

FEE SCHEDULE FOR PUBLIC USE OF SCHOOL FACILITIES, ATHLETIC FIELDS, AND GROUNDS

- I. These guidelines will be used for charging various groups for the use of district buildings, athletic fields, and grounds. The groups may be charged for the labor operational costs and a rental usage
- II. The District will not charge local groups (to be defined below) whenever practical. If a local group uses a facility, athletic field, or grounds when there is regularly scheduled staff, there may be a labor charge. If the District has to schedule staff to cover the event, the local group will be charged to cover all of the District's labor costs. No rental fees will be charged to local groups.

The District will not charge the following groups:

- Parent Teacher Organizations or groups affiliated with the District
- Horseheads Youth Bureau
- Local Girl or Boy Scout groups
- Other recognized groups that serve the District's local young people exclusively

Outside sports groups or clubs, etc. are considered local only when 75% or more of the participants involved in an event or use of the facility, athletic field, or grounds are from the Horseheads School District.

If a non-profit local group is sponsoring a tournament with participants from outside the local community, only 75% of the rental rate will be charged.

A roster(s) of participants, which includes home addresses, must be attached to the "Use of School Facilities, Athletic Fields, and Grounds Form", which must be filed with the Facilities Office to schedule use by any group(s).

The District will charge the following for facilities, athletic fields, and grounds use:

- Any non-school group charging a fee, donation or making a profit
- Any group outside the Horseheads School District

- III. Large groups (totaling more than 25 participants and/or spectators) will be charged based on estimates from various staff members and supervisors from athletics, technology, food service, facilities and the head cleaner. The Superintendent or his designee will meet with the appropriate supervisors and the group renting school property to discuss cost, and responsibilities by reviewing the "Check List for Facilities, Athletic Fields, Grounds Use".
- IV. Security Deposit: Any group that qualifies to be charged, will pay a refundable security deposit of \$500 to be held at the business office one week prior to the event. Any costs for damage, unnecessary emergency call-ins, false alarms, excessive trash removal etc., shall be deducted from this deposit.

- V. Area use rental will be at the following rates. The rental fee is separate from any labor fees that may be charged.

	School, School Related & Local Groups	Fees for Other Groups
Classroom	None	\$25/hr
Auditorium	None	\$100 hr
Library	None	\$30/hr
Community Room	None	\$50/hr
Cafeteria	None	\$100/hr
Kitchen	None	\$40/hour
Gym-Elementary	None	\$70/hr
Gym-Secondary	None	\$100/hr
Field-Elementary	None	\$50/hr
Field-Secondary	None	\$75/hr
Tennis Court	None	\$75/hr
Pool-General Use	None	\$125/hour
Pool-Party	None	\$200
Pool-Open Swim		\$3/day or \$50/month
Stadium	None	\$100/first hour, \$50 each add hr

Heat: Heat requested by the user, above the district's maintained weekend and evening minimum temperature (currently 60 degrees), will be at a rate of \$25 per hour per classroom and/or space.

Snow removal, salting, or other actions: Costs incurred by the district for snow removal, salting, or other actions for preparing the facility for safe usage, will become the responsibility of the user.

- VI. Labor Fees:

The cleaner will be on duty throughout the event to provide access, maintenance of the facility, assist with needs of the group, respond to requests for assistance, and to notify appropriate personnel in emergency situations. The on-duty cleaner's labor rate will be \$45.00 per hour Monday through Saturday or \$60 on Sunday or national holiday.

If the District has to provide additional cleaners for an event, there will be an additional \$45.00 per hour per cleaner Monday through Saturday or \$60 on Sunday or a national holiday.

Additional hours for clean up and more on-duty staff will be determined by the Director of Facilities based on the size and type of activity. The staff will need to clean all areas of the building used in preparation for the next school day.

When school is canceled due to an emergency or inclement weather, District facilities will be closed. Announcements will be made as soon as possible on local radio and television.

VII. Pool Labor Fee Schedule:

Labor for pool supervision will be charged at \$15 per staff member per hour. The level of staffing will be determined by the Pool Director using the guidelines below:

Number of Participants	Supervision Required
1 - 35 people	1 Supervisor & 1 Guard
36 - 72 people	1 Supervisor & 2 Guards
73 - 105 people	1 Supervisor & 4 Guards

All lifeguards and supervisors must be approved by the Pool Director.

- NOTE:**
1. Use of Facilities, Athletic Fields, and Grounds for private purposes is prohibited.
 2. If the District has to operate under an Austerity Budget, this Fee Schedule will be reviewed and adjusted accordingly.

VIII. Certificates of Insurance/Hold Harmless Form

All users of school facilities are required to file a Certificate of Insurance and a Hold Harmless Form. The District must be listed as both a certificate holder and as an additional insured on the certificate of insurance. These documents are to be filed prior to the approval of the use of the facilities, athletic fields, and grounds, and shall contain the insurance amounts as specified on the District website. The Hold Harmless form can be obtained through the Facilities Office.

Adopted: July 1, 2001

Revised and Approved: April 16, 2003; June 8, 2006; May 10, 2011 by Administrative Council

Revised and Approved: August 11, 2008; July 12, 2012; June 20, 2013; July 13, 2018, by the Board of Education

USE OF SCHOOL FACILITIES, ATHLETIC FIELDS, AND GROUNDS

ROSTER FOR ACTIVITY OR EVENT

Depending on your needs and the size of the event, you will need to identify the * **individual or group participants** and turn this form in with your “Use of School Facilities, Athletic Fields, and Grounds Request” form. Use as many roster sheets as needed to give complete information.

* Those who are directly participating in the activity or event, not coaches, spectators, etc.

	NAME	ADDRESS	SCHOOL DISTRICT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

If your group is made up of more than 75 Horseheads Central School District participants, you will not be charged for use of District facilities.

CHECK LIST FOR FACILITIES, ATHLETIC FIELDS, AND GROUNDS USE

	YES	NO
Do you need early access for set up?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be serving food?	<input type="checkbox"/>	<input type="checkbox"/>
How many participants? _____		

Do you require any P.A. or Technology?
If yes, please explain:

Do you need tables, chairs and athletic equipment?
If yes, please explain:

Do you require air handlers or heat if necessary?
If yes, please explain:

Do you request Grounds Department or Electricians on duty?
If yes, please explain:

Groups using building will be responsible for the following:

- Providing adequate supervision to control all people attending. This includes proper parking, containing people to designated areas, proper behavior in halls and all other areas.
- Maintain all emergency exits and fire lanes.
- Insure that in the case of an alarm that the building is evacuated until alarm is silenced.
- **When school is canceled due to an emergency or inclement weather, District facilities will be closed. Announcements will be made on local radio or television.**

All groups will be charged for a building cleaner who will be on duty to maintain the facility, respond to calls for assistance and will call for proper people in the event of an emergency. Depending on the size of the activity, additional staff may be added as needed. The District will need to schedule enough staff and hours in order to have the facilities ready for the next school day.