

## 1. APPLICATION PROCEDURES

A. All applicants must review CCSD policy for Use of Facilities prior to submitting the application. A submitted application shall attest to the group or organization's intent to comply with all Board Policies and regulations and to use District facilities strictly in accordance with the use described in the application.

B. All applicants must review the CCSD "INSURANCE REQUIREMENTS" and adhere to their contents.

C. All applicants must review the CCSD fee schedule and understand how it applies to their application.

D. All applications for the use of school facilities shall be submitted at least 14 working days in advance of the requested date(s).

1. All applications must be accompanied by the following:

a. Documentation that proves the Not-for-Profit status of the applicant.

b. A Current Certificate of Insurance with CCSD named as additionally insured certificate holder.

c. A CCSD Hold Harmless certificate signed and dated by an authorized agent of the organization.

2. Notice of an approved application will be emailed to the applicant and **must be retained as a permit for use**. This permit must be readily available at all functions.

E. As a condition of use, the permit must be presented to an on duty Custodian or Groundsman prior to the start of the event and at the finish of the event. The permit confirms an organization's right to the use of facilities. Without it, an organization will be asked to leave the premises.

## 2. REQUIRED DOCUMENTS

Required Documents - Insurance, Hold Harmless, Not-For-Profit

### A. INSURANCE CERTIFICATE Sample

I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of the district as an additional insured on the permittee's insurance policies.

II. The policy naming the district as an additional insured shall:

- Be an insurance policy from an A.M. Best rated "secure" or better insurer, licensed in New York State.
- State that the organization's coverage shall be primary and non-contributory coverage for the district, its Board, employees and volunteers.
- The district shall be listed as an additional insured by using endorsement CG 2026 or equivalent. A completed copy of the endorsement must be attached to the certificate of insurance.
- At the District's request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.

III. The permittee agrees to indemnify the district for any applicable deductibles and self-insured retentions.

IV. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.

V. Required Insurance:

- **Commercial General Liability Insurance**
  - \$1,000,000 per occurrence/ \$2,000,000 aggregate, with coverage for athletic participants.

VI. Permittee acknowledges that failure to obtain such insurance on behalf of the district constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the district. The permittee is to provide the district with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.

VII. The district is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the district but also the NYSIR, as the district's insurer.

**B. HOLD HARMLESS AGREEMENT - HOLD HARMLESS (Sample)**

**C. NOT-FOR-PROFIT - NOT-FOR-PROFIT / Tax Exempt Certificate (Sample)**

1. All applications are subject to cancellation in the event of conflict with school activities, or for any other reason deemed necessary by the Board of Education.
2. In the event of school closing due to inclement weather, it is the **responsibility of the organization** to verify facility use and notify its members. Damages to fields will be billed to the organization causing said damage.
3. The building Principal's Office must be notified of cancellation of any activity at least 24 hours in advance in order to avoid being invoiced for the use of facilities applied for.

4. It is the responsibility of the organization to provide adequate adult supervision and maintain order at all functions. The organization on the application shall be responsible for any damage to school property.
5. Only the facilities, grounds and equipment approved in the application can be used. Confirmed use of anything other than that applied for shall become the responsibility of the applicant and shall appear on the applicant's invoice.
6. All school owned electrical, electronic or audiovisual equipment is to be operated by **District Personnel only**.
7. The use of Tobacco or tobacco containing products is **strictly forbidden** anywhere on school property. This applies to the fields, parking lots and surrounding grounds as well as the buildings.
8. Alcoholic Beverages **are not permitted** on school premises unless approved by the Superintendent of Schools per Board of Education Policy prior to requested date.
9. All decorations must be of fire resistant materials. These materials must be removed at the conclusion of the event.
10. For Kitchen services, you must contact the Director of Food Services to arrange use of the kitchen. There will be a separate charge for Food Services staff.
11. Prohibited are the following:
  - a. Attachment of screws, bolts, tape, etc. to walls, fixtures, floors, etc.
  - b. Obstruction of any corridor, door or passageway.
  - c. Alteration or relocation of equipment.
  - d. Painting of scenery or decorations on walls, floors, ceilings, etc.
  - e. Digging holes or erecting signs, etc., on fields.
12. Usage fees have been established in accordance with the regulations of the Board of Education and are subject to change. Fees for Custodial services will be charged when the facility is used beyond the hours the Custodial staff is normally on duty and when admission is charged. Custodial service charge will include ½ hour before and ½ hour after the scheduled time of event. If further cleanup or maintenance is required to bring the facilities back to the condition prior to the event, the applicant will be charged accordingly.

#### **4. MAPS**

KPS & KES

MPES

GFMS

CHS

**USE OF FACILITIES FEES  
2017 – 2018 SCHOOL YEAR**

**BUILDING AND GROUNDS RATES**

Facility Used Per One Hour Activity	2015-2016	2016-2017	2017-2018
Auditorium/Casey Hall	\$ 28.00	\$ 28.00	\$ 28.00
Cafeteria	\$ 21.00	\$ 21.00	\$ 21.00
Classroom	\$ 7.00	\$ 7.00	\$ 7.00
Concession Stand (Indoor & Outdoor)	\$ 7.00	\$ 7.00	\$ 7.00
Courtyard – 80 Wing	\$ 7.00	\$ 7.00	\$ 7.00
Exterior Basketball Court		\$ 7.00	\$ 7.00
Grounds/Playfield	\$ 7.00	\$ 7.00	\$ 7.00
Gymnasium	\$ 28.00	\$ 28.00	\$ 28.00
Parking Lot	\$ 7.00	\$ 7.00	\$ 7.00
Tennis Court, per court	\$ 15.00	\$ 15.00	\$ 15.00
*Turf Field	\$ 155.00	\$ 155.00	\$ 155.00
*Turf Field with Lights	\$ 200.00	\$ 200.00	\$ 200.00
*Turf Field – With or Without lights District approved community groups	\$ 54.00 / \$ 72.50 - Sunday	\$ 54.00 / \$ 72.50 - Sunday	\$ 54.00 / \$ 72.50 - Sunday

**\*Turf Field Rate Includes Custodial Charges**

Overtime charges apply after 10:00 p.m. weeknights and on Saturdays. Double Time charges apply to Sundays and Holidays at the following rates:

CUSTODIAL OVERTIME RATES PER HOUR	2015-2016	2016-2017	2017-2018
Overtime	\$ 54.00	\$ 54.00	\$ 54.00
Double Time	\$ 72.50	\$ 72.50	\$ 72.50