

This document has been updated for FY26 and reviewed by Michael Hahn, Director of Facilities, and Dr. Robert Kravitz, Superintendent of Schools.

Definition: Formal Facilities Request

A **Formal Facilities Request** is a submitted application seeking permission to use Jericho School District buildings, grounds, or recreational facilities for organized activities not allowed without prior approval. This request is required for activities such as using tennis courts, ball fields, or hosting picnics and gatherings involving food.

Jericho School District Building Use Request SOP

The Jericho School District is committed to ensuring transparency and consistency in the use of our facilities. This Standard Operating Procedure (SOP) has been developed to clearly outline the steps that outside organizations—and staff members working with outside organizations, including the PTA—must follow when formally requesting the use of school district buildings or grounds.

This SOP provides a step-by-step guide to the required process, including the submission of insurance documentation and other necessary information. By establishing this procedure, we aim to support fair access, maintain safety and accountability, and strengthen the partnership between our schools and the community we serve.

Jericho School District – Facility Use Guidelines

Activities Allowed Without an Approved Permit:

- Jogging, walking, or running
- Playing catch

- Use of basketball hoops
- Use of elementary playground equipment
- Use of the handball court

Activities Allowed With an Approved Permit:

- Use of tennis courts
- Use of ball fields
- Picnics or gatherings involving coolers/food

Prohibited Activities:

- Use of tobacco, alcohol, or drugs
- Walking pets on school grounds
- Loitering
- Use of motorized vehicles on fields
- Skateboarding, rollerblading, or roller skating
- Golfing
- Stickball
- Games that involve hitting or using the sides of school buildings
- Any type of hockey

Insurance Requirement

All organizations applying for facility use must provide proof of their own insurance coverage.

- A copy of the insurance policy must be **attached as a separate document** in the email submission.
- Please name your file as:
[Organization Name] – Insurance Policy
- The organization (via its third-party insurance) will be fully liable for the event.

1. Application

Building Use Request Application

The Building Use Request Application can be found on the Jericho School District website under the **Building Use** tab.

You may complete the application in one of two ways:

- **Print** and complete by hand, or **Fill out electronically** using any free PDF editing platform.

We kindly ask that you provide as much detail as possible to ensure timely review and processing.

2. Submission Instructions

Once completed, please email the form **directly to Michael Hahn at MHahn@jerichoschools.org**.

- Please use the following subject line in your email:
[Organization Name] – Use of Facilities Request

Below is an example of how your email should look

Michael Hahn

[Organization Name] Use of Facilities Request

Hello,

I am requesting the use of _____ in the Jericho School District.
Attached please find the required documents.

[Orginzaiton Name] Insurance Policy .pdf (9K)

x

[Orginzaiton Name] Application Use of Facili... (9K)

x

- *(As stated ABOVE)* A copy of the insurance policy must be **attached as a separate document** in the email submission.

If you prefer to mail your application, please use the address below:

99 Cedar Swamp Road
Jericho, NY 11753-1202

PLEASE NOTE:

- The **back of the application** must be completed **after the event has taken**

place.

- This section must be submitted within **48 hours** following the event.

3. Approval Process

- After Mr. Hahn and his team review your request, you will receive a finalized copy of the approved application within 3 business days.
- This signed approval must be kept **on-site** for the duration of your event.

4. Post Event

- The **back of the application** must be completed **after the event has taken place.**
- This section must be submitted within **48 hours** following the event.