

PUBLIC USE OF SCHOOL FACILITIES, ATHLETIC FIELDS, AND GROUNDS

The Board of Education may permit the use of district facilities, athletic fields, and grounds when they are not being used for school purposes or if the use will not be disruptive of normal school operations. The permission to use the district facilities, athletic fields, and grounds is subject to New York State law and the Regulations of the Commissioner. Allowing the use of the facilities, athletic fields, and grounds is not an act of endorsement of the activity or purpose.

The Superintendent of Schools shall formulate a procedure governing the use of school facilities, athletic fields, and grounds. The Superintendent or his/her designee shall issue building use permits for the use of the facilities, athletic fields, and grounds.

In addition to compliance with state laws and educational regulations, the administrative procedures shall:

- provide for the safety of all involved or affected by the activity;
- assure the protection of school property;
- establish guidelines to determine when a fee should be charged for an activity or the use of a school facility, athletic field, or grounds;
- provide a fee schedule;
- require payment for any damage or loss, whether or not a fee for use has been charged; and
- require a certificate of insurance for all non-profit and for profit users, prior to the use of the facilities, athletic fields, or grounds.

Ref: Education Law §414  
1500-E, Fee Schedule

Approved: July 1, 2001  
Reviewed by BOE Policy Committee in 2009/10

**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 both the labor costs and a rental usage fee depending whether they are considered a local group.
- II. The District will not charge local groups (to be defined below) whenever possible. If a local group uses a facility, athletic field, or grounds when there is regularly scheduled staff, there will be no labor charge. If the District has to schedule staff to cover the event, the local group will be charged to cover the District's labor costs. No rental fees will be charged to local groups.

The District will not charge the following groups, whenever possible:

- Parent Teacher Organizations or School affiliated group
- Horseheads Youth Bureau
- Scouts or similar local groups
- Other groups that serve the District's local young people exclusively

Sports groups or clubs, etc. are considered local when 55% 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 50% of the rental rate will be charged and the 10% commission on sales will be waived.

A roster(s) must be attached to the "Use of School Facilities, Athletic Fields, and Grounds Form", which must be filed with the building 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
- Any group that does not meet the definition of "Local" (55% or more of the event's participants are from 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 building principal 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 for the first two hours and each hour there after. The rental fee is separate from any labor fees that may be charged.

|                          |  |
|--------------------------|--|
| - H.S. Auditorium        | \$75 first two hours and \$25 per each additional hour |
| - Multi-Media rooms      | \$75 first two hours and \$25 per each additional hour |
| - Libraries              | \$25 first two hours and \$10 per each additional hour |
| - Classrooms             | \$20 first two hours and \$10 per each additional hour |
| - Small gym (ES, IS, HS) | \$40 first two hours and \$10 per each additional hour |
| - Large gym (MS)         | \$75 first two hours and \$15 per each additional hour |
| - Kitchens               | \$25 first two hours and \$10 per each additional hour |
| - Cafeteria              | \$25 first two hours and \$10 per each additional hour |
| - Field House            | \$75 first two hours and \$15 per each additional hour |

**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 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 \$25.00 per hour Monday through Saturday.

If the District has to provide additional cleaners for an event, there will be an additional \$25 per hour per cleaner.

- On Sunday and national holidays there will be an additional 33% charge for all labor.
- Additional hours for clean up and more on-duty staff will be determined by the head cleaner 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.
- District playing fields will only have a fee if the District has to provide services such as mowing, striping, etc. ~~Varsity fields should not be used.~~

- 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 Fee Schedule:

### Rental Fee Schedule

- Any group charging a fee or donation.
- Any group outside the Horseheads School District or not considered local.

Monday – Saturday  
\$20 per use, \$20 after 2 hrs.)

Sundays & Holidays  
\$50 per use (\$50 after 2 hrs.)

### Labor Fees:

| Pool Supervision |              |          | <u>2 hrs. per use</u> | <u>3 hrs.</u> | <u>4 hrs.</u> |
|------------------|--------------|----------|-----------------------|---------------|---------------|
| 1 – 40 people    | 1 Supervisor | 2 Guards | \$30 per use          | \$60          | \$90          |
| 41 – 75 people   | 1 Supervisor | 2 Guards | \$40 per use          | \$80          | \$120         |
| 76 – 100 people  | 1 Supervisor | 4 Guards | \$50 per use          | \$100         | \$150         |

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

All non-profit and for-profit users of school facilities are required to file a Certificate of Insurance, along with their Facilities, Athletic Fields, and Grounds Usage Form, with the Principal of the building that they are requesting to use. This form is to be filed prior to the use of the facilities, athletic fields, and grounds, and shall contain the insurance amounts as specified on the Facilities, Athletic Fields, and Grounds Use Request Form (copy attached).

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, 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 |      |         |                 |
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| 15 |      |         |                 |
| 16 |      |         |                 |
| 17 |      |         |                 |
| 18 |      |         |                 |
| 19 |      |         |                 |
| 20 |      |         |                 |
| 21 |      |         |                 |
| 22 |      |         |                 |
| 23 |      |         |                 |
| 24 |      |         |                 |
| 25 |      |         |                 |

If your group is made up of more than 55% 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, please explain:                |                          |                          |

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|  |                          |                          |
|--|--------------------------|--------------------------|
| Do you need tables, chairs and athletic equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, please explain:                            |                          |                          |

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|   |                          |                          |
|---|--------------------------|--------------------------|
| Do you require air handlers or heat if necessary? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, please explain:                           |                          |                          |

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|  |                          |                          |
|--|--------------------------|--------------------------|
| Do you request Grounds Department or Electricians on duty? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, please explain:                                    |                          |                          |

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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.