

Plainedge Public Schools Athletic Facility/Community Center

Operational Guidelines

The primary use of the new Athletic Facility/Community Center is for student athletes in the Plainedge Public Schools. Since the facility is an extension of the Plainedge Public Schools, all usage is governed by the Plainedge Board of Education Policy 1500 - Public Use of School Facilities. The scheduling of the Town of Oyster Bay Fields located adjacent to the Athletic Facility/Community Center for Community Groups will be handled by the Town of Oyster Bay. There are essentially two rooms available, a Gymnasium and a Meeting Room. Recently we have received a number of inquiries from staff and community members related to the utilization of this new facility. We thought it would be best to address these inquiries using a question and answer format.

Frequently Asked Question's

Question 1: Who is responsible for the scheduling of the Athletic Facility/Community Center?

Answer 1: All scheduling will be handled by the Plainedge Athletic Director in cooperation with the Assistant to the Superintendent for Facilities and Special Projects.

Question 2: Who is responsible for scheduling the usage of the Town of Oyster Bay athletic fields?

Answer 2: The Town of Oyster Bay is responsible for the scheduling of all fields after 5:45 PM. The district reserves the right to play 50% of all home games utilizing all fields.

Question 3: Is the Athletic Facility/Community Center open on a daily basis?

Answer 3: The Athletic Facility/Community Center is normally closed on a daily basis unless it is scheduled for use by our student athletes or a school related activity. Additionally, the facility is available to be scheduled by Community Groups in accordance with Plainedge Board of Education Policy 1500 - Use of School Facilities.

Question 4: How can Community Groups apply to schedule use of the Athletic Facility/Community Center?

Answer 4: Outside organizations must submit an application to our Athletic Director's Office using our "Application for Use of School Facilities" form that can be obtained at all school main offices, athletic offices, and the Facilities Office located in Central Administration at the High School. All groups must submit proof of district students/rosters and a certificate of insurance in accordance with Plainedge Board of Education Policy 1500.

Question 5: How can Community Groups schedule time for the Meeting Room?

Answer 5: The application process to reserve time for Community Groups to utilize the Meeting Room is the same process used to apply for the use of any district facilities. It is important to note that groups seeking to book a meeting room for an extended period of time on a recurring basis (e.g. - Tuesdays starting in January until the end of March from 7 pm – 9 pm) will be assigned to one of our five school buildings that are staffed and open daily.

Question 6: What are the fees associated with Community Groups utilizing the Athletic Facility/Community Center?

Answer 6: The Meeting Room fee is \$40 an hour and the Gymnasium fee is \$60 an hour. In addition to the fixed hourly room rate there is always an hourly custodian rate of \$48 an hour to operate the building. ***The total hourly rate for the Meeting Room including the room and custodian fees is \$40 + \$48 = \$88 per hour. The total hourly rate for the Gymnasium including the room and custodian fees is \$60 + \$48 = \$108 per hour.*** As mentioned previously, all Community Groups are required to furnish a certificate of insurance in accordance with Board of Education Policy 1500.