

**Cobleskill-Richmondville Central School**

**Request to use Buildings and Grounds**

*(requests should be submitted to the building principal/supervisor at least two weeks before the date of use)*

Person Making Request

Name of Organization

Telephone Number

Dates of Use

Hours of Use

Yes \_\_\_\_\_ No \_\_\_\_\_  
Does your group have  
Liability insurance?

Purpose/Type of Activity

Yes \_\_\_\_\_ No \_\_\_\_\_  
Admission Charge ?

Yes \_\_\_\_\_ No \_\_\_\_\_  
Any profit making activities?

**CIRCLE WHICH FACILITY YOU WISH TO USE:**

Radez School (3-5)    Ryder School (K-2)    Golding Middle (6-8)    High School (9-12)    School Bus

**CHECK AREAS NEEDED:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Auditorium/Theater   | <input type="checkbox"/> Library           | <input type="checkbox"/> Athletic Fields              |
| <input type="checkbox"/> Balcony (Golding)  | <input type="checkbox"/> Boys Locker Room  | <input type="checkbox"/> Cafeteria/Lunch Room         |
| <input type="checkbox"/> Gymnasium  | <input type="checkbox"/> Girls Locker Room | <input type="checkbox"/> Kitchen (see #12 on reverse) |
| <input type="checkbox"/> Parking Lot  | <input type="checkbox"/> Music Room        | <input type="checkbox"/> School Bus                   |
| <input type="checkbox"/> Classroom (indicate if a specific room is requested _____) |  |   |
| <input type="checkbox"/> Other: _____   |  |   |

If a school function, list chaperones by name: \_\_\_\_\_

***The requesting organization and its agent and/or the person signing this form agrees to be responsible for the performance of the terms and conditions listed on the reverse.***

*I hereby certify that I have read and agree to abide by the regulations on the reverse side and hereby indemnify C-RCS against, and hold C-RCS harmless from, any and all claims, actions, and liabilities arising from acts or omissions in connection with the use of school facilities.*

Signature \_\_\_\_\_

Street \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Acknowledged by Building Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**APPROVED FOR USE BY BOARD OF EDUCATION:**

\_\_\_\_\_ Date of Board Action

**Report of Custodian on Duty**

- Additional facilities used/requested:
- Was the meeting conducted in an orderly manner?
- Was there evidence of drinking or smoking in the building?
- Were any accidents reported?
- Was there any violation of building use regulations not mentioned?
- Was time noted above adhered to?

Signature of Custodian on Duty \_\_\_\_\_ Date \_\_\_\_\_

# Hours \_\_\_\_\_ x \$24.00/hour = \$ \_\_\_\_\_

Once approved, copies will be distributed to:  
Supv. Bldg&Grnds; Principal; Athletic Director; Transportation Supervisor; Other \_\_\_\_\_

Cobleskill-Richmondville Central School - Regulations for the Use of School Facilities

1. School buildings and playfields shall be used by non-school groups outside of school hours only with written permission of the Superintendent of Schools and/or the Board of Education. School clubs and organizations may use the school buildings and playfields with the written permission of the building principal and have first priority in the event of a conflict.
2. INSURANCE – Sponsoring organizations and their contractor shall indemnify C-RCS against, and hold C-RCS harmless from, any and all claims, actions, and liabilities arising from a sponsoring organization's acts or omissions in connection with the sponsoring organizations' use of the school facility. A certificate of insurance for one million dollars naming C-RCS as an "Additional Named Insured" is required of all organizations possessing liability insurance.
3. No part of the school shall be used except those specifically requested and authorized, during the hours indicated. Changes in hours, dates, and facilities will be arranged in advance with the principal. Special set-up or clean-up arrangements are to be made with the building principal. Non-participating children must be supervised.
4. Adequate supervision and security personnel must be provided by the sponsoring organization as a condition for using the facility. A responsible adult with necessary assistance must be appointed to supervise the activity and maintain order. The building principal will be notified of the appointment in advance of the date, and the person so appointed will notify the custodian on duty of his arrival and departure from the activity.
5. The person or organization requesting use of the facilities will be held strictly responsible for the conduct of all people in attendance.
6. The C-RCS Board of Education policy *Strategies and Procedures of the Maintenance and Enforcement of Public Order* and the policy *Student Code of Conduct*, pages 26-28, identify prohibited behaviors for students and adults on school property and in school vehicles. These behaviors include, but are not limited to, those which are violent and/or disruptive to the operation of the school, hazing, harassment, intimidation, and discrimination based on handicap, sex, national origin, creed, religion, color, race, sexual orientation, or age. Violators may be asked to relinquish their building use permit, may be requested to leave the property, and/or may face other legal or disciplinary action by the school district.
7. No one shall possess or use firearms or other weapons on school property.
8. Smoking within school facilities is prohibited. Possessing, using, or being under the influence of intoxicating drinks or illegal drugs is strictly prohibited. Violators will be excluded from the building and grounds.
9. Loitering will not be tolerated. Assistance in the enforcement of this regulation should be obtained from law enforcement agencies when such assistance is warranted.
10. Vehicles will be parked in proper areas as provided and due respect for shrubs, lawns, and grounds will be insured by the sponsoring group.
11. Accidents resulting in injury to any person or damage to any property will be reported immediately to the custodian on duty and a written report of the accident will be filed on forms provided for this purpose. Damage to school property, buildings, and equipment will be repaired by the district to the satisfaction of the Superintendent of Buildings & Grounds, and the cost of required repairs will be accepted as a charge and paid to the school business office.
12. When the use of the school kitchen is required, the cook manager or a member of the cafeteria staff selected by the food service supervisor will be assigned to duty. A service charge will be based on the hourly rate of the employee and paid by the organization or group using the kitchen.
13. School equipment will be used only with prior approval of the building principal.
14. Decorations, displays, and non-school equipment must conform to fire code regulations and will not be used or installed without prior consent of the building principal.
15. All refreshments must be consumed in the cafeteria unless specifically requested and approved to be otherwise.
16. If the gym or multi-purpose room are used for athletic activities, all participants are to use rubber sole shoes.
17. School facilities may be used on weekends and during vacation periods if adequate supervision is present. The costs of required custodial and/or cafeteria coverage while the facility is in use and the cleaning necessary due to the use will be paid by the organization or group using the building.
18. On a day when school is closed due to weather or other emergency conditions, the use of school facilities is cancelled.
19. In the absence of a school administrator, a custodial/maintenance employee has the authority to close the school facility for safety/health reasons or potential school property damage.

*THIS POLICY AND FORM WAS REVISED AND ADOPTED BY THE BOARD OF EDUCATION ON JULY 23, 2012*

**Use of Facilities Hourly Rates for the 2012-13 School Year**  
\$24.00 per hour for use of any school building or field  
\$20.00 per hour for use of any school bus plus PLUS \$1.90 per mile

### Public Use of School Facilities

While the district's school buildings and grounds are maintained primarily for the purpose of educating students within the district, the Board of Education recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities. This policy is intended to identify the uses that community groups may make of those facilities.

#### A. Permitted Uses

District facilities may be used for the purposes listed below, subject to the conditions and restrictions set forth in this policy.

1. Instruction in any branch of education, learning, or the arts.
2. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
3. Social, civic, and recreational meetings and entertainments, or other uses pertaining to the welfare of the community so long as such uses are non-exclusive and open to the general public.
4. Meetings, entertainment, and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
5. Polling places for holding primaries and elections, or the registration of voters and for holding political meetings.
6. Civic forums and community centers.
7. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
8. Child-care programs when schools is not in session, or when school is in session for the children of students attending schools of the district and, if there is additional space available, for children of employees of the district.
9. Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious worship service is performed.

#### B. Prohibited Uses

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited:

1. Meetings sponsored by political organizations.
2. Meetings, entertainments and occasions where admission fees are charged that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, association or organization or a religious sect or denomination or of a fraternal, secret or exclusive society or organization, other than veterans' organizations or volunteer fire fighters or volunteer ambulance workers.
3. Gatherings for the purpose of holding religious worship services, or otherwise using a school as a house of worship. School facilities may be used by religious clubs for students that are sponsored by outside organizations on the same basis that other clubs for students that are sponsored by outside organizations.

C. Conditions of Use for District Facilities

1. Use of district facilities may be permitted unless such facilities are in use for school purposes or during educational programs. The district reserves exclusive and nonreviewable judgment to determine if a requested use would interfere with or disturb the district's educational programs.
2. Use of district facilities by the Boy Scouts or other patriotic youth groups listed as a patriotic society in Title 36 of the US Code will be permitted to the same extent as other outside groups. The district shall not deny access to or otherwise discriminate against such youth groups based solely on the group's membership or leadership criteria or oath of allegiance to God and country.
3. United States military recruiters will be provided the same access to high school students on school grounds that is generally provided to colleges and universities or prospective employers.
4. School buildings will only be open and available to the public on Saturdays, Sundays, or holidays if approved by the Board of Education, and then if not in conflict with any laws of the State of New York and/or the United States of America.
5. Use of district facilities will be permitted only where the applicant agrees to pay additional fees associated with the use of any additional services or equipment. The district retains the right to condition use upon an applicant depositing with the district a sum equaling the estimated costs and fees associated with the proposed use ten (10) days in advance of the requested use. The district retains the further right to waive user fees for groups that are associated with or sponsored by the district.
6. Where, in the judgment of the district, the requested use of district facilities requires special equipment or supervision, the district reserves the right to deny such use, or in the alternative, to condition such use upon the applicant's payment of additional fees in accordance with paragraph 4 above. Only authorized personnel shall operate district equipment.
7. The Board reserves the discretion to deny use of district facilities described above, or to terminate use of district facilities:
  - a. By an applicant who has previously misused or abused district facilities or property or who has violated this policy;
  - b. For any use violating the provisions of the United States or New York State Constitutions;
  - c. For any use which, in the estimation of the Board, could reasonably be expected to or actually does give rise to a riot or public disturbance;
  - d. For any use which the board deems inconsistent with this policy;
  - e. For any use by a private for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
  - f. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted, or possessed;
  - g. For any use prohibited by law.
8. The Superintendent of Schools is directed to establish and monitor rules, regulations and procedures for the use of district facilities. Any violation of these rules and regulations may result in the withdrawal of permission for use of these facilities.

D. Application Procedure for use of District Facilities

1. All applications for use of school facilities shall be made in writing and submitted to the Superintendent of Schools at least thirty (30) days prior to the date of the requested use. A use permit application is available in each school's main office and in the District Office.
2. The applicant must clearly and completely describe the intended use of the district facilities in the application.
3. All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent or the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board policies and regulations and to use district facilities strictly in accordance with the use described in the application.
4. All applicants must agree to assume responsibilities for all damages resulting from its use of district facilities. Proof of adequate insurance must be provided by the applicant at least ten (10) days before the date of the requested use.
5. Permits shall be valid only for the facility, use, dates, and time specified in the permit. No adjustment to the permit is allowed except with the prior written approval of the Superintendent or Building Principal. Permits shall not be transferable.
6. The Superintendent is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reason.
7. With regard to scheduling activities, the district retains the right to give preference to groups and organizations which are associated with or sponsored by the district.
8. Issuance of a permit shall not limit the right of access to the facility by district staff.

Ref: Education Law §414

20 USC §7905, No Child Left Behind Act (*Equal Access to Public School Facilities; Boy Scouts of America Equal Access Act*)

20 USC §7908, No Child Left Behind Act (*Access of Military Recruiters*)

First Review by the Board of Education: 8/11/03

Second Review by the Board of Education: 8/25/03

Adopted by the Board of Education: 8/25/03

Reviewed/amended by the Board of Education: July 2, 2012 and July 23, 2012

Reviewed/amended by the Board of Education: December 3, 2012

**Reviewed & Approved by the Board of Education: December 17, 2012**

## CONCUSSION MANAGEMENT POLICY

The Board of Education of the Cobleskill-Richmondville Central School district recognize that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activities and can have serious consequences if not managed carefully. Therefore, the District adopts the following policy to support the proper evaluation and management of head injuries.

Concussion is a mild traumatic brain injury. Concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from concussion will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

While district staff will exercise reasonable care to protect students, head injuries may still occur. Physical education teachers, coaches, nurses and other appropriate staff will receive training to recognize the signs, symptoms and behaviors consistent with a concussion. Any student exhibiting those signs, symptoms or behaviors while participating in a school sponsored class, extracurricular activity, or interscholastic athletic activity shall be removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. The school nurse or coach will notify the student's parents or guardians and recommend appropriate monitoring to parents or guardians.

If a student sustains a concussion at a time other than when engaged in a school-sponsored activity, the district requires the parent/legal guardian to report the condition to the coach or school nurse so that the district can support the appropriate management of the condition.

The District also expects that a coach/facilitator of any outside of school activity would report a concussion to our appropriate staff members.

The student shall not return to school or activity until authorized to do so by an appropriate health care professional. The school's chief medical officer (Bassett Healthcare) will make the final decision on return to activity including physical education class and after-school sports. Any student who continues to have signs or symptoms upon return to activity must be removed from play and re-evaluated by their health care provider.

The Superintendent, in consultation with appropriate district staff, including the chief school medical officer, will develop regulations and protocols to guide the return to activity.

*First Review - February 27, 2012*

*Second Review - March 19, 2012*

***ADOPTED BY THE BOARD OF EDUCATION - MARCH 19, 2012***

# COBLESKILL-RICHMONDVILLE CONCUSSION GUIDELINES & PROCEDURES

## Education

Concussion education should be provided for all administrators, teachers, coaches, school nurses, athletic trainers and guidance counselors. Education of parents should be accomplished through preseason meetings for sports and/or information sheets provided to parents. Education should include, but not be limited to the definition of concussion, signs and symptoms of concussion, how concussions may occur, why concussions are not detected with CT scans or MRI's, management of the injury, and the protocol for return to school and return to activity or interscholastic athletics. The protocols will cover all students returning to school after suffering a concussion regardless if the accident occurred outside of school or while participating in a school activity.

## Concussion Management Team

The District will assemble a concussion management team (CMT). The CMT will consist of Dale Wotherspoon (Athletic Director), Stephanie Cooney (School Nurse), Tom Benoit and Randy Pacatte (Athletic Trainers), and Bassett Healthcare (School Physician). The District's CMT should coordinate training for all administrators, teachers, coaches and parents. Training should be mandatory for all coaches, assistant coaches and volunteer coaches that work with these student athletes regularly. In addition, information related to concussions should also be included at parent meetings or in information provided to parents at the beginning of sports seasons. Parents need to be aware of the school district's policy and how these injuries will ultimately be managed by school officials.

Training should include: signs symptoms of concussions, post concussion and second impact syndromes, return to play and school protocols, and available area resources for concussion management and treatment. Particular emphasis should be placed on the fact that **no** athlete will be allowed to return to play the day of injury and also that **all** athletes should obtain appropriate medical clearance prior to returning to play or school.

The CMT will act as a liaison for any student returning to school and/or play following a concussion. The CMT will review and/or design an appropriate plan for the student while the student is recovering.

\*School district CMT's can utilize the NYSPHSAA website as well as [www.keepyourheadinthegame.org](http://www.keepyourheadinthegame.org) for information related to the signs and symptoms of concussions and the appropriate return to play protocols. A handout describing the Concussion Management teams is also available on the NYSPHSAA website. A Concussion Management Check List that has been approved and recommended by NYSPHSAA is available on this site.

## Concussion Management Protocol

### Return to play

Return to play following a concussion involves a stepwise progression once the individual is symptom free. There are many risks to premature return to play including: a greater risk for a second concussion because of a lower concussion threshold, second impact syndrome (abnormal brain blood flow that can result in death), exacerbation of any current symptoms, and possibly increased risk for additional injury due to alteration in balance. These NYSPHSAA current returns to play recommendations are based on the most recent international expert opinion. No student athlete should return to play while symptomatic. Students are prohibited from returning to play the day the concussion is sustained. If there is any doubt as to whether a student has sustained a concussion, it should be treated as a concussion. Once the student athlete is symptom free at rest for 24 hours and has a signed release by the treating clinician, he/she may begin the return to play progression below (provided there are no other mitigating circumstances).

The following protocol has been established in accordance to the National Federation of State High School Associations and the International Conference on Concussion in Sport, Prague 2004.

When an athlete shows **ANY** signs or symptoms of a concussion:

1. The athlete will not be allowed to return to play in the current game or practice.
2. The athlete should not be left alone, and regular monitoring for deterioration is essential over the initial few hours following injury.
3. The athlete should be medically evaluated following the injury.
4. Return to play must follow a medically supervised stepwise process.

The cornerstone of proper concussion management is rest until all symptoms resolve and then a graded program of exertion before return to sport. The program is broken down into six steps in which only one step is covered a day. The six steps involve the following:

1. No exertional activity until asymptomatic for 24 hours.
2. Light aerobic exercise such as walking or stationary bike, etc. No resistance training.
3. Sport specific exercise such as skating, running, etc. Progressive addition of resistance training may begin.
4. Non-contact training/skills drills.
5. Full contact training in practice setting.
6. Return to competition.

Each step should take 24 hours so that an athlete would take approximately one week to proceed through the full rehabilitation protocol once they are asymptomatic at rest and with provocative exercise. If any post concussion symptoms occur while in the stepwise program, then the student should drop back to the previous asymptomatic level and try to progress again after a further 24 hour period of rest has passed.

The student-athlete should also be monitored for recurrence of symptoms due to mental exertion, such as reading, working on a computer, or taking a test.



## CONCUSSION CHECKLIST

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Sport: \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_

**On Site Evaluation:**

Description of Injury: \_\_\_\_\_

\_\_\_\_\_

Has the athlete ever had a concussion?	Yes	No	
Was there a loss of consciousness?	Yes	No	Unclear
Does he/she remember the injury?	Yes	No	Unclear
Does he/she have confusion after the injury?	Yes	No	Unclear

**Symptoms observed at time of injury:**

Dizziness	Yes	No	Headache	Yes	No
Ringling in Ears	Yes	No	Nausea/Vomiting	Yes	No
Drowsy/Sleepy	Yes	No	Fatigue/Low Energy	Yes	No
“Don’t Feel Right”	Yes	No	Feeling “Dazed”	Yes	No
Seizure	Yes	No	Poor Balance/Coord.	Yes	No
Memory Problems	Yes	No	Loss of Orientation	Yes	No
Blurred Vision	Yes	No	Sensitivity to Light	Yes	No
Vacant Stare/ Glassy Eyed	Yes	No	Sensitivity to Noise	Yes	No

\* Please circle yes or no for each symptom listed above.

Other Findings/Comments: \_\_\_\_\_

\_\_\_\_\_

Final Action Taken: \_\_\_\_\_ Parents Notified \_\_\_\_\_ Sent to Hospital \_\_\_\_\_

Evaluator’s Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_ Phone No.: \_\_\_\_\_

PHYSICIAN EVALUATION

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of First Evaluation: \_\_\_\_\_

Time of Evaluation: \_\_\_\_\_

Date of Second Evaluation: \_\_\_\_\_

Time of Evaluation: \_\_\_\_\_

Symptoms Observed:	First Doctor Visit		Second Doctor Visit	
	Yes	No	Yes	No
Dizziness	Yes	No	Yes	No
Headache	Yes	No	Yes	No
Tinnitus	Yes	No	Yes	No
Nausea	Yes	No	Yes	No
Fatigue	Yes	No	Yes	No
Drowsy/Sleepy	Yes	No	Yes	No
Sensitivity to Light	Yes	No	Yes	No
Sensitivity to Noise	Yes	No	Yes	No
Anterograde Amnesia <i>(backwards in time from impact)</i>	Yes	No	Yes	No
Retrograde Amnesia <i>(backwards in time from impact)</i>	Yes	No	Yes	No

\*Please indicate yes or no in your respective columns. First Doctor use column 1 and second Doctor use column 2.

**First Doctor Visit: Did the athlete sustain a concussion? (Yes or No)** (one or the other must be circled)

\*\*Post-dated releases will not be accepted. The athlete must be seen and released on the same day.

Please note that if there is a history of previous concussion, then referral for professional management by a specialist or concussion clinic should be strongly considered.

Additional Findings/Comments: \_\_\_\_\_

Recommendations/Limitations: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print or Stamp Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Second Doctor Visit:**

\*\*\*Athlete must be completely symptom free in order to begin the return to play progression. If athlete still has symptoms more than seven days after injury, referral to a concussion specialist/clinic should be strongly considered.

Please check one of the following:

- Athlete is asymptomatic and is ready to begin the return to play progression.
- Athlete is still symptomatic more than seven days after injury.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print or Stamp Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_