

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

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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QUICK LINKS ▾

🌐 TRANSLATE 🔍

Ogdensburg City School District

OUR DISTRICT

COMMUNITY

DEPARTMENTS

ATHLETICS

PARTS 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 school-sponsored 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.](#)

<div> <div>Filter</div> <div>Search</div> <div>New Request</div> </div>						
June 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
10a Competition Cheer Open Gym @ Ogdensburg Free Academy - Small Gym	3:15p OFA Athletic Practice @ Ogdensburg Free Academy - Edgar A. Newell Dome	1p ACT's Spring Musical @ Ogdensburg Free Academy - George Hall Auditorium	3:15p OFA Athletic Practice @ Ogdensburg Free Academy - Edgar A. Newell Dome	7:30a Title I/ESSA Meeting @ Ogdensburg Free Academy - LGI	3:15p OFA Athletic Practice @ Ogdensburg Free Academy - Edgar A. Newell Dome	7a SAT or ACT testing @ Ogdensburg Free Academy - Multiple Spaces
	3:15p OFA Athletic Practice @ Ogdensburg Free Academy - Ronald N. Johnson Turf Field	3:15p OFA Athletic Practice @ Ogdensburg Free Academy - Ronald N. Johnson Turf Field	3:15p OFA Athletic Practice @ Ogdensburg Free Academy - Ronald N. Johnson Turf Field	2p Key Club presentation for 8th graders @ Ogdensburg Free Academy - George Hall Auditorium	3:15p OFA Athletic Practice @ Ogdensburg Free Academy - Ronald N. Johnson Turf Field	9a Ogdensburg Youth Lacrosse @ Ogdensburg Free Academy - Ronald N. Johnson Turf Field
	3:15p OFA Athletic Practice @ Ogdensburg Free Academy - Ronald N. Johnson Turf Field	3:15p OFA Athletic Practice @ Ogdensburg Free Academy - Ronald N. Johnson Turf Field	3:15p OFA Athletic Practice @ Ogdensburg Free Academy - Ronald N. Johnson Turf Field	3:15p OFA Athletic Practice @ Ogdensburg Free Academy - Ronald N. Johnson Turf Field	3:15p OFA Athletic Practice @ Ogdensburg Free Academy - Ronald N. Johnson Turf Field	4p ACT's Testing @ Ogdensburg Free Academy - Multiple Spaces

Register



register for
a new account
(only needed for
first-time use)

How to Create an Account



MLSchedules™ Software Creating a User Account
MasterLibrary.Com, LLC

01:10

Log In



log in and
request
space(s)

How to Submit a Request



Submitting a Facility Use Request
MasterLibrary.Com, LLC

02:58

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

