

## BUILDING/FACILITIES & FIELD USAGE REQUEST

All applications for facility use must be submitted at least two weeks prior to request date.

**Type of Event:** (please check)

<b>Athletics</b> <input type="checkbox"/>	<b>Community Use</b> <input type="checkbox"/>	<b>Fine Arts</b> <input type="checkbox"/>	<b>School Activity / Meeting</b> <input type="checkbox"/>
---	---	---	---

Building requested: APW Elementary School ☐ APW JR/SR HS ☐ Transportation Facility ☐

Room/Facility requested \_\_\_\_\_

Date (s) \_\_\_\_\_

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
------	------	-------	------	--------	------	------

**Actual Time of Event:** Start \_\_\_\_\_ End \_\_\_\_\_

Times Requested: From \_\_\_\_\_ To \_\_\_\_\_

Purpose \_\_\_\_\_

*Profit making organizations and individuals must secure sponsorship by a tax-exempt or not-for-profit organization whose charter or focus includes serving the needs of the children, such as senior class, booster club, drama club, or other such organization.*

**Name of APW CSD Sponsoring Organization** \_\_\_\_\_

**Name of APW Sponsoring Organization Contact Person:** \_\_\_\_\_

### APPLICANT PLEASE PRINT

Date submitted \_\_\_\_\_ Day time phone number \_\_\_\_\_ Alternate phone number: \_\_\_\_\_

Application Submitted By: \_\_\_\_\_ EMAIL Address: \_\_\_\_\_

Address: \_\_\_\_\_ /Town/Village \_\_\_\_\_ /Zip Code \_\_\_\_\_

*Please identify below those building areas &/or equipment needed:*

Auditorium _____	Stage lighting _____	Music stands _____
Band Rms. _____	Sound system _____	Audio or video monitor _____
Classroom(s)# _____	Projection equip. _____	Speaker's podium _____
Gym(s) # _____	Locker rooms _____	Library _____
Cafeteria _____	Kitchen * _____	Special needs _____

Set-up Instructions: \_\_\_\_\_

Breakdown instructions: \_\_\_\_\_

*Please note: If the lighting and sound equipment is needed, the organization will be charged \$22.50/hr for personnel.*

*\*Organizations wishing to use the kitchen facilities must have a school lunchroom person on duty during period of kitchen use; the organization will be charged in accordance with the attached fee schedule.*

<b>Number of APW students participating</b> _____	<b><u>Total number of participants</u></b> _____
<b>Total number of spectators</b> _____	<b><u>Total number of supervisors</u></b> _____

Playing fields(s) **SPECIFY WHICH FIELDS:** \_\_\_\_\_

Is admission to be charged? \_\_\_\_\_ Price per ticket \_\_\_\_\_

If a profit organization, name of non-profit organization to receive proceeds from admission fees  
(documentation must be attached to this effect): \_\_\_\_\_

**We, the undersigned**, agree to the following terms and conditions in accordance with the use of buildings and grounds in the APW School District, as per this agreement. We also attest that we have read and shall abide by the attached policy stipulations:

1. Request for building use shall contain the ***signature of the individual*** who shall indicate, by virtue of their signing this agreement, that they (a) **represent the organization indicated above** and (b) ***personally guarantee payments and all other obligations of this agreement.***
2. No association or organization is entitled, as a matter of right, to use school facilities, but must apply in writing and in advance to the discretion Superintendent of Schools and of the Board of Education.
3. If a ***“for profit organization”*** wishes to use school facilities, documentation must be provided, prior to usage, to show that ***proceeds from admission fees are given to a “not-for-profit organization”.***
4. Organizations must provide an adult, 21 years of age or older, to preserve order, supervise their functions and also agree to be liable for all costs for injury or damages to persons or property due to lack of proper and adequate supervision. To this end, the organization will provide a **Certificate of Liability for a minimum amount of \$100,000 for non-physical activities and \$1,000,000 for physical activities** with the APW School District named as an additional insured. Supervision may incorporate custodians, cafeteria workers, etc., on location, if necessary. ***The Superintendent of Schools, or his designee, shall determine the number of personnel such as custodians, cafeteria workers, etc., which may be required for a particular function or functions.***
5. Outside organizations that have been approved to use school facilities, are ***required to be out of the building by 11:00 p.m.***
6. All buildings and grounds, unless otherwise specified shall be left in the same condition in which they were found. Any incurred damages, aside from normal wear and tear, shall be borne by the organization. Damages incurred, as a direct outgrowth of the function shall also be borne by the organization.
7. The right to revoke an agreement at any time is reserved by the Superintendent of Schools and/or the Board of Education.
8. The rental fees shall be in accordance with the rates established by the APW School District. During after school hours, or when custodians are normally not in the building, or when the Superintendent or his designee determines if additional custodians are necessary, the organization hereby agrees to pay for the use of school custodians (and any other district employees) at the rates established by the APW School District. The rates are as appears on the attached ***fee schedule***. Fees for required outside personnel, such as policemen or firemen, shall be borne by the organization using the school facility.
9. The organization agrees that payments shall be made within 30 days of the day of billing.
10. We, the undersigned have read the terms and conditions stated above, and we agree to abide with such, as well as with the conditions specified in the fee schedule.

**State law prohibits the use of alcohol on school grounds or in school buildings.**  
***This will be strictly enforced and any infraction will mean immediate cancellation of use of school facilities.***

Please CHECK:      ☐ **LIABILITY INSURANCE ON FILE**      ☐ **LIABILITY INSURANCE ATTACHED**

Date: \_\_\_\_\_

\_\_\_\_\_  
***Signature and Title of Applicant***

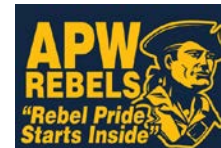
Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_ Recommended: \_\_\_Yes \_\_\_No

Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_ Recommended: \_\_\_Yes \_\_\_No

Buildings/Grounds: \_\_\_\_\_ Date: \_\_\_\_\_ Recommended: \_\_\_Yes \_\_\_No

Supt. of Schools: \_\_\_\_\_ Date: \_\_\_\_\_ Recommended: \_\_\_Yes \_\_\_No

# Altmar-Parish-Williamstown Central School District



## NON-STUDENT ORGANIZATIONS – FEE SCHEDULE

Organizations using school facilities are responsible for insuring that no damage, misuse of the building, or equipment, is tolerated, and that the rooms are placed in order. It is understood that the organization may be charged for any additional expense incurred by the school district for damages or additional cleaning. All organizations must supply sufficient adult supervision for the facilities requested.

School	Auditorium / Stage Sq. Ft	Auditorium / Stage Fee	Gym Sq. Ft.	Gym Fee	Cafeteria Sq. Ft.	Cafeteria Fee
APW JR/SRHS	4000	\$65	6432	\$55	3400	\$35
APW ELEM.	N/A		6336	\$45	3000	\$35

### ***REHEARSALS – PERFORMING ARTS EVENTS***

Elem. Band Room – 1200 sqf. - \$19/per event	HS Band Room – 1600 sqf. - \$21/per event
--	---

### ***PRACTICE SESSIONS – GYM – Custodial Charges***

High School	\$22.50/per use
Elementary School	\$22.50/per use
Locker Room	\$25/per use

### ***OTHER INDOOR FACILITIES***

#### ***Night***

Classroom	\$15/per use + \$22.50/custodial service
JR/SR HS Media Center	\$35/per use + \$22.50/custodial service
Elem. Media Center	\$35/per use + \$22.50/custodial service

***CUSTODIAL FEE - \$22.50/hour; Grounds Worker & Equipment - \$22.50/hour; Food Service Worker - \$20.00/hour. Kitchens may not be used by guests/volunteers/employees, or students; only trained APW Food Service Workers may access the kitchen area. Prior approval of School Lunch Manager is required! Overtime may be charged where applicable.***

### **ATHLETIC FIELDS** (per day / per event charge)

#### **First Time Marking:**

Track	Football	Lax Boys	Lax Girls	Baseball	Soccer	Softball	Field Hockey

#### **Re-Markings:**

Track	Football	Lax Boys	Lax Girls	Baseball	Soccer	Softball	Field Hockey

The fee of \$\_\_\_\_\_ will be charged (plus any additional charges as may be incurred for damages or cleaning). For additional information on fee schedule, please contact: David Poore, Superintendent of Buildings & Grounds (315) 625-5295 OR, [dpoores@apw.cnyric.org](mailto:dpoores@apw.cnyric.org)

# APW Board of Education Policy #3280

## “COMMUNITY USE OF SCHOOL FACILITIES”

It shall be the policy of the Board to encourage the greatest possible use of school buildings for community-wide activities. This is meant to include use by recognized civic, social and fraternal and religious organizations. Groups wishing to use the school facilities must secure written permission from the Superintendent and abide by the rules and regulations established for such use. The Superintendent, at his/her discretion, may consult with the Board of Education. Adopted: May 26, 1994

**Education Law Section 414:** Schoolhouses and the grounds connected therewith and all property belonging to the district shall be in the custody under the control and supervision of the trustees or Board of Education of the District. The Board of Education may adopt reasonable regulations for the use of such schoolhouses, grounds or other property, all portions thereof, when not in use for school purposes or when the school is in use for school purposes if in the opinion of the Board of Education use will not be disruptive or normal school operations, for such other public purposes as are herein provided. Such regulations shall provide for the safety and security of the pupils and shall not conflict with the provisions of this section and shall conform to the purposes and intent of this section and shall be subject to review on appeal to the commission of education as provided by law. The Board of Education of each district may, subject to regulations adopted as above provided, permit the use of the schoolhouse and rooms therein, and the grounds and other property of the district, when not in use of school purposes or when the school is in use for school purposes if in the opinion of the board of education use will not be disruptive or normal school operations, for any of the following purposes:

- a) For the purpose of instruction in any branch of education, learning or the arts.
- b) For public library purposes, subject to the provisions of this chapter, or as stations of public libraries.
- c) For holding social, civic and recreational meetings and entertainment's, and other uses pertaining to the welfare of the community, but such meetings, entertainment and uses shall be non-exclusive and shall be opened to the general public. Civic meetings shall include, but not be limited to, meetings of parent associations and parent-teacher associations.
- d) For meetings, entertainment's and occasions where admission fees are charged, when the proceeds thereof are to be expended for an educational or charitable purpose, but such use shall not be permitted if such meetings, entertainment's and occasions are under the exclusive control, and the said proceeds are, to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval and marine service of the United States and organizations of volunteer firefighters or volunteer ambulance workers.
- e) For polling places for holding primaries and elections and for the registration of voters and for holding political meetings. But no meetings sponsored by political organizations shall be permitted unless authorized by a vote of a District Meeting, held as provided by law or, in cities by the Board of Education thereof. Except in cities, it shall be the duty of the trustees or Board of Education to call a special meeting for such purpose upon the petition of at least 10% of the qualified electors of the District. Authority so granted shall continue until revoked in like manner and by the same body as granted.
- f) For civic forums and community centers. Upon the petition of at least 25 citizens residing within the District or city, the trustees or Board of Education in each school district or city shall organize and conduct community centers for civic purposes and civic forums in the several school district and cities, to promote and advance principles of Americanism among the residents of the state. The trustees or Board of Education in each school district or city, when organizing such community centers or civic forums, shall provide funds for the maintenance and support of such community centers and civic forums, and shall prescribe regulations for their conduct and supervision, provided that nothing herein contained shall prohibit the trustees of such school district or the Board of Education to prescribe and adopt rules and regulations to make such community centers or civic forums self-supporting as far as practicable. Such community centers and civic forums shall be at all times under the control of the trustees or Board of Education in each school district or city, and shall be non-exclusive and opened to the general public.
- g) For classes of instruction for mentally retarded minors operated by a private organization approved by the Commissioner of Education.
- h) For recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
- i) To provide child care services during non-school hours, or to provide child care services during school hours for the children of pupils attending the schools of the district and, if there is additional space available, for children of employees of the district. Such determination shall be made by each district's board of education, provided that the cost of such care shall not be a school district charge but shall be paid by the person responsible for the support of such child; the local social services district as authorized by law; or by any other public or private voluntary source of any combination thereof.
- j) For licensed school-based health, dental or mental health clinics. (i) For the purposes of this subdivision, the term "licensed school-based health, dental or mental health clinic" means a clinic that is located in a school facility of a school district, is operated by an entity other than the school district and will provide health, dental or mental health services during school hours and/or non-school hours to school-age and preschool children, and that is: (1) a health clinic approved under the provisions of chapter one hundred ninety-eight of the laws of nineteen hundred seventy-eight; or (2) another school-based health or dental clinic licensed by the department of health, pursuant to article twenty-eight of the public health law; or (3) a school-based mental health clinic licensed or approved by the office of mental health pursuant to article thirty-one of the mental hygiene law; or (4) a school-based mental health clinic licensed by the office of mental retardation and developmental disabilities pursuant to article sixteen of the mental hygiene law. (ii) Health professionals who provide services in licensed school-based health, dental or mental health clinics shall be duly licensed pursuant to the provisions of title eight of this chapter unless otherwise exempted by law and shall be authorized to provide such services to the extent permitted by their respective practice arts. (iii) Except where otherwise authorized by law, the cost of providing health, dental or mental health services shall not be a charge upon the school district, and shall be paid from federal, state or other local funds available for such purposes. Building space used for such a clinic shall be excluded from the rated capacity of the school building for the purpose of computing building aid pursuant to subdivision six of section thirty-six hundred two of this chapter or aid pursuant to subdivision five of section nineteen hundred fifty of this chapter. (iv) Nothing in this paragraph shall be construed to justify a cause of actions for damages against a school district by reason of acts of negligence or misconduct by a school-based health, dental or mental health clinic or such clinic's officers or employees.
- k) For graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.
- l) The trustees or board of education shall determine the terms and conditions for such use which may include rental at least in an amount sufficient to cover all resulting expenses for the purposes of paragraphs (a), (b), (c), (d), (e), (g), (i), (j) and (k) of subdivision one of this section. Any such use, pursuant to paragraphs (a), (c), (d), (h), and (j) of subdivision one of this section, shall not allow the exclusion of any district child solely because said child is not attending a district school or not attending the district school which is sponsoring such use or on which grounds the use is to occur.