

# Ogdensburg City School District

## Facilities Rental Request



### **Section I: Fee Schedule Guidelines**

#### **Group A - (Activities by a school sponsored organization, including PTO Groups, Booster)**

- Use shall be allowed free of charge

#### **Group B - (Youth Groups and organizations conducting a community educational activity)**

- No facility use fee shall be charged; however, the costs of personnel shall be charged to the using group/organization.

#### **Group C - (Local non-profit groups and organizations)**

- A fee for the use of the facilities shall be charged at 75% of the rate per hour fee. In addition, custodial and other necessary personnel costs shall be charged at the rates(s) below.

#### **Group D - (Commercial, profit making organizations)**

- These groups shall be charged a fee based upon the fee schedule below. In addition, custodial and other necessary personnel costs shall be charged at the rates(s) below.

### **Section II: Fee Schedule**

Description	Fee
Edgar A. Newell Memorial Golden Dome	\$62 per hour with ice \$47 per hour without ice
Classrooms/Computer Labs/Cafeterias	\$32 per hour
George Hall Auditorium	\$47 per hour
Gymnasiums	\$33 per hour
Weight Room/Fitness Center	\$47 per hour
Ronald Johnson Turf Field/Steven Barlow Track	\$84 per hour with lights \$67 per hour without lights
Grass Fields	No Charge
Pool	\$51 per hour
Athletic Fields – Adult Sport Leagues (Non Turf)	\$325 per year

Personnel Costs	
Item	Cost
Custodian/Food Service	\$45 per hour
Computer Technician	\$55 per hour
Lifeguard	\$18 per hour (each, 2 required)
Security	\$55 per hour
Chaperones/Clock Operator/Announcer	\$25 per hour

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### **Section III: Procedures**

1. Once a request has been granted, the School District shall receive a minimum of **seven (7) days prior notice** if a schedule change or cancellation occurs. The requesting organization shall, with or without the giving of the required notice, be responsible for the entire rental fee of the time requested, or such portion of the requested time that the School District has not rented to another organization as of the date of the scheduled event.
2. Use of alcoholic beverages and/or tobacco is not permitted in school facilities or on school property. School facilities are gun-free and weapon-free zones.
3. **Facilities are not available for use by organized activities before 1:00pm on Sunday without permission from the Superintendent of Schools.**
4. All applicants for use of district facilities shall hold the school district free and without harm from any loss or damage, liability, or expense that may arise during or be caused in any way by such use of district facilities. Also, in the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be determined by the district and a bill presented to the group using the facilities.
5. It is the responsibility of the requesting organization to have the application at the Superintendent's Office in sufficient time prior to the event so that special arrangements can be discussed and approved by the school district.
6. The district maintains the right to cancel any activity with a 24-hour notice.
7. Organization is responsible for paying all charges in accordance with the above fee schedule and all fees are scheduled to change annually.
8. Cooperative arrangements with the city parks department and other public agencies which facilitate public use of the facilities at minimum cost may be developed and approved by the superintendent and or designee.
9. All occupants, in the event of a fire or fire alarm, shall (a) evacuate the building, (b) not reenter the building until clearance (by either fire or school officials) is given.

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## Section IV: Facilities Request Form

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Purpose of Activity: *(Must qualify under Article 414 of the Education Law and School Board Policy)*

\_\_\_\_\_

Building/Areas Requested: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Time(s) of Use: \_\_\_\_\_

Signature of Organization Contact Person: \_\_\_\_\_

**CERTIFICATE OF INSURANCE:** Please include Certificate of Insurance with your completed Facilities Request Form. A Certificate of Insurance must be furnished prior to event. Liability limits must be \$1,000,000 single limit liability. The Certificate must be issued to the Ogdensburg City School District AND MUST LIST THE DISTRICT AS "AN ADDITIONAL INSURED" on a primary and non-contributory basis for any injury or property damage claims arising during the event (under the Description of Operations/Locations/Vehicles section.) Also, an X must be marked in the Additional Insured column in the General Liability section.

***ALL REQUESTS SHOULD BE RECEIVED TWO WEEKS PRIOR TO THE EVENT TO ALLOW FOR SCHEDULING.***

**SEND COMPLETED FORM TO:** Superintendent of Schools, 1100 State Street, Ogdensburg, NY 13669

### Office Use Only

Organization Group Letter (Circle one) -      A      B      C      D

*\*Groups B, C, and D will be billed according to fee schedule detailed in sections I & II.*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_