

**NEW PALTZ CENTRAL SCHOOL DISTRICT**  
196 Main Street, New Paltz, NY 12561  
Facilities Office: (845) 256-4090 FAX: (845) 256-4089  
**2024-2025 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: \_\_\_\_\_

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: \_\_\_\_\_

Community Relations

**SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS, AND EQUIPMENT**

**School Facilities**

It is the policy of the Board to encourage the greatest possible use of school facilities for community-wide activities including those uses permitted by New York law. Individuals or groups wishing to use the school facilities must secure written permission from the Board or its designee and abide by the rules and regulations established for use (see *Facilities Use Form*), including restrictions on alcohol, tobacco, and drug use. All visitors must comply with the District's *Code of Conduct*.

The District reserves the right to charge a fee for the use of its facilities in a manner consistent with law, and on terms specified in regulation or by agreement with these organizations.

**Materials and Equipment**

Except when used in connection with, or rented under provisions of Education Law Section 414, school-owned materials or equipment may be used for school-related purposes only. Private or personal use of school-owned materials and equipment is strictly prohibited. The loan of equipment and materials for public purposes that serve the welfare of the community is allowed, as long as the equipment is not needed at that time for school purposes and that the proposed use will not disrupt normal school operations.

The Board will permit school materials and equipment to be loaned to staff members when such use is directly or peripherally related to their employment, and 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. The Board will also allow the loan of equipment to local governments and other entities that benefit the welfare of the surrounding community. The Board supports this inter-municipal cooperation as it saves taxpayer monies and is a more efficient use of scarce or costly equipment and resources.

Education Law § 414 NY

Constitution Article 8

NOTE: Refer also to Policies:

#3410 -- Code of Conduct

#5640 -- Smoking, Tobacco, and Cannabis (Marijuana) Use

#6150 -- Alcohol, Tobacco, Drugs, and Other Substances (Staff)

#7320 -- Alcohol, Tobacco, Drugs, and Other Substances (Students)

#7410 -- Extracurricular Activities

District *Code of Conduct*

District *Facilities Use Form*

*Adoption Date 01/04/2023*

## 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 & summers	\$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 2024-2025 schoolyear:
- 2) a. **In 2024:** 7/4, 9/2, 10/3, 10/14, 11/11, 11/27 THRU 11/29, 12/23 THRU 12/31  
b. **In 2025:** 1/1, 1/20, 1/29, 2/17, 4/14 - 4/18, 5/26, 6/19
- 3) Additionally, any requested Saturday that is adjacent to any break or holidays will be charged at the Holiday Rate.

### Field Use / Outdoor Facilities Use Fees

Please refer to the attached Addendum for 2024-2025 Outdoor Field/Facilities Use fees. This form must be signed and returned with your Request Form.

**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 & 4 - 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.**

A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the facility user hereby agrees to effectuate the naming of the District/BOCES as an Additional Insured on the facility user’s insurance policies, except for workers’ compensation and N.Y. State Disability insurance.
2. The policy naming the District/BOCES as an Additional Insured shall:
  - a. 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.

b. State that the organization's coverage shall be primary and non-contributory coverage for the District/BOCES, its Board, employees and volunteers including a waiver of subrogation in favor of the District/BOCES for all coverages including workers compensation.

c. Additional insured status for General Liability coverages shall be provided by standard or other endorsements that extend coverage to the District/BOCES (CG 20 26) or equivalent. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.

3. The facility user agrees to indemnify the District/BOCES for applicable deductibles and self-insured retentions.

#### **MINIMUM REQUIRED INSURANCE:**

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

**a. Commercial General Liability Insurance**

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

**Participants**

\$2,000,000 Products and Completed Operations

\$1,000,000 Personal and Advertising Injury

\$100,000 Fire Damage

\$10,000 Medical Expense

**b. 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.

**c. 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.

**d. 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 coverages.

**Organized Athletic Leagues**

\$3 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.

**Athletic and Recreational Camps**

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

**Carnivals and Firework Displays, etc.**

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

5. The facility user acknowledges that failure to obtain such insurance on behalf of the District/BOCES constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the District. 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.

*\*Insurance requirements are subject to change based on current NYSIR guidelines.*

**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

\_\_\_\_\_  
Signature of District Representative

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

\_\_\_\_\_  
Date