

**NEW PALTZ CENTRAL SCHOOL DISTRICT**  
196 Main Street, New Paltz, NY 12561  
Facilities Office: (845) 256-4090 FAX: (845) 256-4089  
**2022-2023 REQUEST FOR USE OF SCHOOL FACILITIES**

All **requests** to schedule events in the New Paltz Central School District must be requested by submitting this form to the Facilities & Operations Office **not less than 4 weeks prior to the event.** You will be notified of the **approval or denial** of your request via an email message from SchoolDude.com. If you have any questions, please call (845) 256-4090.

SPONSORING ORGANIZATION: \_\_\_\_\_

NAME/ TYPE OF EVENT: \_\_\_\_\_

THIS IS A: \_\_\_ SCHOOL-SPONSORED ACTIVITY \_\_\_ STUDENT CLUB \_\_\_ NOT-FOR-PROFIT ORGANIZATION

**CONTACT PERSON:** \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone # (\_\_\_\_\_) \_\_\_\_\_

City, State, Zip \_\_\_\_\_ **e-mail (REQUIRED)** \_\_\_\_\_

**SCHOOL BUILDING(S) REQUESTED:** Please place the number 1 by the building of preference, number 2, 3 etc. for 2<sup>nd</sup>, 3<sup>rd</sup> choice. If your activity needs simultaneous space in different buildings, place 1 in all buildings needed.

HIGH SCHOOL: \_\_\_\_\_ MIDDLE SCHOOL: \_\_\_\_\_ LENAPE: \_\_\_\_\_ DUZINE: \_\_\_\_\_ BUS G: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_ DAY(S): **M T W TH F Sat Sun**

BEGINNING TIME: \_\_\_\_\_ AM / PM ENDING TIME: \_\_\_\_\_ AM / PM

SET-UP DATE: \_\_\_\_\_ SET UP TIME: \_\_\_\_\_ to \_\_\_\_\_

ATHLETIC FIELD(S) REQUESTED: \_\_\_\_\_

AREA / ROOM(S) REQUESTED: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ NUMBER OF ADULT CHAPERONES: \_\_\_\_\_

**CUSTODIAL OR SPECIAL SERVICES REQUESTED\*\*** (Please see fee schedule for special services on Page 2)

- \_\_\_\_\_ USE OF KITCHEN
- \_\_\_\_\_ TECHNICAL SERVICES- LIGHTS/ SOUND/PROJECTOR (**Must complete A/V Request Form found on school website**)
- \_\_\_\_\_ SPECIAL EQUIPMENT REQUESTED FROM SCHOOL DISTRICT: \_\_\_\_\_

**PLEASE NOTE: ALL FURNISHINGS AND EQUIPMENT MUST BE SET BACK UP AS THEY WERE FOUND PRIOR TO YOUR ACTIVITY**

Do you need custodial services for your event? (set up, clean up, etc.) YES NO **Please see fee schedule for applicable charges for custodial services)**

If YES, explain \_\_\_\_\_

If no custodian is requested, please indicate who will be responsible for cleanup: \_\_\_\_\_

## **POLICY 3280 – COMMUNITY USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT**

The Board of Education recognizes and affirms the primary purpose of school facilities is to provide and promote the education of the District's children. It shall be the policy of the Board to encourage the greatest possible use of school facilities for community-wide activities. This is meant to include use by recognized not-for-profit, athletic, civic, social, fraternal, youth and religious organizations in accordance with law. Groups who wish to use the school facilities must submit a district Facilities Use Form in order to apply for approval by the New Paltz Central School District. Use of the facilities without approval is prohibited. Groups must abide by the rules and regulations established for such use including prohibition of pets on school property (Policy 8250) and alcohol, tobacco (including e-cigarettes) and drug use.

Excepted from this policy is the Floyd A. Patterson Field Complex, the use of which by groups requires Board approval.

### **Floyd A. Patterson Track**

The Board of Education recognizes that community use of the track within the Floyd A. Patterson Field Complex may be desired by some members of the community. For that purpose, the Board has developed the following parameters for limited use by individual community members.

The track facility of the Floyd Patterson Field Complex will be available for public walking/running only. The facility will be open prior to High School hours and after District activity usage, including District physical education, club/activity and athletics hours. Members of the public will be asked to leave the area by any District personnel during District use hours. The track will not be available when it is snow-covered, or when maintenance of, or repairs to, the complex track, stands or field are occurring.

In order to preserve the track, conditions for use include the following: proper running shoes must be worn while on the track surface. Football, soccer and baseball/softball cleats on the track are prohibited. Use of any mode of transportation including but not limited to motorized vehicles, strollers, rollerblades, and bicycles, is also prohibited. Hand-propelled wheelchairs are permitted. District football and track and field equipment stored on the field is not for public use. Jumping pits and mats are also not for public use.

**Board approval is necessary for use of the track by groups.**

### **Materials and Equipment**

Except when used in connection with an approved facility use under the provisions of Education Law Section 414, school-owned materials or equipment may be used by members of the community or by District employees and/or students for school related purposes only. Private and/or personal use of school-owned materials and equipment is strictly prohibited.

The Board will permit school materials and equipment to be loaned to staff members when such use is related to their employment and loaned to students when the material and equipment is to be used in connection with their studies or extracurricular activities. Community members will be allowed to use school-owned materials and equipment only for educational purposes that relate to school operations.

Administrative regulations will be developed to assure the lender's responsibility for, and return of, all such materials and equipment. Users may be charged replacement cost for damaged and/or unreturned equipment and materials.

If any provision of this Policy or its implementing procedures is violated, the Board reserves the right to immediately revoke the organization's facilities use privileges. In addition, the Board may decline to accept future applications for use of school facilities by organizations who violate this Policy.

Any individual or organization that enters upon or remains unlawfully on District property or uses District property and facilities in violation of this Policy or its implementing procedures will be considered as trespassing and prosecuted to the fullest extent of the law.

The Board hereby authorizes the Superintendent to establish procedures for the public use of the District property and facilities including but not limited to the application form, fee schedule, insurance requirements and rules for use.

**FACILITY USE FEE SCHEDULE**

**Base Hourly Fees**

A minimum of 2 hours is charged for opening and closing a building.

The following hourly fees apply to indoor events which are scheduled during the following hours:

Monday – Friday	After 9 p.m.	\$45 per hour per custodian
Saturday	All Day	\$45 per hour per custodian
Sunday	All Day	\$60 per hour per custodian
Holidays	All Day	\$90 per hour per custodian
Additional building use fee	After 9 p.m. & weekends	\$10 per hour (for utilities)
Field/Outdoor Facilities Use fee	See "Outdoor Field/Facilities Use Form"	\$10 per hour (per field), (per outdoor space) 2 hr. minimum

**Hours when there is no charge for indoor facility use (custodial worker on duty):** Mon. – Fri. 7:00 AM – 9:00 PM

1) No indoor facilities use will be scheduled on the following dates during the 2022 - 2023 school year:

- a. **In 2022:** 7/4, 9/5, 9/26, 10/5, 10/10, 11/11, 11/23 THRU 11/25, 12/23 THRU 12/30
- b. **In 2023:** 1/2, 1/16, 2/20, 4/7, 5/29, 6/19

2) Additionally, any requested Saturday that is adjacent to any break or holidays will be charged at the Holiday Rate.

**Field Use Fees**

Please refer to the attached Addendum for 2022-2023 Outdoor Field/Facilities Use fees.

**Please note that you are assuming sole responsibility for additional charges related to any damages resulting from this group's facility usage.**

**SPECIAL SERVICES**

**SOUND SYSTEM/LIGHTING:** The high school auditorium lighting and sound system may be available for use; however, the equipment may only be operated by technicians provided by the District. The fee is \$25 per hour if a student technician is available or \$50 per hour if the Stage Manager must provide the service. The Sound/Light request form is available on the District website and must be submitted along with the facility use request.

**KITCHEN USE:** Use of the District's kitchens require that a food service employee be present at the organization's expense. Please contact the Food Service Director's Office 256-4050 for further information.

**THE FOLLOWING REQUIREMENTS FOR USE OF THE SCHOOL FACILITIES ARE ESTABLISHED**  
**MANDATORY INSURANCE REQUIREMENTS ARE OUTLINED ON PAGE 3 - ALL NON-SCHOOL GROUPS MUST SUBMIT THE REQUIRED CERTIFICATE OF INSURANCE AND CG2026 FORM WITH THE FACILITIES USE FORM - THE DISTRICT MUST BE NAMED AS ADDITIONAL INSURED ON A PRIMARY AND NON-CONTRIBUTORY BASIS.**

Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to Conduct business in New York State. A New York licensed and admitted insurer is strongly preferred. The decision to accept non-licensed and non-admitted carriers lies exclusively with the District/BOCES and may create significant vulnerability and costs for the District.

**INSURANCE REQUIREMENT**

The organization requesting to use District Facilities must provide the following:

**Commercial General Liability Insurance**

\$1,000,000 per occurrence/ \$2,000,000 aggregate, with no exclusions for athletic participants.

**Automobile Liability (When an organization's vehicle is brought onsite)**

\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.

**Workers' Compensation and NYS Disability Insurance (For Organizations With Employees)**

Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

**Umbrella/Excess Insurance****General Use**

\$1 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required General Liability coverage.

**Athletic and Recreational Camps**

\$5 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required General Liability coverage.

**Carnivals and Firework Displays, etc.**

\$10 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required General Liability coverage.

The facility user acknowledges that failure to obtain such insurance on behalf of the district/BOCES constitutes a material breach of contract. The facility user is to provide the district/BOCES with a certificate of insurance, evidencing the above requirements have been met, prior to the event.

Failure of the District to object to the contents of the certificate or absence of the same shall not be deemed a waiver of any and all rights held by the District.

**GENERAL REQUIREMENTS**

The regular school program and approved school activities have preemptive use of school facilities at all times;

District affiliated organizations as recognized under Policy 3260 (advisory committees) have priority for use over other community organizations and may use the facility free of charge;

**Non-district affiliated, not-for-profit organizations** whose membership is made up primarily of district residents may use the school facilities only when it does not interfere with school operations. **Preference will be given to community organizations serving youth.** All additional expenses incurred by the District for such use shall be charged to the organization (see facility use fee schedule).

Not-for-profit organizations using school facilities for public sales or charging admission may do so only when school is not in session; the event is a benefit to the general welfare of the community and the proceeds derived therefrom are to be expended for an educational or charitable purpose.

Facility use for the purpose of instruction in any branch of higher education may be permitted for a fee (see facility use fee schedule) or, in lieu of a fee, reciprocal use of facilities, at the discretion of the Superintendent of Schools.

**The use of school district property for private commercial purposes is prohibited unless the private benefit is “incidental” to a public educational or school purpose.**

All organizations must comply with all applicable federal, state and local laws. In addition, the District expects all organizations to:

1. Assure the protection of school property. **In accordance with this requirement, the District reserves the right to charge for supervisory staffing when deemed necessary.** This would be charged to the organization per the Facility Use Fee Schedule
2. Provide for the health and safety of all people involved in the activity
3. Payment for any damage or loss whether or not a fee has been charged.
4. Recognize that all approvals for the use of any school facility will be issued for specified hours, are nontransferable, and are restricted to the specified purposes for which issued
5. A chaperone must be 18 years of age and responsible in character
6. **As per New York State Law Smoking Is Not Permitted On School District Property**
7. Prior to the start of the event, an announcement must be made to your group regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, how to respond to fire alarms, etc.

**AGREEMENT**

FACILITY USER does covenant and agree to defend, indemnify and hold harmless the New Paltz CSD from and against any and all liability, loss, damages, claims or actions (including costs and attorney’s fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of New Paltz CSD property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, spectator, contractor or subcontractor of FACILITY USER.

FACILITY USER understands and agrees that its use of New Paltz CSD property and facilities includes, but is not limited to, all areas identified in the application and/or permit, and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as “incidental areas”). FACILITY USER agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

\_\_\_\_\_  
Signature of Organization’s Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date