

# Building Use Form Terms and Conditions



**School functions will take precedence over all activities by non-school groups.**  
**Facilities should be requested more than 30 days in advance of date to be used.**

**Request should be no sooner than September 1 for current calendar school year.**  
**Limits on length of request may be imposed by school officials.**

**THE UNDERSIGNED WILL PAY THE BOARD OF EDUCATION A FEE TO DEFRAY EXPENSES ACCORDING TO THE FOLLOWING SCHEDULE:**

LOCATION	FEE	MEMO
<b>Auditorium</b> – High School <ul style="list-style-type: none"> <li>• Light Usage, District Employee or Designee</li> <li>• Sound Equipment, District Employee or Designee</li> </ul>	\$200.00 \$ 20.00 \$ 20.00	Up to Four (4) Hours, \$25.00 Per Hour Thereafter Per Hour Per Hour
<b>Large Group Instruction Room</b> – High School (LGI)	\$ 50.00	Per Occasion
<b>Cafeteria</b> – All Buildings	\$ 20.00	Per Occasion
<b>Pool</b> <ul style="list-style-type: none"> <li>• Compliance with pool use after school hours CCSD Policy will be required</li> </ul>	\$ 30.00	Per Hour
<b>Weight Room</b>	\$ 20.00	Per Occasion
<b>Gymnasiums</b> – All Buildings District Wide	\$ 50.00	Per Occasion
<b>Athletic Fields</b> <ul style="list-style-type: none"> <li>• Comet Field/Track</li> <li>• Use of Lights</li> </ul>	\$200.00 \$ 30.00	Per Occasion Per Hour
<b>Custodial Use</b> <ul style="list-style-type: none"> <li>• For use that falls outside normally scheduled shifts or additional staff required</li> </ul>	\$ 30.00	Per Hour

**Each Group will designate a supervisor that will work with the appropriate administrator before the event and custodial staff during the event for proper care and use of the facility.**

1. The undersigned will be expected to reimburse the District for additional costs associated with excessive clean-up.
2. The undersigned will be expected to maintain order. At the request of school officials, undersigned will provide law enforcement and/or sufficient attendants to control parking and to protect facilities.
3. The organization is expected to reimburse the District for loss or damage to school property resulting from such use.
4. The undersigned will indemnify the District & Board from any and all claims for injury or damage of whatever nature arising out of such use.
5. The organization shall supply the District with a certificate of insurance naming Carthage Central School District as "Additional Insured" or submit a signed waiver.
6. The undersigned will not pay any school employee wages, tips, gratuities or gifts for work in connection with such use. The District will compensate for such work.
7. A written report of any and all accidents or damage must be immediately reported to the Business Official.
8. The custodial staff will neither police nor supervise the area. But will admit the undersigned to the building.
9. When using the cafeteria kitchens, the undersigned will use at least one of the regular staff at a predetermined rate of pay.
10. It is always within the power of the District to revoke a granted use.
11. The undersigned will cooperate with the school so that school activities have first priority for parking facilities and other facility use.
12. If requesting the use of the pool, the undersigned must attach a lifeguard's current certification.
13. Use of lights must be requested before the event. Lights will be turned on and off by custodial staff or an approved event supervisor.
14. Waiver of fees can be requested for special circumstances and must be Board approved.
15. The organization will abide by New York State Law regarding all buildings and grounds of the Carthage Central School District. School premises are smoke-free. Please remind any spectators and users of these facilities of this law.

**Please fill out the application attached.**

# Application for Use of District Facilities



Name of Organization	Tax Exempt Number	Non-Profit Organization	
		YES	NO

## Person Representing Organization

<b>Name:</b>	<b>Contact Phone Number During Event:</b>
<b>Address:</b>	<b>Home Phone:</b>
	<b>Work Phone:</b>

Building	Area Desired

### Specify Additional Needs for Request (Appropriate fees will apply)

Comet Stadium Lights	Pool Life Guard(s)	Auditorium Sound	Auditorium Stage Lighting	Other (Please Specify)

Date(s) Requesting	Time Start	Time End	Purpose

As a representative of the above organization, I have read the terms and conditions are outlined on the reverse of this form and agree to abide by same.

Signature of Representative	Date

### THIS SPACE FOR DISTRICT USE ONLY

Date Application Received	Building Request Available		Maintenance Coverage Available		Applicable Fees	Amount
	YES	NO	YES	NO	Facility Fee	\$
					Comet Stadium Lights	\$
					Pool Life Guard (s)	\$
					Auditorium Sound	\$
					Auditorium Stage Lighting	\$
					Other	\$
					<b>Total</b>	<b>\$</b>

Please sign, date and pass on to the next person below:

Signature Building Principal/Date	Signature Appropriate Director/Date	Facilities Director/Date	Business Official/Date

APPROVAL	
YES	NO

Signature of Superintendent	Date



## Definitions

**Fees-** basic facility use charge.

**Related Cost-** extra cost to the district (lights, extra custodians, etc.)

## Group or Organization

**School and School Related Activities-** School activities are defined as activities directly conducted by school authorities, such as musicals, plays, class or club sponsored events, open house, athletics, and intramural athletics. School related activities are defined as activities sponsored by organizations or groups/individuals directly related with the school, including parents groups, committees appointed by the Board, continuing education activities, school related athletic and curricular activities, and other educationally related enrichment activities.

**\*No fees or related costs will be assumed.** The district covers all costs. These uses will be officially scheduled and approved by school authorities.

**Town/Village Recreation Department Activities-** Recreation department activities include those sponsored by any governmental or governmental sanctioned organization for the benefit/recreation of the youth of the governmental entity. This definition is broadened to include access by properly sanctioned Fort Drum youth centered activities. It also includes community sponsored athletic activities (AYSO, Peewee, Babe Ruth, American Legion, Pop Warner, School Based Athletic Clubs etc.).

**\*No fees charged only related expenses apply.**

**All Other Community Organizations and Groups-** This category includes other organizations legally entitled to use the facilities (scout organizations, veterans organization, local business, etc.) as well as adult recreation groups who utilize the facilities on a casual basis.

**\*No fees charged only related expenses apply.**

**Other Educational Institutions-** This will include public and private K-12 schools. Also included are public or private colleges and universities.

**\*All fees and related expenses will be charged.**

**Official Regional, State, and National School Sanctioned Events-** This may include league, sectional, and state athletic contests. Non-athletic events may include area-all state, JROTC, Odyssey of the Mind, spelling bees, etc. These events would be sponsored by and/or for school aged children.

**\*No fees charged only related expenses apply.**

**Non-Community Organizations-** These may be scheduled on a space available basis, subject to the payment of fees, when, in the opinion of appropriate school authorities (the superintendent or his/her designee) these organizations will have an enriching effect on the community. These may include cultural, entertainment, or other activities not prohibited by law or this policy.

**\*All fees and related expenses will be charged**