

Horseheads Central School District

Book	Policy Manual
Section	Section 1000 - Community Relations
Title	Fee Schedule For Public Use Of School Facilities, Athletic Fields, and Grounds
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FEE SCHEDULE FOR PUBLIC USE OF SCHOOL FACILITIES, ATHLETIC FIELDS, AND GROUNDS

- I. These guidelines will be used when assessing charges for the use of district buildings, athletic fields, and grounds. The groups will be charged for the labor operational costs and/or a rental usage as applicable.
- II. If a group uses a facility, athletic field, or grounds when there is regularly scheduled staff, there may be a labor charge if the cleaner will be taken away from their regular duties and must be present during the event. If the District has to schedule staff to cover the event, the group will be charged to cover all of the District's labor costs.

The District will not charge a facility rental fee to the following groups:

- Horseheads Parent Teacher Organizations
- Horseheads Youth Bureau
- Local Girl or Boy Scout groups
- Other recognized non-profit groups that primarily (85% HCSD students in group's rolls) serve the District's students

A roster(s) of participants, which includes home addresses, must be attached to the "Use of School Facilities, Athletic Fields, and Grounds Form," which must be filed with the Facilities Office to schedule use by any group(s).

Horseheads Parent Teacher Organizations shall also not incur labor charges.

If a non-profit local group is charging a fee, donation, or making a profit with participants from outside the local community, the rental rate will be charged.

The District will charge the following for facilities, athletic fields, and grounds use:

- Any non-school group charging a fee, donation or making a profit
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III. Large groups (totaling more than 25 participants and/or spectators) will be charged based on estimates from various staff members and supervisors from athletics, technology, food service, facilities and the head cleaner. The Superintendent or designee will meet with the appropriate supervisors and the group renting school property to discuss cost, and responsibilities by reviewing the "Check List for Facilities, Athletic Fields, Grounds Use".

IV. Security Deposit: Any group that using district facilities will pay a refundable security deposit of \$500. Any costs for damage, unnecessary emergency call-ins, false alarms, excessive trash removal etc., shall be deducted from this deposit. The Superintendent or designee has the ability to waive this deposit if necessary.

V. Area use rental will be at the following rates. The rental fee is separate from any labor fees that may be charged.

Classroom	\$25/hr.
Auditorium	\$125 hr.
Library	\$50/hr.
Community Room	\$50/hr.
Cafeteria	\$100/hr.
Kitchen	\$40/hr.
Gym-Elementary	\$125/hr.
Gym-Secondary	\$175/hr.
Field-Elementary	\$50/hr.
Field-Secondary	\$75/hr.
Tennis Court	\$75/hr.
PoolUse	\$125/hr.
Pool-Open Swim	\$3/day or \$50/month
Original Stadium	\$100/first hour, \$50 each add hr.
New Stadium	\$150/ hour plus \$20/hour utility fee plus \$30/hour nighttime lighting fee - if requested*

*Additional fees could be assessed depending upon needs of rental request

*If group requesting stadium lighting causes the district to incur a demand charge to turn the lights on, this cost will be charged to the group.

Heat: Heat requested by the user, above the district's-maintained weekend and evening minimum temperature (currently 60 degrees), will be at a rate of \$25 per hour per classroom and/or space.

Cooling: If cooling is requested, the rate will be \$25 per hour per classroom and/or space.

Snow removal, salting, or other actions: Costs incurred by the district for snow removal, salting, or other actions for preparing the facility for safe usage, will become the responsibility of the user.

VI. **Labor Fees:**

The cleaner will be on duty throughout the event to provide access, maintenance of the facility, assist with needs of the group, respond to requests for assistance, and to notify appropriate personnel in emergency situations. The on-duty cleaner's labor rate will be \$50.00 per hour Monday through Saturday or \$60 on Sunday or national holiday.

If the District has to provide additional cleaners for an event, there will be an additional \$45.00 per hour per cleaner Monday through Saturday or \$65 on Sunday or a national holiday.

Additional hours for cleanup and more on-duty staff will be determined by the Director of Facilities based on the size and type of activity. The staff will need to clean all areas of the building used in preparation for the next school day.

When school is canceled due to an emergency or inclement weather, District facilities will be closed. Announcements will be made as soon as possible on local radio and television.

VII. **Pool Labor Fee Schedule:**

Labor for pool supervision will be charged at \$15 per staff member per hour. The level of staffing will be determined by the Pool Director using the guidelines below:

Number of Participants	Supervision Required
1 - 35 people	1 Supervisor & 1 Guard
36 - 72 people	1 Supervisor & 2 Guards
73 - 105 people	1 Supervisor & 4 Guards
	4 Guards

All lifeguards and supervisors must be approved by the Pool Director.

NOTE: 1. Use of facilities, athletic fields, and grounds for private purposes is prohibited.
2. If the District has to operate under a contingent budget, this fee schedule will be reviewed and adjusted accordingly.

VIII. **Certificates of Insurance/Hold Harmless Form**

All users of school facilities are required to file a Certificate of Insurance and a Hold Harmless Form. The District must be listed as both a certificate holder and as an additional insured on the certificate of insurance. These documents are to be filed prior to the approval of the use of the facilities, athletic fields, and grounds, and shall contain the insurance amounts as specified on the District website. The Hold Harmless form can be obtained through the facilities office.

Any adjustment to this exhibit, as appropriate, may be considered and put into place by the Superintendent or designee.

USE OF SCHOOL FACILITIES, ATHLETIC FIELDS, AND GROUNDS

ROSTER FOR ACTIVITY OR EVENT

Depending on your needs and the size of the event, you will need to identify the * **Individual or group participants** and turn this form in with your "Use of School Facilities, Athletic Fields, and Grounds Request" form. Use as many roster sheets as needed to give complete information.

* Those who are directly participating in the activity or event, not coaches, spectators, etc.

	NAME	ADDRESS	SCHOOL DISTRICT
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25.			

If your group is made up of more than 75 Horseheads Central School District participants, you will not be charged for use of District facilities.

CHECK LIST FOR FACILITIES, ATHLETIC FIELDS, AND GROUNDS USE

YES NO

Do you need early access for set up?

Will you be serving food?

How many participants? _____

Do you require any P.A.

Do you need tables, chairs and athletic equipment?

If yes, please explain:

Do you require air handlers or heat if necessary?

If yes, please explain:

Do you request Grounds Department or Electricians on duty?

If yes, please explain:

Groups using building will be responsible for the following:

- Providing adequate supervision to control all people attending. This includes proper parking, containing people to designated areas, proper behavior in halls and all other areas.
- Maintain all emergency exits and fire lanes.
- Insure that in the case of an alarm that the building is evacuated until alarm is silenced.
- **When school is canceled due to an emergency or inclement weather, District facilities will be closed. Announcements will be made on local radio or television.**

All groups will be charged for a building cleaner who will be on duty to maintain the facility, respond to calls for assistance and will call for proper people in the event of an emergency. Depending on the size of the activity, additional staff may be added as needed. The District will need to schedule enough staff and hours in order to have the facilities ready for the next school day.