

MONROE-WOODBURY CENTRAL SCHOOL DISTRICT

EDUCATION CENTER, 278 ROUTE 32, CENTRAL VALLEY, NY 10917

Phone: 460-6200

www.mw.k12.ny.us

APPLICATION FOR USE OF SCHOOL FACILITIES BY NON-SCHOOL RELATED ORGANIZATIONS

APPLICATION MUST BE MADE NO LESS THAN TWO WEEKS PRIOR TO INTENDED DATE OF USE

PLEASE COMPLETE AND RETURN ALL COPIES TO THE BUILDING PRINCIPAL OF THE FACILITY FOR WHICH THE APPLICATION IS BEING MADE WITH A NON-REFUNDABLE \$25.00 APPLICATION FEE—CHECK PAYABLE TO MONROE-WOODBURY CENTRAL SCHOOL DISTRICT (MWCSO)

Name of School or Facility to be Used	Rooms to be Used
Groups/Organization using the High School Auditorium - Audio Visual Department approved personnel are required for use of lighting, sound and wings.	
Date or Dates	Time: From: _____ To: _____
Group or Organization Requesting use of School Facilities	Phone _____ Email _____
Representative of Group or Organization	Estimated Number of Attendees Adults _____ Children _____ Total estimated _____
Representative's Address	
Will Admission be Charged? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, State Amount \$ _____	How will Admission Funds be Used?
Will Kitchen or any kitchen equipment be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Kitchen may not be entered without kitchen staff present. The school district will invoice the using group or organization for the services of this employee.
If refreshments are served, give details.	
Describe Nature of Activity/Special Services	
Describe Method of Supervision	
<p>AGREEMENT:</p> <p>The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the District for the use and care of the facilities. He/she, on behalf of _____ does hereby covenant and agree to defend, indemnify and hold harmless the Monroe-Woodbury Central School District 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 Monroe-Woodbury Central School District's property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of _____.</p> <p>_____ understands and agrees that its use of Monroe-Woodbury Central School District's 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").</p> <p>_____ agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.</p> <p style="text-align: center;">"The undersigned hereby certifies that he/she has read, fully understands, and agrees to abide with all the regulations and conditions set forth in Rules and Regulations/Fees for the Use of School Facilities by Non-School Related Organizations."</p> <p style="text-align: center;"><i>Authorized Representative of Group or Organization Requesting Use</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date of Application Sign Here</p>	

THE USE OF A SCHOOL FACILITY IS SECONDARY TO THE EDUCATION PROGRAM AND USE BY A NON-SCHOOL RELATED ORGANIZATION MAY BE CANCELLED, TEMPORARILY OR PERMANENTLY, IF THE FACILITY IS NEEDED FOR ITS PRIMARY PURPOSE.

THE SCHOOL FISCAL YEAR EXTENDS FROM JULY 1st TO JUNE 30th AND THIS APPLICATION, IF APPROVED, IS VALID ONLY UNTIL JUNE 30th OF THE SCHOOL YEAR IN WHICH APPROVAL WAS GRANTED.

DO NOT WRITE BELOW THIS LINE FOR USE OF SCHOOL DISTRICT ONLY

Building Principal <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date Approved _____	Signature _____
Remarks		
Director of Buildings and Grounds <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date Approved _____	Signature _____
<p>APPLICANT NOTE: THIS APPLICATION IS HEREBY APPROVED BASED ON CONDITION(S) CHECKED BELOW:</p>		
Fee Required For: <input type="checkbox"/> Custodial <input type="checkbox"/> Kitchen Employee <input type="checkbox"/> Heat <input type="checkbox"/> Electricity <input type="checkbox"/> Security	<input checked="" type="checkbox"/> Insurance Certificate Required	
Remarks		

The Board of Education reserves the right to deny the use of school grounds and/or facilities to anyone if, in the opinion of the Board, it would not be in the best interest of the school district. **Distribution: Director of Buildings and Grounds; Building Principal; Building Custodian**

MONROE-WOODBURY CENTRAL SCHOOL DISTRICT
RULES & REGULATIONS/FEES FOR THE USE OF SCHOOL FACILITIES BY
NON-SCHOOL RELATED ORGANIZATIONS

Use of Facilities Rules and Fees

July 1, 2018

Fee Structure:

Application Fee

➤ A non-refundable \$25.00 application fee will be charged for each application.

This application fee will be handed in with the application and sent to the Buildings and Grounds Office once it has been approved by the Building Principal. An application will not be accepted without the fee.

- Groups such as the Boy Scouts/Girl Scouts will be charged one application fee per troop for the school year. If a troop schedules other events during the year, they do not have to pay another application fee. This fee will cover all events for the troop for the school year.
- PTA groups do not pay the application fee at all.
- Groups that schedule use of the District's gyms or fields will be charged one application fee for the season for each gym/field used.
- All other groups must pay for each Facilities Use form completed.

Payment of the application fee must be paid by check payable to the Monroe-Woodbury Central School District.

➤ Monroe-Woodbury CSD groups/organizations are defined as a group/organization that is located within the geographic area covered by the district. These groups/organizations will be charged \$35.00 per custodial hour after normal working hours.

➤ Non-payment of invoices voids future use of facilities until all outstanding invoices are paid.

➤ Any use of District kitchens requires school lunch personnel to be on site. The group/organization will be charged based on the total hours worked.

➤ If security is required, as determined by the District, \$35.00 per security hour after normal working hours will be charged.

Required Insurance:

All users must provide the following insurance prior to using facilities. **Failure to do so prior to use will result in revocation of your permit.**

- A. The user hereby agrees to name the district as an unrestricted additional insured on the user's policy.
- B. The policy should name the district as additional insured and shall:
 - be an insurance policy from an A.M. Best rated "secured" New York State insurer, permitted to do business in New York State;
 - contain a 30-day notice of cancellation;
 - state that the organization's coverage shall be primary and non-contributory coverage for the district, its Board, employees and volunteers;
 - additional insured status shall be provided with ISO endorsement CG 20 26 11 85 or its equivalent.
- C. The user agrees to indemnify the District for any applicable deductibles.
- D. Required Insurance:
 - Commercial General Liability Insurance - \$1,000,000 per occurrence/\$2,000,000 aggregate.
- E. User 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 user is to provide the district with a Certificate of Insurance and additional insured Endorsement, evidencing the above requirements have been met. The failure of the district to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.

The district is a member/owner of the New York 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 NYSIR, as the district's insurer.

Other:

- When district is closed or dismisses early for weather, all buildings are closed to outside groups.
- All buildings are closed to outside groups on days designated as "buildings closed holidays."

**MONROE-WOODBURY CENTRAL SCHOOL DISTRICT -
 CALENDAR OF BUILDINGS CLOSED DATES
 2018-2019**

Monroe-Woodbury buildings will be closed on the following days:

Month	Date	Day of the Week	Holiday
July	4	Wednesday	Independence Day
September	3	Monday	Labor Day
	10	Monday	Rosh Hashanah
	19	Wednesday	Yom Kippur
October	8	Monday	Columbus Day
November	12	Monday	Veterans Day
	22	Thursday	Thanksgiving Recess
	23	Friday	Thanksgiving Recess
December	24	Monday	Winter Recess
	25	Tuesday	Winter Recess
January	1	Tuesday	Winter Recess
	21	Monday	Martin Luther King, Jr. Day
February	15	Friday	President's Weekend
	18	Monday	President's Weekend
April	18	Thursday	Spring Recess - Holy Thursday
	19	Friday	Spring Recess - Good Friday
	22	Monday	Spring Recess*
May	27	Monday	Memorial Day Weekend

PUBLIC USE OF SCHOOL FACILITIES

The Board of Education recognizes the capital investment the district has in its school plant and facilities and believes that these buildings and facilities should be used for legitimate community use within the framework outlined by Education Law.

Education Law states in part that a Board may permit the use of school buildings and grounds, to non-profit organizations when not in use for school purposes, for any of the following purposes:

“For holding social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public.

For meetings, entertainment and occasions where admission fees are charged, when the proceeds thereof are to be expended for the educational or charitable purpose; but such use shall not be permitted if such meetings, entertainment 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 of 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” (Education Law – 414).

The Board encourages the use of its facilities by groups and organizations when their purposes and objectives contribute to the benefit of the school district or the school community – and has directed the school administration to develop and promulgate administrative regulations.

Section I – Permit Application

An application for a permit to use school buildings and grounds must be submitted at least two weeks prior to the use date.

A completed application consists of:

1. **Use of Facilities Application form** - available on the District website (<https://www.mw.k12.ny.us/community/facilities-use>). It may be downloaded and completed by hand, or it may be completed as an online form using Adobe Reader, then emailed to the Building Principal or Athletic Director depending on the building/grounds being requested for use;
2. **\$25.00 Application fee**
3. **Proof of general liability insurance.** See Required Insurance.

The application will be reviewed to ascertain whether the area requested has been reserved.

Upon approval by the Principal or Athletic Director, the Application will be forwarded to the office of the Director of Buildings and Grounds.

The Director of Buildings and Grounds will approve or disapprove the Application and notify the applicant by forwarding the Application to the individual(s)/group(s) requesting the facility.

Section II – Priority

Priorities established for the use of school buildings or grounds are as follows:

Only MWCSO Non-Profit organizations or groups will be granted permission to use school facilities.

GROUP I:

First priority use is reserved for direct school related activities. These are school activities such as athletic practices, athletic contests, meetings, plays, programs, etc. which are run by school personnel or PTA for students and the community. Most of these activities are considered an extension of the regular school program.

GROUP II:

Second priority use is reserved for non-profit organizations who reside within the confines of the Monroe-Woodbury Central School district boundaries. Examples of these groups who have traditionally used the school facilities and fall within this category are as follows: scouts, village and/or town recreation programs, village and/or town fire departments, village and/or town police departments and/or cultural societies.

Section III – Rules and Regulations

All permits shall be issued in accordance with the following terms and conditions which the Board of Education, may, from time to time, amend:

- The school district has the right to refuse any group that might be too large to accommodate in the school building and/or grounds.
- Groups I and II will schedule, to the best of their ability, so as to limit school building use to normal business hours. This “best effort” will reduce the school district’s cost to operate a building when it is normally closed.

In order to facilitate the cleaning of buildings, a schedule for use of various facilities has been developed by each Building Principal. Based upon cleaning needs of each facility, it is possible that applications may not be approved to allow for scheduling cleaning of various areas.

- No rental shall be charged to District organizations during normal working hours, except in an Austerity Year.
- Should a facility be used by a municipality for the purpose of registration or voting at a time when custodial service is not normally available, the requirement for custodial services, as described in the aforementioned, will be waived.
- Should a group require custodial services at a time when custodians are not normally on duty, arrangements must be made for a custodian through the Building Principal. If in the opinion of the Building Principal the time required by custodial personnel is significant, the custodian(s) will be paid overtime by the district and the group will reimburse the district for such expenses. The custodian must be paid a minimum of three hours pay in cases in which an organization cancels the use of a facility within twenty-four (24) hours of the actual use. Movement of equipment requires a custodian and, therefore, should not be moved without first consulting a custodian.
- If a group does not show up for use of scheduled facility and does not notify District/School Custodian, the group will be subject to the district fees for the time the group was scheduled to use the facility.
- If the school kitchen is used for cooking purposes, a school district cafeteria employee must be present. The entire procedure would be under her supervision including any clean-up of the kitchen which must

be accomplished after the program. Payment for the cafeteria employee will be based upon the actual amount paid to the individual on duty at the time. Payment will be made to the individual by the school district, and the organization using the facilities will be billed to reimburse the school district. The cafeteria employee must be paid a minimum of three hours pay in cases in which the organization cancels the use of a facility within twenty-four (24) hours of the actual use.

- Any group that plans to prepare or serve food on Monroe-Woodbury Central School District property must obtain and display a Temporary Food Service permit from Orange County Department of Health. This applies to use of any of the District's kitchens, including the concession stand at the main athletic field campus. Contact the Orange County Department of Health to obtain the Temporary Food Service Permit:
 - a. <https://www.orangecountygov.com/DocumentCenter/View/4262/Non-Commercial-Temporary-Food-Service-Establishment-Application-PDF?bidId=>
- No special equipment that is the property of the school district will be used by an organization unless specific approval has been granted. If the request is granted:
 - a. Building and grounds must be left in the same condition in which they were found. The applicant must agree in advance to promptly pay for any loss or damage occurring during the use of buildings and/or grounds.
 - b. Adequate adult supervision must be provided at all times and it is the responsibility of the organization using the facility to provide that supervision.
 - c. The use of alcoholic beverages and tobacco products is strictly prohibited.
 - d. Putting up decorations or scenery, or moving pianos, or other furniture will be prohibited unless special permission is granted by the Building Principal.
 - e. Items may not be sold, exhibited, or displayed without the permission of the Building Principal.
 - f. Parking will be in designated areas only.
 - g. Groups will not be allowed to use lobbies or hallways for events.
- While the Board of Education carries adequate liability insurance for its own protection, all organizations granted permission to use school facilities are responsible for providing any additional insurance that they deem necessary for their own protection or as the Board may require. The Board of Education requires insurance protection, therefore, a certificate showing evidence of insurance and naming the school district as the insured must be submitted along with the Application prior to the actual use of the facility.
- The school district will assume no responsibility for properties left on the premises by the applicant.
- The school fiscal year extends from July 1st to June 30th. Applications for use may be made at any time during this period. All Applications will be terminated on June 30th of any given year and groups must reapply for use during the subsequent year. Application for any given school fiscal year may not be made until July 1st.
- All groups will abide by all rules and regulations established by the Board of Education. Groups who violate such rules and regulations will receive a letter outlining the violations. Should violations reoccur, the approval for use of the facility will be canceled.
- Representatives of groups must agree to be present at any meeting regarding the use of facilities called by the building Principal of the facility used.
- The use of a school facility is secondary to the Educational Program and use by non-school related organizations may be cancelled temporarily or permanently if the facility is needed for a school purpose.

- Notwithstanding anything herein to the contrary, the Board of Education reserves the right to deny the use of school facilities to anyone if, in the opinion of the Board, it would not be in the best interest of the school district.
- No keys to district facilities are to be given to any group. A school district employee must be on duty during the period that the facilities are being used. If a district employee is unavailable, the facility cannot be used.
- Because of the numerous groups within the district that may want to use buildings, no one group shall be issued a permit so as to exclude other groups.
- Use of facilities during the summer months may be limited so as to recognize the need for summer refurbishing of the district's buildings and grounds.
- Organizations using school buildings and grounds shall not sell, dispense, or permit the consumption of alcoholic beverages or tobacco products of any type on school district properties.
- Children will not be in district building(s) and grounds without adult supervision.
- Participants are to be kept in the room or area stated on the Application for which use permission was granted.
- Those who use the facilities are required to clean-up after using the room(s) or areas.
- No animals (except service animals)
- Those who use the facilities shall leave the premises at the hour specified on the Application Form.
- The permit shall be valid only for use of the particular area of the premises on the date or dates, at the hours, and for the purposes specified in the permit.
- The permit shall be exhibited, upon request, to any representative of the board, school district representative, principal, or custodial staff who request it.
- The permit is not transferable.
- Any permit may be cancelled without notice for failure to comply with the rules and regulations of the Board of Education or the Supervising Principal.
- All Federal and State Laws, Local Ordinances, and rules of the Police and Fire Departments regarding public assemblies MUST be strictly obeyed.
- The services of a custodian do not include erecting, or dismantling of scenery or equipment unless such scenery or equipment is the property of the Board of Education and such work is authorized by school authority.
- Scenery, palms, and other equipment provided by the holder of a permit must be removed from the building or permit area promptly after the termination of the use so as not to interfere with school activities, unless other arrangements have been made.
- The Board of Education, or its representative, shall at all times have free access to all parts of the school premises.
- The Permit holder assumes full responsibility for the preservation of order in the school buildings and grounds.
- Charges for use of school premises shall be imposed in accordance with the schedule of rates set forth herein. Any such charges may be reduced or waived by the Board of Education when, in its discretion, such reduction or waiver is warranted. Invoices will be sent monthly to include Custodial and Security charges. All fees will be paid by check payable to Monroe-Woodbury Central School District and must be submitted to the office of the Director of Buildings and Grounds. Any group with a balance for prior use will be denied access.

- It shall be the responsibility of the school district to insure that playground facilities are kept in a clean, safe and healthy condition. All playground facility users are to have one adult supervisor for every 12 children. An adult supervisor shall be 18 years of age or older.
- Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures. For example, point out posted procedures, directions for exiting, how to respond to fire alarms, etc.
- In the event of an accident, please notify the custodian on duty, or call the business office the next morning.
- Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
- Any damage to District facilities shall be promptly repaired at the user's expense.

Section IV – Facility Use Fees/Rates:

Group I

A fee will not be charged for direct school related activity.

Group II - Non-profit organizations residing within the district

An hourly rate will be charged to cover the school district staff during non-school hours.

Group II Additional Rates:

Custodial:

\$35.00 per hour (*Note: Fee is per custodian with a three-hour minimum*)

- 1 Custodian is needed for 150 people or fewer.
- Additional Custodians may be necessary for each additional 250 people in attendance.
- Example:
 - 1 Custodian – 150 people
 - 2 Custodians – 151 people to 400 people
 - 3 Custodians – 401 people to 650 people etc.

Sound/Light Technician:

(Note: This fee is for any time that this service is required.)

School Lunch Personnel:

(Note: Fee is charged anytime that this service is required.)

Security:

\$35.00 per hour (*Note: The security needs will be based on the number of participants and type of function. The number of security personnel will be at the school district's discretion.*)

School Kitchen Facilities / Sound & Light Equipment - Group II

When outside organizations request the use of the school district's kitchen facilities, a staff member from the school district's cafeteria staff must be available. All arrangements for use of kitchens shall go through the Food Service Manager for his/her approval. A fee will be charged dependent on the staff member's salary working the event.

When outside organizations request the use of the school district's Sound/ Light equipment, a staff member from the school district's Sound/Light Technicians must be present. A fee will be charged dependent on the staff member's salary working the event.