

Ballston Spa Central School District

Facility Use during COVID Pandemic

General Information

In general the use of District facilities by outside groups is permitted by following the Facilities Use Request Process for either Indoor or Outdoor spaces. Listed below are several facilities use requirements and expectations:

1) The process to rent/use any BSCSD facility –

- a) Two weeks or more prior to use, submit your request on [CommunityUse website](#) with all pertinent information. All specific “set-up” details ***must*** be included in the request.
- b) Submit your organization’s Certificate of Insurance listing BSCSD, 70 Malta Ave., Ballston Spa, NY 12020 as an additional insured – this will be kept on file until expiration date.
- c) Submit your organization’s COVID health and safety plan that includes all components listed on Attachment A and an attestation that the [NYS Guidance for Sports and Recreation](#) have been read and are understood.
- d) When all levels of approval have been completed, a notification will be emailed to the address entered at submission with dates, times and locations approved and activated.

2) The fees assessment scale for facility use –

- a) Any outside organization wishing to use any facilities may be assessed a fee.
- b) The schedule of fees is available from the Office of Facilities and Security – 518.884.7195 ext 1311

3) Space and time allotment determinations –

- a) If the [7-day COVID-19 positivity rate](#) in Saratoga County is 4% or more, all community use of facilities will be suspended until such time as the 7-day average is below 4%. There will be no exceptions to this rule.

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- b) Any request that involves a “[higher risk sports](#)” as determined by the NYS Department of Health much have explicit authorization from the Board of Education which may delay the approval process due to the Board’s meeting schedule.
 - c) Use of facilities is always granted with exact time frames intended to maximize facility availability for the many groups that use our facilities.
 - d) Since the time frames are tight in each and every District-owned facility, each group is expected to respect and follow the designated allotted times.
- 4) **Enter and exit each space without impacting groups in adjoining spaces –**
- a) Frequently, spaces are used for unrelated activities by unrelated organizations.
 - b) Please make every effort not to disrupt other organizations when entering or exiting venues.

Thank you

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Attachment A **Health and Safety Plan Requirements** **for** **BSCSD Facility Use**

Each outside organization seeking to use the Ballston Spa School District Facilities must submit and receive approval for a COVID Health and Safety Plan prior to utilizing our facilities. Once approved, facility use may be modified or suspended if the plan is not strictly adhered to. Each such plan must contain at a minimum the following components:

- 1) **Masks** – [Acceptable masks](#) must be worn at all times with the exception of when approved facilities users are in the pool. As soon as an individual is out of the pool, a mask must be worn.
- 2) **Hygienic Practices** – All approved facilities users must bring and sanitizer that is used frequently during their time in the buildings/on our grounds and in conjunction with handwashing and sneeze/cough hygiene (into the closed elbow).
- 3) **Social/Physical Distancing** –All approved facilities users ***must*** maintain a physical distance of 6 feet with the exception of team sports that require closer contact due to the nature of the sport.
- 4) **Group Size Limitations** – the maximum number of attendees must be included in the Health and Safety plan and must adhere to [NYS Guidelines](#).
- 5) **Health Screening** – All approved facilities users must complete a District-provided health screening assessment prior to entering the building. These forms are to be collected and maintained by an assigned individual from the requesting group.
- 6) **Tracing** – All approved facilities users must sign in to each event/meeting and provide phone number and home address. Where appropriate, seating locations of attendees must be documented by an assigned individual from the requesting group to assist with efficient tracing in the case of a positive individual.
- 7) **Equipment Sharing** – All approved facilities users should make every effort to not share equipment unless the nature of the sport or activity (e.g., basketball, soccer, drama (microphones) requires it.
- 8) **Notification of Positive Case** – All approved facilities users who are diagnosed with COVID-19 must immediately notify the District utilizing the dedicated email box at COVIDreport@bscsd.org.