



The DIVISION OF FINANCIAL OPERATIONS
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STANDARD OPERATING PROCEDURES CHAPTER ON EXTENDED USE OF SCHOOL BUILDINGS REPLACED BY CHANCELLOR'S REGULATION D-180

This is to advise you that Chancellor's Regulation D-180, *Extended Use of School Buildings*, has been promulgated. It establishes the procedures for organizations and individuals to follow in order to use New York City public school buildings outside normal school hours and on days when school is not in session, including weekends and holidays. It supersedes the Standard Operating Procedures chapter on this topic.

The regulation incorporates the provisions currently in place in the SOP. The types of activities for which mandatory insurance is required are expanded as well as the amount of insurance required. In addition, the regulation reflects the statutory requirement that PA/PTA meetings be non-exclusive and open to the general public. The regulation clarifies that no part of any fee shall directly or indirectly benefit or be deposited into an account which inures to the benefit of the custodial entity.

You may access Chancellor's Regulation D-180 by clicking on the following link:

<http://schools.nyc.gov/NR/rdonlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/80467/D180FINAL2.pdf>