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 |

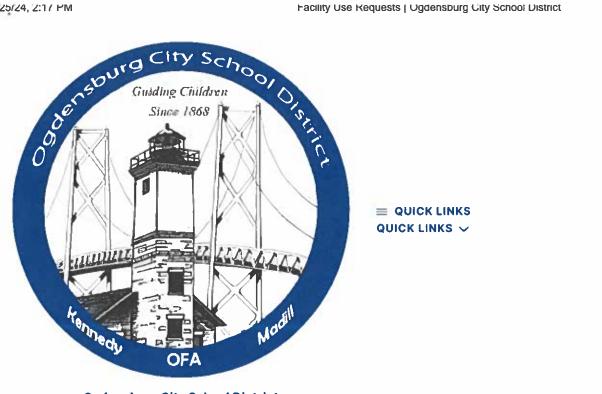
| Personnel Costs | |
|-------------------------------------|----------------------------------|
| Item | Cost |
| Custodian/Food Service | \$45 per hour |
| Computer Technician | \$55 per hour |
| Lifeguard | \$18 per hour (each, 2 required) |
| Security | \$55 per hour |
| Chaperones/Clock Operator/Announcer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

Ogdensburg City School District Facilities Rental Request



Section II: Procedures

- 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.
- 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.



TRANSLATE Q

Ogdensburg City School District

OUR DISTRICT

COMMUNITY

ATHLETICS

PAR MORE

OGDENSBURG CITY SCHOOL DISTRICT // OUR DISTRICT // FACILITY USE REQUESTS

Facility Use Requests

Thank you for your interest in our Facilities. The Ogdensburg City School District welcomes the use of its facilities by members of the surrounding community for activities when such use does not interfere with the school program or schoolsponsored activities.

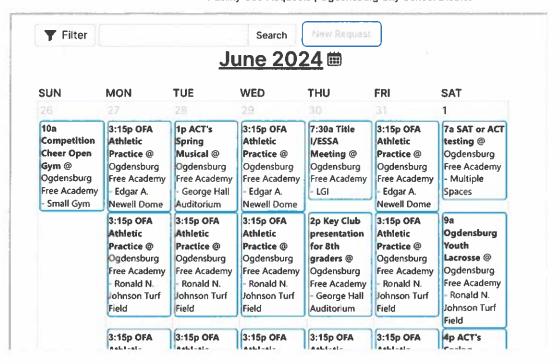
Please keep in mind that the district has an established fee schedule for facility use. Any organization using district facilities must meet insurance requirements and have a current Certificate of Insurance on file with the district. If you would like information about which space might be the most suitable for your use or have other questions, please call the district office at (315) 393-0900.

Following receipt of the Certificate of Insurance and review of availability, a confirmation will be emailed to the address provided when you created your account. If you need to make a change once your reservation has been submitted and/or confirmed, please call the District Office.

Already have an account? Click here to make reservations.

Facilities Calendar

Click here to view.



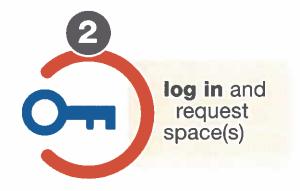
Register



How to Create an Account



Log In



How to Submit a Request

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Still need help? Check out the ML Schedules Quick Start User Guide,



Schools

Grant C. Madill Elementary

John F. Kennedy Elementary

Ogdensburg Free Academy

Stay Connected

