



**To: All Outside Organizations**

**From: Terry Stoddard, Director of Facilities**

**Date: 7/1/2025**

**Re: Room Reservation Guidelines**

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The use of CiTi BOCES facilities to outside organizations is continually being reviewed and is determined by using the attached guidelines set forth in the Board policies 2230 and 2410.

Please note that because of these policies and our facilities limitations we are not able to guarantee use of the facility to outside organizations. Also included, please find an updated copy of our "Request for Use of Facility" form. All forms must be completed in full and returned with insurance forms as requested in Policy 2230\*\*.

All written requests and attached forms should be submitted with ample time to be processed.

Confirmation of approval of request will be no earlier than 2 weeks prior to the requested date. Please note that CiTi reserves the right to cancel room reservations at any point prior to the start time for any reason. As stated, all CiTi BOCES programs and sponsored events take priority at any time.

Please find attached all the necessary materials to compile a request. Requests are to be returned to our "Welcome Center" at the following address:

**CiTi BOCES  
179 County Route 64  
Mexico NY 13114  
Attention: Welcome Center**

\*\*No rooms will be reserved without the proper forms completed and returned in full. No phone reservations will be accepted.

Attachments (3)



Book:	CiTi BOCES Policy Manual
Section:	2000 Section – Community Relations
Title:	Use of School Facilities and/or Resources
Code:	2230
Status:	Active
Adopted:	May 12, 2010
Last Revised:	February 15, 2017
Last Reviewed:	February 15, 2017

**2017          2230**

## **Community Relations**

### **Subject: Use of School Facilities and/or Resources**

The use of school facilities shall be available for the community within the limits of the law and such usage shall not conflict with the instructional programs of CiTi BOCES. The Board of Cooperative Education Services has a legal responsibility to conform with the State Education Law concerning "use of public-school buildings."

In prioritizing the use of school facilities, the Board and District Superintendent shall abide by the following list:

- a) Use of buildings by students;
- b) Use of buildings by non-profit community groups;
- c) Use of buildings by profit-making community groups.

The Board delegates to the District Superintendent/designee the responsibility and authority to approve or deny requests for the use of BOCES facilities when such use would not conflict or interfere with BOCES programs and services and is permitted and/or authorized by law. The District Superintendent/designee also maintains the authority to waive fees where appropriate.

The District Superintendent/designee shall arrange for the utilization of the building through the administrative staff. The basic room use charge, if any, will be determined by the District Superintendent or designee. Additional charges for custodial services or other costs is at the discretion of the District Superintendent/designee.

Any organization using the BOCES facilities will furnish, at its own expense, comprehensive general liability insurance of a minimum of \$1,000,000 if not otherwise covered through the BOCES insurance umbrella unless otherwise authorized by the District Superintendent. A certificate of such insurance with the CiTi BOCES named as an additional insured must be submitted prior to final approval and use of facilities. In high-risk situations, the BOCES may require additional insurance and proof of additional insured status by submitting the additional insured endorsement.

Organizations using BOCES facilities are responsible for the proper care of the buildings, grounds and equipment, and will be assessed for any damages.

Observation of rules and regulations normally required of students, visitors, and staff using the facilities will also be expected of outside organizations, including restrictions on alcohol, tobacco, and drug use. Any modification to these rules must be approved by the District Superintendent or designee.

Adopted: May 12, 2010

Revised: February 15, 2017



Book:	CiTi BOCES Policy Manual
Section:	2000 Section – Community Relations
Title:	Code of Conduct on BOCES Property
Code:	2410
Status:	Active
Adopted:	May 12, 2010
Last Revised:	April 4, 2018
Last Reviewed:	April 4, 2018

**2018          2410**

## **Community Relations**

### **Subject: Code of Conduct**

The CiTi BOCES has adopted and will amend, as appropriate, a Code of Conduct for the maintenance of order on BOCES property and at BOCES functions. The Code will govern the conduct of students, teachers, and other BOCES personnel, as well as visitors and vendors. The Board will further provide for the enforcement of this Code of Conduct.

BOCES property means on or within any owned or leased building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of the BOCES' schools or centers or in or on a BOCES supervised school bus. BOCES function means a BOCES-sponsored extracurricular event or activity regardless of where the event or activity takes place.

BOCES programs or services provided in component district/host building locations will comply with the Code of Conduct prescribed by that building/district.

The BOCES Code of Conduct has been developed in collaboration with student, teacher, administrator, and parent organizations, BOCES safety personnel, and other personnel.

The BOCES Code of Conduct will be adopted or revised and adopted by the Board of Education only after at least one public hearing that provided for the participation of BOCES personnel, parents or persons in parental relation, students, and any other interested parties. Copies of the Code of Conduct will be disseminated as required by law or Commissioner's regulations. The BOCES will file a copy of its Code of Conduct with the Commissioner of Education; all amendments to the Code of Conduct will be filed with the Commissioner no later than 30 days after their adoption.

The BOCES Code of Conduct will be reviewed on an annual basis, and updated if necessary, in accordance with law. The BOCES may establish a committee to facilitate review of its Code of Conduct and its response to Code of Conduct violations.

The Board of Education will ensure community awareness of its Code of Conduct by:

- a) Posting the complete Code of Conduct its Internet website, including annual updates and other amendments to the Code;
- b) Providing copies of a summary of the Code of Conduct to all students in an age-appropriate version, written in plain language, at a school assembly to be held at the beginning of each school year;
- c) Providing a plain language summary of the Code of Conduct to all parents or persons in parental relation to students before the beginning of each school year and making the summary available thereafter upon request.
- d) Providing each existing teacher with a copy of the complete Code of Conduct and a copy of any amendments to the Code as soon as practicable following initial adoption or amendment. New teachers will be provided a complete copy of the current Code upon their employment; and
- e) Making complete copies available for review by students, parents or persons in parental relation to students, other school staff, and other community members.

Education Law §§ 11(8), 801-a, 2801, and 3214

Family Court Act Articles 3 and 7

Vehicle and Traffic Law § 142

8 NYCRR § 100.2

NOTE: Refer also to BOCES' Code of Conduct

Adopted: 5/12/10

Revised: 8/15/12; 9/19/12; 2/12/14; 2/15/17.

# Center for Instruction, Technology & Innovation [CiTi BOCES]

## Meeting Room Reservation / Use of Facilities Request Form

Attention: Chelsea Ryan

[cryan@citiboces.org](mailto:cryan@citiboces.org)

Complete and Reply To: Welcome Center

Phone: (315) 963-4211

**NAME OF PERMITTEE:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**NAME OF PERMITTEE ORGANIZATION:** \_\_\_\_\_

Address: \_\_\_\_\_ Ph: \_\_\_\_\_ Email: \_\_\_\_\_

**TITLE & DESCRIPTION OF ACTIVITY:** \_\_\_\_\_

**NUMBER OF PARTICIPANTS:** \_\_\_\_\_

**ROOM REQUESTED:** \_\_\_\_\_ **START TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**DAY(S) / DATE(S) OF REQUEST:** \_\_\_\_\_

**STUDENT RELATED ACTIVITY (please circle one): YES / NO**

BUILDING/ ROOM	CAPACITY
Main C110- E130 ~ Campus Common Area {only after 4pm}	Up to 431 standing; 308 seated
Main C110- F140 ~ Multi-Purpose Room (gym) {only after 4pm}	Bleacher's appx. 400-500 Tables appx. 100-200
<del>Stern Building — Conference Room 120</del>	<del>Up to 12 people</del>
Stern Building – Meeting Room 133	Up to 30 people
Stern Building- Board Room 127	Up to 60 people
<del>East 230 ~ O&amp;M Conference Room 102</del>	<del>Up to 9 people</del>
CiTi South-Phoenix ~ Meeting Room 112	Up to 25 people
CiTi South-Phoenix ~ Meeting Room 117	Up to 45 people

### **SPECIAL SET-UP REQUESTS:**

QTY. TABLES/CHAIRS: \_\_\_\_\_ (please attach a diagram)

TECHNOLOGY: \_\_\_\_\_

OTHER: \_\_\_\_\_

### **SPECIAL NOTICES REQUIREMENTS:**

- Permittee must inform participants of evacuation and alternative routes in case of emergency.
- Permittee is responsible for ensuring adequate adult supervision for the size and nature of their group, order and safety of the event, and attendees adhering to the CiTi BOCES Code of Conduct.
- Permittee shall prohibit the following by all participants: (1} smoking in any facilities or anywhere on grounds, (2} use of drugs or alcoholic beverages, (3) gambling (raffles, bingo, lotteries, etc.}.
- Permittee will leave all areas in the same condition as they appeared prior to use.
- Permittee is responsible and shall reimburse CiTi BOCES for damages to CiTi BOCES property caused by anyone attending the function.
- Permittee shall restrict access to the use of areas/spaces for which permission has been granted.
- **EMERGENCY CLOSINGS** - All use of facilities shall be automatically cancelled when CiTi BOCES is closed due to inclement weather or other emergency conditions.
- **CHARGES FEES** - Charges may apply for items such as: set-up, tear-down, clean-up, on-site coverage during non-school days, repair of damages, etc. Applicable fees will be communicated. Payment due within 30 days from date of invoice.
- **INSURANCE REQUIREMENTS** -Notwithstanding any terms or conditions in any other writing between the parties, the Permittee shall at its own expense maintain Commercial General Liability Insurance to cover its use of CiTi BOCES premises. Said coverage shall be in the minimum amount of \$1,000,000 combined single limit and \$2,000,000 aggregate, and CiTi BOCES should be provided with a certificate of insurance naming CiTi BOCES as additional insured. Policy endorsements shall provide that insurance will not be cancelled/terminated without 30 days prior written notice to CiTi BOCES.
- **INDEMNIFICATION** - The Permittee agrees to protect, indemnify and hold harmless CiTi BOCES and its respective officers, employees and agents from and against all claims, actions and suits and will defend CiTi BOCES and its respective officers, employees and agents at its own cost and at no cost to CiTi BOCES, including attorney's fees, awards or judgements, in any suit, action or claim, including appeals, for personal injury, sickness, disease or death of any person, or loss or damage to property (owned by Permittee or CiTi BOCES} arising out of or resulting from the activities, acts or omissions of Permittee. Provisions of this section shall survive conclusion of the agreement.
- **COMPLIANCE WITH ALL LAWS** - The Permittee agrees that during the use of CiTi BOCES premises, all attendees shall strictly comply with all local, state, or federal laws, ordinances,

rules or regulations controlling or limiting in any way its actions during such use of CiTi BOCES premises.

- **NON-DISCRIMINATION** -The Permittee agrees to comply in all activities with state and federal regulations pertaining to non-discrimination of the basis of an individual's race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment), gender, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York State and/or federal non-discrimination laws.

I have read, understand, and will follow the CiTi BOCES facilities use regulations as outlined.

## PERMITTEE/ORGANIZATION REPRESENTATIVE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### INTERNAL USE ONLY:



**Insurance Certificate  
Received Applicable Fees:**

\_\_\_\_\_

\_\_\_ **USE APPROVED**

\_\_\_ **USE DISAPPROVED**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date