



RULES GOVERNING USE OF FACILITIES (see also POLICY 1500)

The Superintendent and Board of Education are authorized to delegate the responsibility for the use of a school building or property to the Building and Grounds Department. The following Rules and Regulations will govern the use of school facilities:

1. Refer to HCSD Policy 1500 for application procedure, and utilize 1500-E for submitting the application. Failure to follow the application procedure will result in a denial of use of facility. No reservations shall be made until the application (1500-E) is submitted, approved, returned and paid.
2. Organizations and groups will be allowed to use school facilities only within the limits of the law and insofar as such usage does not conflict with any regular school programming or school events.
3. Use shall be non-exclusive and open to the general public (excluding private swim sessions or meetings of groups that are open to the public but require being registered within the program i.e. Boys Scouts).
4. Admission fees may ONLY be charged if all proceeds are used for educational, nonprofit or charitable purposes (see HCSD Policy 1500 and Education Law Section 414 for details).
Food and drink are limited to restricted areas, and are prohibited in the auditoriums, gyms, and swimming pool area.
NOTE: Use of tobacco products and alcoholic beverages are PROHIBITED on District property at all times. An announcement to this effect is REQUIRED prior to any large event utilizing public spaces with a capacity over 100.
5. Facility use shall be restricted to that area for which permission is granted. Activity shall not extend beyond the hours approved in the request.
6. School authorities must have unrestricted access to all areas at all times.
7. Applicant or sponsor in charge of the activity shall be present before the activity is due to start and remain with the group until all participants have left.
8. Children's groups, clubs and organizations must have an adult sponsor and ample adult supervision when using a facility.
9. In the absence of the building Principal or administrative personnel, the custodian is in charge with the responsibility for the building.
10. Where additional custodial or security assistance must be hired, (district retains the option to assign staff if deemed necessary) a charge will be imposed and must be paid in advance. If custodial or security services are determined to be required during or after an event, Applicant will be charged an additional fee. No future use shall be permitted until charges are paid in full.
11. Organization(s) using district facilities are responsible for moving their equipment into and out of the permitted areas of use.
12. No school district property or equipment shall be altered or removed from district facilities at any time.
13. All damage to facility property or equipment must be reported by the organization to the custodial staff, school administrator, or building and grounds department. Room(s) or facilities used by the organization will be carefully examined after use. Should damage be noted by either the District or the organization, the

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school administrator or custodial staff will notify the Buildings and Grounds Superintendent who, in turn, will bill the organization for the necessary repairs and/or replacement.

14. A Certificate of Insurance, with proper limits of liability (as defined by Policy 1500), shall be submitted as evidence of insurance coverage and must designate both the using organization or individual as Named Insured(s), and the Hudson City School District, located in Hudson, NY as Additional Insured. Absence of such a certificate will preclude use of the facility.
15. Facilities Use Permits are revocable at any time by school authorities.
16. The Building and Grounds office shall maintain a monthly calendar listing all approved requests for the use of school facilities.
17. An organization will not be allowed to use a facility until all prior facility related bills are paid in full or satisfactory arrangements have been made with the business office to resolve the situation, and the current request is paid in advance.
18. Use of HCSD facilities is a privilege. Any misuse may preclude future use of the building by a specific organization.
19. Final authority in granting use of a public school facility and setting of fee(s) is reserved by and at the discretion of the Board of Education.

Any questions please contact Buildings and Grounds Office (518-828-4360 Ext. 2131) or publicuse@hudsoncsd.org.
Thank you.

See following for single page rules for:

General Safety Procedures

Bluehawk Sports Complex

Guidelines for Building Requests/Rentals of Pool

Hudson City School District

After-School and Visiting Groups Safety Procedures

(effective after bus dismissal)

In the event that you hear a fire alarm or discover a fire:

- If you find a fire, find the nearest fire alarm pull station and activate it by pulling down on the handle.
- Exit the building through the nearest marked EXIT, gather at the following locations:
 - Junior-Senior High School – Lawn in front of the building
 - MCS Intermediate School – Front parking area by flag pole OR rear of building by the playground fence
 - JLE Elementary School – Bus Loop
- Call 9-1-1

Natural disasters such as earthquakes and tornados:

- Go to the lower levels of the building.
- Kneel down against interior corridor walls.
- Stay away from glass.
- Remain in place until the emergency has passed or emergency personnel have come to the scene and advised you to evacuate.

Medical emergencies:

- Call 9-1-1 and report the nature of the emergency you have observed.
- The building has Automated External Defibrillators (AEDs) and Narcan kits in locations posted on the front door.

Suspicious activity:

- If you observe suspicious activities or violations of the school's code of conduct notify your event leader immediately.
- If the behavior poses a safety or health hazard to people call 9-1-1.

Acts of violence or the presence of a weapon:

- Run
 - Have an escape route and plan in mind. Leave your belongings behind.
 - Evacuate regardless of whether others agree to follow.
 - Help others escape, if possible. Do not attempt to move the wounded.
 - Prevent others from entering an area where the active shooter may be.
 - Keep your hands visible.
 - Call 9-1-1 when you are safe.
- Hide
 - Hide in an area out of the shooter's view. Lock door or block entry to your hiding place. Silence your cell phone (including vibrate mode) and remain quiet.
- Fight
 - Fight as a last resort and only when your life is in imminent danger.
 - Attempt to incapacitate the shooter. Act with as much physical aggression as possible.
 - Improvise weapons or throw items at the active shooter.
 - Commit to your actions...your life depends on it.

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SPORTS COMPLEX RULES

PUBLIC USE RULES

- **FACILITY CLOSED IF GATE IS LOCKED**
- **NO PUBLIC USE DURING SCHOOL HOURS**
- **NO PUBLIC USE DURING GAMES OR PRACTICES**
- **WALKERS AND JOGGERS PLEASE USE LANES 5, 6, 7, & 8**
- **PLEASE USE TRASH RECEPTACLES**
- **ALL FIELD USE IS BY PERMISSION ONLY**
- **FACILITY CLOSED AFTER DARK**

ABSOLUTELY NO

- **PETS**
- **SKATEBOARDING**
- **ROLLERBLADES**
- **MOTORIZED VEHICLES**
- **SCOOTERS**
- **GOLFING**
- **STROLLERS**
- **SEEDS, GUM, OR OTHER STICKY SUBSTANCES**
- **FOOD OR DRINK (WATER OK)**
- **CLEATS OR METAL SPIKES**

Comments, questions, or concerns please contact: Building and Grounds Office of the Hudson City School District, 518-828-4360, ext. 2131 or publicuse@hudsoncsd.org.

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HUDSON HIGH SCHOOL POOL: Guidelines for Building Requests/Rental of Pool

- Contact Pool Coordinator at 828-4360, extension 3115, or hudsonhspool@gmail.com to inquire about availability of date and time desired.
- Utilize HCSD Policy 1500-E to submit an application for pool rental. Review 1500-R for entire Rules and Regulations related to facility use at HCSD.
- A minimum of 30 days notice is highly recommended for pool rental requests. Please Note: The final approval for use of the pool must be granted by the Superintendent of Buildings and Grounds.
- Payment must be submitted with the completed application. Payment shall be made by cash, check or money order payable to: Hudson City School District.
- HCSD provides qualified Lifeguards for all functions held at the HS Pool, and those services are included in fees noted in 1500-E. *Outside Lifeguards are not permitted.*
- Refer to 1500-E for details of rental hourly fees. Pool Usage is granted in 90 minute increments.
- Cake and refreshments ARE NOT ALLOWED in the pool area or any ancillary areas.
- NOTE: we do not allow the use of “swimmies” or other non-Coast Guard-approved flotation devices. HCSD only allows Coast Guard-approved flotation devices.

Return completed application with payment to: Hudson City School District
Buildings and Grounds Office
215 Harry Howard Avenue
Hudson, NY 12534
(518-828-4360 Ext. 2131)
publicuse@hudsoncsd.org

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