



PROCEDURES FOR USE OF FACILITIES

(Revised September 18, 2023)

Statement: The Byram Hills Community has spent a great deal of time and money creating one of the best facilities in Westchester County. Although we are happy to support the groups in our community, certain restrictions must be placed on outside groups, and it is imperative that you adhere to the following usage rules in order to maintain these facilities.

1. To request use of buildings or grounds, a request must be submitted through the automated facilities scheduling program called **SchoolDude**.

If yours is an already approved organization, please go to <https://www.communityuse.com/default.asp?acctnum=79420416> to log in and request usage.

If you are a not-for-profit organization, looking to use Byram Hills School District facilities for the first time, contact Tammy Lovecchio at 914-273-4084, x6910, or tlovecchio@byramhills.net, to request permission and access to **SchoolDude**.

2. Facility requests must be submitted 30 days in advanced of requested use. Requests for Athletics will be directed to the Athletics Office; all other requests will be directed to the requested school.
3. A **Certificate of Insurance** (with an endorsement naming the District as an additional insured) must be submitted to the appropriate party at the time facilities are requested. For athletic facilities, the certificate of insurance should be sent to the Athletic Office. For non-athletic facilities, the certificate should be sent directly to the Main Office of each school.

No action will be taken on forms until the Certificate of Insurance and Additional Insured Endorsement is approved by our insurance carrier. Insurance forms should be sent to or emailed to:

Building	Contact	E-mail	Phone
Coman Hill	Ashley Littleton	alittleton@byramhills.net	914-273-4183 x1920
Wampus	Colleen Brereton	cbrereton@byramhills.net	914-273-4190 x2903
HCC	Matthew Myron	mmyron@byramhills.net	914-273-4250 x3910
BHHS	Lisa Fanelli	lfanelli@byramhills.net	914-273-9200 x4910
Athletics	Brett Alcantara	balcantara@byramhills.net	914-273-9200 x4987

Each request for use of a facility or field must be separately submitted; a previously approved request for a facility or field does not allow future use of that same facility or field at a later time for another reason.

4. Emergency/security training must be completed by a representative of the applicant’s organization. This training will be provided, free of charge, by the Byram Hills School District twice annually; once prior to the fall athletic season and again prior to the spring athletic season. The applicant organization is responsible for training and disseminating the information to their membership and arranging for a trained representative to always be on site of the event.

5. Submitting a request **does not guarantee** you will be approved for the facility of your choice. *You cannot begin using the requested facility until you receive confirmation via e-mail.*
6. **You will receive, via e-mail, a confirmation of your approved request. Whenever you are using the Byram Hills facilities, keep a copy of this e-mail with you.**
7. All Byram Hills campus fields are smoke-free and alcohol-free. Violations **will** result in the revocation of field use authorization.
8. Field use is granted for “as is” condition and must be left as such. For example, goals must be returned to their original positions.
9. Remember...you are responsible for placing all debris in the proper receptacles. Please help keep our fields clean.
10. Use of gyms/fields does not include the use of Byram Hills’ athletic supplies, i.e., corner flags, basketballs, batting cages, etc.
11. Permission to use fields does not include lining and striping the fields.
12. If the facility request involves using any of the District’s kitchens equipment, arrangements must be made for a kitchen staff member to be present at all times of use. A modest fee will be charged for this service.
13. Groups and organizations’ activities should be for the primary use of district residents and students. If you are representing an athletic organization, you are required to furnish a copy of your roster; including names, addresses and telephone numbers, prior to processing of your application. For fall usage, the rosters are due the third Monday of August.
14. You must show proof that your organization is a “not-for-profit” organization.
15. Please do not make any phone requests for space availability or on the status of your request.
16. When using our facilities, you are required to have adequate security. Please contact the Building Principal or Director of Athletics to review these requirements for your event.
17. It is recommended that you have personnel at your event that are trained in first aid principles, CPR, and use of an AED.
18. For use of athletic facilities, you must discuss with the Director of Athletics the location of AEDs, emergency procedures, and event protocols.
19. Groups must leave facilities at the time identified in the application.
20. Your group is financially responsible for any damage that occurs on or in our facilities during usage.
21. Generally, organizations using district facilities cannot charge an admission fee.
22. Whenever inclement weather or an emergency situation cause the closing of district schools, all after-school functions scheduled for that day will be cancelled.
23. In the case of an accident resulting in injury to any person or damage to personal property or the school District’s property, **the incident must be reported in writing to the Superintendent immediately.**