

ADDENDUM TO:

**NEW PALTZ CENTRAL SCHOOL DISTRICT
FACILITIES USE FORM
2023-2024 OUTDOOR FIELD/FACILITIES USE**

The New Paltz Central School District has reopened the use of its fields and outdoor spaces for use by community groups.

Community Groups will fill out both the 2023-2024 REQUEST FOR USE OF SCHOOL FACILITIES AND THIS FORM in order to reserve any of the New Paltz Central School District fields or outdoor spaces beginning July 1, 2023 thru June 30, 2024. As outline on the Districts' Facility Use Form, applications must include a Certificate of Liability Insurance and copy of CG2026 form or the application will not be processed.

Please adhere to the following District Guidelines for Outdoor Field/Facilities Use:

- 1) Community Groups will pay a fee of \$10/hour (2 hr. minimum) for outdoor field/facilities usage during the 2023-2024 term. Fees are to be collected by check, payable to the New Paltz Central School District at the time a reservation(s) is approved. Reservation approvals will be sent via email, along with an invoice for outdoor facilities/field usage. At that time and prior to outdoor field/facilities usage, a check must be delivered or mailed to our District Facilities Administrative Assistant, Melody Kajkowski, at the below address. Reservations will be on a first come, first served basis.
- 2) This field use fee does not include any field painting, marking or special mowings. All fields are marked/painted as required for District athletics and outside groups or users are NOT allowed to mark, paint or mow fields without prior, written approval from the Facilities Department.
- 3) The New Paltz Central School District will not charge usage fees to any organized New Paltz parent-teacher organization, any Board recognized community educational organization for New Paltz school programs or any Board approved club or co-curricular activity.

4) Be advised that there are no refunds of outdoor field/facilities use fees regardless of whether or not an organization actually uses the outdoor fields/facilities that they have reserved. The New Paltz Central School District reserves the right to cancel a reservation at any time. If this occurs, the scheduled organization will receive a refund and/or the opportunity to reserve an alternate time slot.

5) Please kindly remember to dispose of any trash in its proper receptacles and return any field equipment that your group may have moved, to its original location. Abide by the rules and regulations established by the District, including the prohibition of pets on school property. The use of any alcohol, tobacco (including e-cigarettes) and/or drugs on school grounds is also strictly prohibited.

6) Please sign and return this form, along with the 2023-2024 REQUEST FOR USE OF SCHOOL FACILITIES form and other necessary paperwork (updated insurance information) and return to our District Facilities Administrative Assistant, Melody Kajkowski (mkajkowski@newpaltz.k12.ny.us) at the District Facilities Office, located at 130 South Putt Corners Road, New Paltz, NY 12561.

Signature of Organization Sponsor

Date