



# FACILITY USE FORM

Title of Event:		Type of Event: (Play, lecture, workshop, etc.)	
Day(s) of Week (Sun-Sat)	Date(s) of Event	Reservation Start/End Time	Event Start/End Time
Requestor Name:			
Address:			
Phone: (Home)	Phone: (Work)	Email address:	
Is your group a non-profit organization:                      Yes                      No			
Person from your organization who will be the on-site coordinator for the event if different from Authorized Representative:		Name:	
		Cell Phone Number:	

<p><input type="checkbox"/> Elementary School</p> <p>Facility Requested:</p> <p><input type="checkbox"/> Auditorium</p> <p><input type="checkbox"/> Cafeteria</p> <p><input type="checkbox"/> Kitchen</p> <p><input type="checkbox"/> Lobby</p> <p><input type="checkbox"/> Classroom(s) # needed _____</p> <p><input type="checkbox"/> Other:</p> <p>Equipment Requested:</p> <p><input type="checkbox"/> Chair(s) # needed _____</p> <p><input type="checkbox"/> Table(s) # needed _____</p>	<p><input type="checkbox"/> Jr./Sr. High School</p> <p><input type="checkbox"/> Baseball Field</p> <p><input type="checkbox"/> Soccer Field</p> <p><input type="checkbox"/> Softball Field</p> <p><input type="checkbox"/> Gymnasium</p> <p><input type="checkbox"/> Pool – See Section 5(G) # people participating _____</p> <p><input type="checkbox"/> Track</p> <p><input type="checkbox"/> Other:</p>
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Deposit Chart	Deposit Amount Per Single Event	Fee Schedule (Effective 7/1/2015)	
Facility to be Used (Effective 7/1/2015)		Weekend Use	
Outside Fields	\$ 250.00	Athletic Fields	\$ 10.00/hr.
Regular Classroom	\$ 1,000.00	Auditorium	\$ 28.00/hr.
Double Classroom	\$ 1,500.00	Cafe or Kitchen	
Auditorium	\$ 2,000.00	Gymnasium	
Gymnasium	\$ 1,500.00	Library	
Pool	\$ 1,000.00	Pool	
Cafeteria	\$500.00	Classrooms	
Cafeteria & Kitchen	\$ 1,000.00	<p style="text-align: center;"><b>Personnel Fees</b></p> <p>Custodial - \$ 46.00/hr.</p> <p><i>NOTE: Applicant will be charged for the hours requested plus an additional 2 hours for personnel fees.</i></p>	

**ACCEPTANCE OF REGULATIONS AND RESPONSIBILITIES**

Should permission be granted for the use of school facilities, the applicant/organization agrees to follow all regulations identified on pages 2-4.

\_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date

**FOR OFFICE USE ONLY**

Deposit Received:	Yes No	\$ Amount:	Date Received:	Certificate of Insurance on file:    Yes    No						
Building Cost:	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
Personnel Cost:	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
TOTAL DUE:	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
				<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-bottom: 1px solid black;">Building Administrator Signature</td> <td style="width:50%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="width:50%; border-bottom: 1px solid black;">Business Manager Signature</td> <td style="width:50%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="width:50%; border-bottom: 1px solid black;">Superintendent's Signature</td> <td style="width:50%; border-bottom: 1px solid black;">Date</td> </tr> </table>	Building Administrator Signature	Date	Business Manager Signature	Date	Superintendent's Signature	Date
Building Administrator Signature	Date									
Business Manager Signature	Date									
Superintendent's Signature	Date									

## REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

### I. Availability of Facilities

School shall be available: (A) for use by organizations; especially those from within the Fallsburg Central School District; (B) for use only if such facilities are not required for school purposes at the time requested; and (C) on a first come, first serve basis. In the event of conflicting requests, preference shall be given to local schools, governmental agencies and non-profit community groups.

### 2. Application Procedure for Use of District Facilities

- A. All applications for use of school facilities shall be made in writing and submitted to the Superintendent of Schools at least **30 days** prior to the date of the requested use. A use permit application is available in the Superintendent's office or on the district website, [www.fallsburgcsd.net](http://www.fallsburgcsd.net).
- B. The applicant must clearly and completely describe the intended use of the district facility in the application.
- C. All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent of 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.
- D. All applicants must agree to assume responsibility for all damages resulting from its use of district facilities. Proof of adequate insurance must be provided by the applicant at least 10 days before the date of the requested use. The applicant shall indemnify and hold harmless the school district, and their agents, servants or employees from any and all claims arising out of, or in any way connected with, the function and activities for which application is made.
- E. 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. Permits shall not be transferable.
- F. 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.
- G. 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.
- H. Issuance of a permit shall not limit the right of access to the facility by district staff.
- I. The applicant shall comply with all appropriate federal, state, county and municipal laws, regulations, ordinances, school policies, and codes in effect.
- J. The applicant shall meet all conditions established by the school prior to the actual facility use.
- K. Refundable Deposit - A refundable deposit, as outlined in the Fee Schedule on Page 1 is required. The district's personnel will inspect the facility and equipment used and, if there are no damages or additional cleaning fees required, the deposit will be returned. ALL DEPOSITS MUST BE MADE IN CERTIFIED FUNDS OR CASHIER'S CHECKS MADE PAYABLE TO THE "FALLSBURG CENTRAL SCHOOL DISTRICT."**

### CLASSIFICATION OF FEE EXEMPT USER GROUPS:

1. Category A: Foundations, booster clubs and other organizations whose primary purpose is to provide funding for District programs.
2. Category B: PTA, PTO and other organizations whose primary purpose is support of District programs.
3. Category C: District Employee Organizations [bargaining units].
4. Category D: Community youth groups (Scouts, Boys and Girls Club, 4-H, YMCA, CYO, etc.)
5. Category E: Governmental organizations and programs (town, village, firemen, police, municipal recreation programs)
6. Category F: Community service organizations (Veterans, Rotary, Lions, Kiwanis, etc.).
7. Category G: Fallsburg Central School District Alumni Groups (Class of \*\*\*\*; Fallsburg Alumni Association, Inc.)
8. Category I: Fallsburg Central School District student organizations.
9. Category H: Any organization which provides scholarships to students of at least \$1,000 in total scholarships per year.

### FEES AND EXEMPTIONS

1. Category A – G: No charge for **weekday** use of facilities. There will be a charge for personnel fees for **weekend** use as stipulated in the fee schedule established by the Board of Education.
2. Category I: No charge or weekday or weekend use of facilities.
3. Category H: No charge for use of school facilities a maximum of 4 days per school year (July 1<sup>st</sup>-June 30<sup>th</sup>). Uses beyond 4 days per school year shall be at standard charges in accordance with the fee schedule established by the Board of Education.

Groups other than those listed above shall pay a **deposit** and **fee** for the use of school facilities. Groups will pay according to a fee structure submitted to the Board by the Superintendent of Schools and reviewed/adopted each August or earlier as needed.

### WAIVER OF FEES

The Board of Education or the Administration may consider a waiver, in whole or in part, of facility use fees and other requirements. The factors that would be considered include, but are not limited to, the following:

1. The existence of any reciprocal agreements between the school and the applicant.
2. The use of the facility will be at little or no cost to the school due to the nature of the requested use, the timing of the requested use, or approved utilization of non-school personnel or services during the time of the requested use.
3. The school and applicant are co-sponsors of an event that requires the use of a school facility.

### INSURANCE

The applicant shall provide a *Certificate of Insurance* naming the **Fallsburg Central School District** as an additional insured in a liability policy with a minimum combined single limit of **\$1,000,000**. Use of district facilities will only be permitted where the organization provides the district timely evidence of adequate insurance coverage (\$1,000,000 minimum) to save the district harmless from all liability, property damage, personal injuries and/or medical expenses. The district will exercise complete and unreviewable discretion regarding what constitutes adequate insurance coverage for each proposed use.

### 3. Permitted Uses

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

- A. Instruction in any branch of education, learning or the arts.
- B. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
- C. 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.
- D. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose. When an admission or other fee is charged, the applicant is responsible for the payment of all taxes.
- E. Polling places for holding primaries and elections, for the registration of voters.
- F. Civic forums and community centers.
- G. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
- H. Child-care programs when school 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.
- I. Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.

### 4. Prohibited Uses

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited, to the extent consistent with state and federal law:

- A. Meetings sponsored by political organizations.
- B. Meetings, entertainments and occasions 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.

### 5. Conditions of Use for District Facilities

- A. 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.
- B. To ensure that district facilities are preserved for the benefit of the greater district community, only community based groups and organizations (that is, groups which are located within the geographic area covered by the district) may be granted access to district facilities.
- C. Use of district facilities will be permitted only where the applicant agrees to pay the district a user fee to cover the costs of heat, electricity, maintenance, custodial services and any other expenses associated with the requested use (e.g., security, damage deposit). Use is further conditioned upon the applicant's agreement 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 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.
- D. A deposit of \$250.00 to \$2000.00 (see chart above) will be required, to be applied against any additional costs to the school district as a result of your facilities use. Such costs may include, but are not limited to, the expense of clean-up or damage repair to the physical plant beyond ordinary wear and tear. The deposit will be credited against such costs prior to claims against your insurance policy. After such costs, if any, are deducted, and all other facilities use fees have been paid, the deposit or any remaining portion shall be refunded.

- E. 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 paragraphs C and D above. *Only authorized personnel shall operate district equipment.*
- F. The Board reserves the discretion to deny use of district facilities described above, or to terminate use of district facilities:
  1. By an applicant, group or related applicant/group who has/have previously misused or abused district facilities or property or who has/have violated this policy;
  2. For any use which could have the effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York State Constitutions;
  3. For any use which, in the estimation of the Board, could reasonably be expected to or actually does give rise to a public disturbance;
  4. For any use which the Board deems inconsistent with this policy;
  5. 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;
  6. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed; or
  7. For any use prohibited by law.
  8. For any use inconsistent with the District's Code of Conduct and/or Board of Education policies and administrative regulations.

**G. Pool Use:**

To comply with New York State Department of Health Regulations, Section 6-1.23, groups who wish to use the pool must provide either Supervision Level IIa or IIb aquatic supervision certified staff member, **and** an on-premise CRP certified staff member, **or** a Supervision Level III or IV aquatic supervision certified staff member for the event.

In addition to providing the required certificate of insurance groups who wish to use the pool must also provide a copies of the current Level IIa or IIb aquatic supervision certification, and current CPR certification, Level III or IV aquatic certification, and a statement from the person possessing the certification that he or she will attend the event, and include the date of the event, the start time of the event, and the end time of the event.

Use of Pool requires in-service training, *at your expense*, as designated by the Fallsburg Central School District Pool Safety Plan in accordance with the Department of Health Regulations.

Groups will not be allowed to use the pool, and the facility use permission will be immediately rescinded without the *physical presence of a certified person* in the pool area.

**6. Decorations**

- A. Any and all decorations to be used must be as fireproof as possible and subject to the approval of the Administration. No open flame decorations shall be used anywhere in the building. No decoration shall be fastened to any walls or ceilings except by approval of the Administration.
- B. Any and all decorations, furnishings and equipment shall be installed and removed by the applicant within such time periods as the Administration may direct.

**7. Consequences of Misuse**

- A. Use of areas that have not been authorized or staying beyond the hours specified in the facilities use approval shall be treated as trespasses and subject you and your participants to immediate exclusion from the premises and/or prosecution under the law.
- B. Failure to follow the directions of District personnel assigned to cover the event (e.g., administrators or custodial staff members) will result in immediate termination of your privilege of facilities use and your group will be instructed to leave the facilities. Failure to vacate will be treated as a trespass and reported to law enforcement.
- C. Damages, vandalism, excess wear and tear or sullyng of the facilities, failure to abide by use limitations (e.g., areas of use, time frames, authorized activities), and/or failure to cooperate with District personnel may result in loss of further access to school facilities as determined by the Superintendent.

**Completed and signed form and insurance certificate can be submitted to the Superintendent's Office via fax: 845-434-8346 or email: [ssalovin@fallsburgcsd.net](mailto:ssalovin@fallsburgcsd.net)**

**ALL DEPOSITS MUST BE MADE IN CERTIFIED FUNDS OR CASHIER'S CHECKS MADE PAYABLE TO THE "FALLSBURG CENTRAL SCHOOL DISTRICT."**