless overtime is involved. The Town of Hyde Park will not be charged due to an existing shared services agreement.
 - Creek Road groups will not be charged for the leased Creek Road fields.
 - Non-profit groups
 - Must provide a not for profit tax ID/ certificate
 - District community groups with non-profit tax ID certificate
 - General use
 - All "for profit" groups and non-district based groups

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▪ HOW WILL I KNOW WHAT I AM TO BE CHARGED?

- Your application will be processed and a quote will be provided. Invoicing will follow once use intention is confirmed.
- A key building use person has been identified for each building in the district all questions should filter through that contact person.
- Advanced payment will be required for all chargeable facilities use.
- Applicants must adhere to the time requirement for payment. Payment “in full” must be received 10 days prior to use or use will be denied.
- An insurance certificate must be provided with the application for all groups. It must cover a minimum of \$1,000,000 and naming Hyde Park Central School District as additionally insured.
- Custodial staff is **REQUIRED** for all events.
- **ALL** groups will be charged for weekend / overtime custodial staff.
- **ALL** groups will pay for all cafeteria staff, when requested.

Attached to this letter is the following:

1. An updated fee schedule for use by general use groups.
 - a. **General Use** – This fee schedule should be used by all for profit groups and out of district groups. These groups do not have a “Not for Profit” tax ID number, and/or normally operates out of our district (i.e.: other district groups).
2. An updated regulations and school district policy.
3. Building contact list (who to contact to make your facility use requests).
4. Insurance requirements: Each group is required to provide us with their proof of liability insurance certificate, with a minimum coverage of \$1,000,000 coverage and naming HPCSD as additionally insured with application (sample is provided).
5. Updated application – Non-Contingency Application – any old versions will not be accepted. Please update your files with the attached new form.
6. A list of all fields is attached to be used to identify requested fields / athletic areas at each location.

We hope that this packet provides you with the information needed to make an informed decision when choosing our facilities for your use. Thank you for your continued support and cooperation when using our fields, buildings and facilities.

Please call the key building use representative (list enclosed) for the applicable building you wish to use or the district office and ask for Jay Mikula at extension 1012, should you have any questions regarding this non-contingent year policy.

Sincerely,

Carole A. Pickering
Superintendent of Schools

Wayne L. Kurlander
Assistant Superintendent for Business

Enclosures

WK/jm2

HPCSD BOE Policy 1500-R: Public Use of School Facilities Regulation – (non-contingency)

(Revised 6/25/09)

There shall be no possession or use of intoxicating beverages or illegal drugs at any time in the school buildings or ANYWHERE on district grounds.
School activities shall have first preference. (ex: school sports, clubs, groups) for space use.
A custodian will be on duty for pre and post inspections for every use request. They are to be regarded as the representative of the school district and will check all groups in and out with a district form to be co-signed by adult in charge of group.
ALL GROUPS will pay for weekend or overtime custodial use required due to the event time.
All organizations must complete a check in and check out inspection with district staff (custodian) and sign off on condition of area at arrival and departure.
A non-refundable administrative fee of \$25.00 per application will be charged and collected at the time of application for all groups except school groups. Applications must be submitted 30 days prior to the use date.
All building use will require advance payment for use. Payment is due no later than 10 days prior to the event. Application is not considered complete until an insurance certificate is on file and the district has received payment in full.
Use of the stage will include the auditorium and lobby areas as one charge. Lighting charges will include HPCSD trained staff that will operate lights. Sound is not provided.
Regular gym shoes must be worn when sports or games are conducted on the gymnasium floors.
No hardballs or softballs are to be used in gyms except for catching practice. All balls used in batting and pitching practice must be an approved indoor ball.
Children's activities must be under the strict supervision of adult sponsors at all times and children must not be allowed to roam building or grounds unsupervised.
Responsibility for order and safety must be assured by the applicant. Any damage to school property shall be reimbursed by the organization using same. Violations by group members, parents, affiliates and spectators are charged to group.
<p>A three strike policy for any damages caused by group has been established and will be enforced:</p> <p>Strike 1 –Written Warning, group pays for damages.</p> <p>Strike 2 –Probation from use, group pays for damages.</p> <p>Strike 3 –Group banned from use, group pays for damages.</p>
Driving on the fields for any reason is not permitted. Driving on fields = STRIKES
The space used shall be vacated no later than 10:00 p.m., unless a specific exception is granted in writing.
A detailed financial statement must be available from group, upon request, showing total receipts and expenses for each use of building(s) or grounds for which admission is charged.
It shall be understood that the Superintendent has sole authority to grant or reject requests for the use of school facilities and equipment.
Any group using school facilities is required to present evidence of liability insurance, with the district named as an additional insured, in an amount deemed adequate by the Superintendent or School Business Administrator (District requires coverage amount minimum \$1,000,000). The group's certificate of insurance must accompany their application or it will be denied. Hyde Park Central School District must be named as additionally insured on certificate.

(non-contingency)

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";
3. as polling places for holding primaries and elections and for the registration of voters; and
4. for "civic forums and community centers."

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 other than any organization of veterans or of volunteer firemen.

Use of School Facilities by School Personnel

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

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

**Hyde Park Central School District
Building Use Contacts
2009-2010
(non-contingency)**

BUILDING / GROUNDS	CONTACT PERSON	PHONE NUMBER
Business Office	Jay Mikula	845-229-4000 x 1012
Hyde Park Elementary School	Michele Besnier	845-229-4050
Netherwood Elementary School	Lucille Wasilewski	845-229-4055
North Park Elementary School	Susan Forrest	845-229-4040
Ralph R. Smith Elementary School	Liz Martens	845-229-4060
Violet Avenue Elementary School	Karen Shafer	845-486-4499
Haviland Middle School	Lisa Jacoby	845-229-4030 x 1225
Franklin D. Roosevelt High School	Janet Duffy	845-229-4020 x 1290

HYDE PARK CENTRAL SCHOOL DISTRICT
2009-2010 (non-contingency)
List of District Fields / Athletic Areas

Franklin D. Roosevelt High School:

FDR gym 1
FDR gym 2
FDR gym 3
FDR soccer field, Upper / Varsity (fall)
FDR soccer field, Lower / JV (lower)
FDR firehouse soccer field – youth only
FDR baseball field (spring)
FDR softball field (spring)
FDR lacrosse field – for boys (spring)
FDR lacrosse field – for girls (spring)
FDR football field (fall)
FDR lower practice field 1 (60 yds)
FDR lower practice field 2 (30 yds)
FDR tennis courts (3 seasons-no winter)
FDR outdoor restrooms (must request)

Haviland Middle School:

Haviland gym A (formerly known as girls gym)
Haviland gym C1- ½ gym - (formerly known as boys gym)
Haviland gym C2- ½ gym - (formerly known as boys gym)

Haviland Middle School and Ralph R. Smith shared fields – reserve through HMS

Haviland soccer field 1 – northeast (fall)
Haviland soccer field 2 – baseball outfield (fall)
Haviland baseball field (spring)
Haviland softball field 1 (spring)
Haviland ball field 2 – short field (spring)
Haviland football field (fall)
Haviland lacrosse field (spring)

Elementary Schools:

Hyde Park	kick ball, T ball, little league ball field gym
Netherwood	kick ball, T ball, little league ball field gym
North Park	kick ball, T ball field gym
Ralph R. Smith	(see fields above – HMS shared fields) gym
Violet Avenue	Field 1 - kick ball, T ball, little league ball field Field 2 - kick ball, T ball, little league ball field North Field - (open field) gym

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