

PLATTSBURGH CITY SCHOOL DISTRICT  
PUBLIC USE OF SCHOOL FACILITIES EXHIBIT  
**USE OF FACILITIES APPLICATION**

**DIRECTIONS:**

1. All requests for use of school buildings must first be approved by the building administrator.
2. If request is approved, your organization will receive a PERMIT. This should be brought to the building custodian on the first scheduled date of use.
3. See last page for rates.
4. Insurance Certificate is required in advance for all established, on-going organizations in the amount of:  
Public Liability                      \$1,000,000  
Property Damage                      \$ 100,000  
This certificate must include the statement that: "Plattsburgh City School District is named as an additional named insured" and the specific school building requested.  
**READ CONDITIONS/RESTRICTIONS NUMBER 3, ON REVERSE SIDE FOR DETAILS.**
5. Use of school facilities is restricted by Board of Education Policy #1500-R, printed on the reverse side.
6. It is expected that all groups will treat the District's property with respect and will leave facilities in the same clean, usable state as which they are found. As such, groups which are exempt from paying for custodial coverage must make their own arrangements for managing trash. Further, groups using the District's outdoor facilities when the buildings are closed (no custodial coverage) will not have access to washrooms, water, etc. Groups who are deemed to by the District's Administration to have not left the facility as-found, will be issued a single warning. Any continued leaving of the District's facilities in sub-standard condition (subsequent to the single warning) will prompt the immediate discontinuation of said group's access to the District's facilities for a period of 365 days.
7. Supervision Required: General supervision by a policeman or fireman, if occasion demands, hired directly by the applicant. General Supervision by school custodian and/or kitchen staff. Supervision of lighting and use of control panel only by person authorized by the Principal. Applicant must pay charges directly to the person authorized.  
**Lifeguard Certifications must be attached for use of Stafford Middle School pool.**

**REQUESTED INFORMATION:** \_\_\_\_\_

Purpose \_\_\_\_\_ NAME OF ORGANIZATION \_\_\_\_\_  
Date(s) \_\_\_\_\_

Hours to Reflect Set-up Time, Function Time, Tear-down and Clean-up:

Event Will Begin At: \_\_\_\_\_ (a.m.) (p.m.) to \_\_\_\_\_ (a.m.) (p.m.) **Total Time** \_\_\_\_\_ **Hours**

School Facilities Requested \_\_\_\_\_  
Building \_\_\_\_\_ Room(s) \_\_\_\_\_

Auxiliary Equipment/Services Requested: \_\_\_\_\_

The organization above named will assume full responsibility for observance of all rules and regulations, the due and proper care of the property and agrees to financially reimburse the Board of Education for any damage or loss which may be incurred through the granting of the permit. In the event the organization shall not promptly meet obligations assumed in its behalf herein, the undersigned individual agrees to do so personally.

\_\_\_\_\_  
Date Name of Authorized Person, Please Print Signature of Authorized Person

\_\_\_\_\_  
Address Phone Number Fax Number

**Person in charge of the event (if different than person signing this form)** \_\_\_\_\_

**Phone Number**

**Please initial back of form regarding maximum capacity limits.**

Approved: \_\_\_\_\_  
Building Administrator (Sign Rate Sheet Also) Date

(Rev. 7/1/11) **(OVER PLEASE)**

PUBLIC USE OF SCHOOL FACILITIES – REGULATION

The Board of Education will permit the use of the buildings, grounds and other property of the district, when not in use for school business for any of the following purposes:

1. for instruction in any branch of education, learning or arts;
2. for holding social, civic, and recreational meetings and entertainments (such meetings shall be nonexclusive and open to the general public);
3. for meetings of employees (professional and nonprofessional) of the School District, and for organizations of veterans of the military, naval or marine service of the United States and organizations of volunteer firemen;
4. for meetings and entertainments where admission fees are charged where the proceeds are to be expended for an educational or charitable purpose; and
5. for sports events, practice and free admission meets to the extent they can be accommodated.

District properties may not be used for the following purposes:

1. for meetings, entertainments, or activities sponsored by religious or fraternal groups or their auxiliaries; provided however, that such groups may use athletic facilities, including gymnasiums, if no admission fee is charged;
2. for any activity which, by its nature, might tend to cause misunderstanding or dissension in the community; or
3. for any purpose prohibited by either the Education Law or any other law.

In addition, the following shall apply to all persons utilizing district buildings/grounds:

1. No alcoholic beverages may be brought on any school property.
2. No alterations are to be made to any school property or equipment.
3. When permission is granted for use of space in any school building or on any school grounds or portion thereof, for an activity for which admission is charged, or when it is deemed necessary by the Superintendent of Schools, the using organization shall be required to furnish the public liability and property damage insurance in the amounts set forth below. Such insurance shall designate the using organization and the School District as an additional named insured. Evidence of such coverage shall be submitted to the Principal of the school at least one week prior to the requested date for use of the school facilities. This evidence of coverage shall be in the form of "Certificate of Insurance" issued by the insurance company providing the coverage, which shall be in the following amounts:  

Public Liability - \$1,000,000  
 Property Damage - \$100,000
4. The Building Principal shall forward such certificates of insurance to the School Business Administrator.
4. Violation of any of the above regulations will result in the denial of future requests for use of school property.
5. The use of any school facility is permitted only by permission revocable by the district at any time without notice.
6. Using organization must adhere to rules applicable to space for which permission is granted.
7. All non-school groups requiring audio-visual and/or stage equipment must employ a school operator. These operators are paid directly by the requesting organization.
8. Cafeteria personnel must be employed whenever cafeteria facilities are used.
9. Smoking is prohibited in school district buildings with the exception of designated areas.

Adoption date: July 2, 1991

In order to comply with the NYS Fire Code, please adhere to the following maximum capacity limits.

Bailey Avenue School	Gymnasium	257	Cafeteria	200	
Duken Building	Gymnasium	161			
Momot Elementary School	Gymnasium	329	Cafeteria	108	
Oak Street School	Gymnasium	566	Cafeteria	136	
Stafford Middle School	Gymnasium	600	Cafeteria	187	Auditorium 445
	Pool	130			Folding Chairs 89 Standing 125
Plattsburgh High School	Gymnasium	1,545	Cafeteria	350	Auditorium 586
					Folding Chairs 134 Standing 188

Please initial that you have read and acknowledge our maximum capacity limits. \_\_\_\_\_

<b>Facility/Area:</b>	<b>Following Rates will Apply if Organization is Comprised of <u>50% or More</u> City Resident Youths:</b>	<b>Following Rates will Apply If Organization is Comprised of Adults or <u>Less than 50%</u> City Resident Youths:</b>	<b>Following Rates will Apply If Use is Sectional/State-Level Athletic Event:</b>	<b>Following Rates will Apply If Use is for a Profitable Group-NO FINANCIAL EXCHANGES SHOULD OCCUR DURING EVENT:</b>	<b>Following will Apply to PCSD Employees Requesting Area Use for School Functions/Programs Only and is During a Regular Shift-*See Below:</b>
<b>Administrator's Signature Under Respective Cost Category:</b>					
High School Turf	\$25.00/Hour	\$75.00/Hour	\$49.50/Hour	\$150.00/Hour	n/a
High School Turf w/Lights	\$50.00/Hour	\$100.00/Hour	\$66.00/Hour	\$200.00/Hour	n/a
High School Turf w/Custodial	Actual Custodial Rate plus Above	Actual Custodial Rate plus Above	Actual Custodial Rate plus Above	Actual Custodial Rate plus Above	n/a
Diamonds & Grass Fields	No Charge (Unmaintained)	No Charge (Unmaintained)	No Charge (Unmaintained)	No Charge (Unmaintained)	No Charge (Unmaintained)
Auditoriums w/Custodial w/AV	No Charge for Area, but Must Pay	\$50.00/Hour for Area plus	\$33.00/Hour for Area plus	\$100.00/Hour for Area plus	n/a
	Actual Custodial & AV Rate	Actual Custodial & AV Rate	Actual Custodial & AV Rate	Actual Custodial & AV Rate	n/a
Gymnasium/Locker Rooms/Tennis Courts	No Charge for Area, but Must Pay	\$40.00/Hour for Area plus	\$26.40/Hour for Area plus	\$80.00/Hour for Area plus	n/a
	Actual Custodial Rate	Actual Custodial Rate	Actual Custodial Rate Above	Actual Custodial Rate	n/a
Cafeteria/Classrooms	No Charge for Area, but Must Pay	\$30.00/Hour for Area plus	\$19.80/Hour for Area plus	\$60.00/Hour for Area plus	n/a
	Actual Custodial Rate	Actual Custodial Rate	Actual Custodial Rate	Actual Custodial Rate	n/a
Pool	No Charge for Area, but Must Pay	\$75.00/Hour for Area plus	\$49.50/Hour for Area plus	\$150.00/Hour for Area plus	n/a
	Actual Custodial Rate. Must Arrange	Actual Custodial Rate. Must Arrange	Actual Custodial Rate. Must Arrange	Actual Custodial Rate. Must Arrange	n/a
	Own Life Guard Coverage.	Own Life Guard Coverage.	Own Life Guard Coverage.	Own Life Guard Coverage.	n/a

\*If activities are found to present a significant burden which precludes regular-shift custodial workers from accomplishing their assigned duties, users will be required to pay the actual costs of additional, dedicated custodial coverage for their event.