

Facilities Use Frequently Asked Questions

Does the School District allow *for-profit* organizations to use the facilities?

We are a volunteer organization within the community, why do we have to pay? What are the available hours for facility use?

Do you rent facilities during midterm break/Supt's Conference days/Parent Teacher conference?

What is the minimal rental period?

When are fields available?

Can I use the school's projector/technology equipment? What about internet access?

When do I pay custodial charges?

How soon do I have to submit the application?

How early can I book in advance?

How early do I have to cancel?

Can we be bumped at last minute?

Does the School District allow *for-profit* organizations to use the facilities?

No, New York State Education Law 414 prohibits school districts from allowing *for-profit* organizations to use the facilities. All organizations must submit proof of 501(c) (3) status.

We are a volunteer organization within the community, why do we have to pay?

Groups who are not directly related to the school district must pay the prevailing facility use rate, based on NYSED law 414.

What are the available hours for facility use?

Generally the 3 elementary schools are available Monday-Friday from 6:30pm until 7:45pm. Secondary schools are available Monday-Friday from 6:00pm until 9:00pm.

Do you rent facilities during midterm break/Supt's Conference days/Parent Teacher conference?

We allow use of our facilities whenever school is open. We do not open our facilities during vacation periods, Superintendent Conference days, snow days, holidays or Sundays.

What is the minimal rental period?

There is no minimum during normal hours however; there is a 2 hour minimum rental if a facility is requested outside the normal school hours.

When are fields available?

The school district has first priority on all fields. The Town of Orangetown Parks and Recreation has the next priority. All organizations requesting facility use must understand this priority arrangement. Generally fields are available weekdays 6:00pm until dark and on weekends from 8:00am until 6:00pm.

Can I use the school's projector/technology equipment? What about internet access?

No. The school district does not rent or provide this type of equipment or internet access.

When do I pay custodial charges?

A custodian must be on duty whenever the facility is in use. This is for safety, clean up and securing the building. The cost of the custodian to support an event is the responsibility of the facility user.

How soon do I have to submit the application?

You must submit your application at least 2 weeks in advance.

How early can I book in advance?

It is advisable to reserve your Facility as early as possible but no more than 3 months in advance. We understand that certain organizations must reserve facilities for seasonal use; however, the school district reserves the right to cancel a permit if they require the space.

How early do I have to cancel?

You must cancel at least 48 hours in advance to avoid a cancellation fee.

Can we be bumped at last minute?

While we try to avoid cancelling any use, in the unlikely event of this occurring, we will try to work with you and possibly reassign your use to another facility.