

**WHITE PLAINS CITY SCHOOL DISTRICT
FACILITIES & OPERATIONS
580 NORTH STREET
WHITE PLAINS, NY 10605**

We have received your inquiry to use our facilities at the White Plains City School District. The following is the process to **become an approved organization** by the Board of Education:

1. Address a letter to the Superintendent of Schools with information about your organization, specify if you are a non-for-profit group, which school you are interested in renting, along with date(s) and specify that you would like to be added as an approved organization to use our facilities. Please address the letter to:

Dr. Joseph Ricca
White Plains City School District
5 Homeside Lane
White Plains, NY 10605

2. Along with the letter, please attach all required Insurance documents, naming **White Plains City School District, 5 Homeside Lane, WP, NY 10605**, as an additional insured, along with the Facility Use Agreement (4 pages). Please refer to **Policy# 1500R** (attached) for Insurance requirements.
3. Please email the above documents to FacilityUse@wpcsd.k12.us.

Once the above information has been received, upon review, if approved, we will forward the information to the Business Office to be added to the Agenda for Board approval. Please keep in mind that Board meetings are held **only once per month**. If the Board approves your application, you will be notified in writing.

If you have any questions, please feel free to contact our office.

Thank you,

**White Plains City Schools
Facilities & Operations
580 North Street
White Plains, NY 10605
914-422-2050**

WHITE PLAINS CITY SCHOOL DISTRICT
5 HOMESIDE LANE
WHITE PLAINS, NY 10605

AGREEMENT FOR USE OF DISTRICT FACILITIES

Date: _____ Insurance coverage dates _____

Date(s) Requested: _____

Location(s): _____

Room/s: _____

INFORMATION ABOUT GROUP

Name of Organization or Individual: _____

Supervisor in charge: _____

Email Address: _____ Day#: _____ Night#: _____

INFORMATION ABOUT INTENDED USE OF SCHOOL DISTRICT FACILITIES

Purpose of Use: _____

Total Participants Expected (APROX): _____ Adults: _____ Children: _____

Is equipment required? MUST CHECK 1: Yes No Unknown

Residents (Number): _____ Non-Residents (Number): _____

Is an admission fee charged? Yes No

If so, what will proceeds be used for? _____

AGREEMENT

_____ does covenant and agree to defend, indemnify and hold harmless the (WP CITY 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 (WPCITY SCHOOL DISTRICT) property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, spectator, contractor or subcontractor of _____.

_____ understands and agrees that its use of (WP CITY SCHOOL DISTRICT) 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"). _____ agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

Signature of Organization's Representative

Print Full Name

FACILITY USE REQUIREMENTS

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION

The use of all District facilities shall be subject to the approval and rules of the Board of Education administered by the Director of Facilities or other Board designee.

1. Organizations wishing to use District facilities shall first apply to the Facilities Director (1500R). The Facilities Director or his/her designee has final authority on approval.
2. In the event of inclement weather, the Facilities Director (or designee) has the final authority on whether facilities are usable.
3. Intoxicants shall not be brought onto District facilities at any time.
4. All posted rules must be adhered to.
5. 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.
6. Any damage to District facilities shall be promptly repaired at the user's expense. NO EXCEPTIONS If maintenance personnel are not available, ensure all doors are locked and lights are turned out when leaving.
7. Organizations using the facilities **MUST** clean-up afterwards.
8. Permits may be revoked at any time.
9. Any organization with youth under 18 years old, always requires the presence of adequate adult supervision.
10. In the event of an emergency please dial 911.
11. Smoking, use of tobacco products or E-cigarettes is not allowed on District property.
12. Facilities are not available if in conflict with school use. No unauthorized vehicles are allowed on school property. No field or building alterations (lining of fields or gymnasiums, erecting permanent goal posts or structures, etc.) are allowed without written prior approval.
13. **YOUR FACILITY USE SCHEDULE IS NOT ACTIVATED UNTIL YOU RECEIVE AN EMAIL THAT YOUR REQUESTED SCHEDULE IS ACTIVATED - FAILURE TO COMPLY WILL RESULT IN REVOCATION OF YOUR PERMIT.**
14. The District does not discriminate on the basis of race, color, national origin, physical impairment, gender, gender identity, or sexual orientation in its educational programs or employment services.
15. In accordance with the Board of Education, Public Use of District Facilities Policy#1500 and Facilities Use Regulations Policy#1500R.
16. **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 permit holder's policy; it must be as follows, "WHITE PLAINS CITY SCHOOL DISTRICT".
 - B. The policy **naming the District as an additional insured** shall:
 - Be an insurance policy from an A.M. Best A- rated insurer or better insurer, licensed to conduct business in New York State. A New York State licensed and admitted insurer is **strongly preferred**. The decision to accept non-licensed and non-admitted carriers lies exclusively with the District and may create significant vulnerability and costs for the District.
 - 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 including a waiver of subrogation in favor of the District for all coverages including workers compensation.

- Provide additional insured by standard or other endorsements that extend coverage to the District/BOCES (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.
- C. The permit holder agrees to indemnify the School District for any applicable deductibles.
- D. **Required Insurance:**
- Commercial General Liability Insurance**
\$1,000,000 per Occurrence/\$2,000,000 Aggregate, **with no exclusions for Athletic Participants.**
\$2,000,000 Products and Completed Operations
\$1,000,000 Personal and Advertising Injury
\$100,000 Fire Damage
\$10,000 (preferred) Medical Expense
- Automobile Liability (When an organization's vehicle is brought onsite)**
\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.
- Workers' Compensation and NYS Disability Insurance (For Organizations with Employees)**
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption **must file a CE-200** Form with the state. The form can be completed and submitted directly to the WC Board online.
- Umbrella/Excess Insurance**
- General Use**
\$1 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis (preferred) or provide broader coverage over the required General Liability coverages.
- Organized Athletic Leagues**
\$3 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis (preferred) or provide broader coverage over the required General Liability coverages.
- Athletic/Recreational Camps**
\$5 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis (preferred) or provide broader coverage over the required General Liability coverages.
- Carnivals and Firework Displays, etc.**
\$10 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis (preferred) or provide broader coverage over the required General Liability coverages.
- E. The permit holder acknowledges that failure to obtain the required 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 permit holder is to provide the District with a certificate of insurance, evidencing the above requirements have been met. The failure of the District to object to the contents of the certificate shall not be deemed a waiver of any and all rights held by the District.
- F. The District is a member / owner of the NY Schools Insurance Reciprocal (NYSIR). The permit holder 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.

WHITE PLAINS CITY SCHOOL DISTRICT
5 HOMESIDE LANE
WHITE PLAINS, NY 10605

- G. Any athletic related activities will state on the permit holder's insurance certificate: "Claims from participants are covered".
 - H. The permit holder shall hold the District harmless and shall indemnify the District should the activity result in any legal actions or proceedings or damage claims against the District. This hold harmless and indemnification agreement shall cover any damage awards or judgments against the District as well as the expense of defending against any such action, proceeding, or claim. The permit holder shall fully cooperate with the District and provide all information at its disposal in the event of such action, proceeding, or claim.
16. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, how to respond to a fire alarm, etc.
17. In the event of an accident, please notify the custodian on duty, or call the business office the next morning.

REMINDER - All completed Insurance documents and this agreement(4pages), MUST be sent in **one email** as separate documents

Please email completed forms to FacilityUse@wpcsd.k12.ny.us.

rev Feb 2024

COMMUNITY RELATIONS
Public Use of District Facilities

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I. INTRODUCTION

- a. Whereas, the Board of Education recognizes the use of the District's facilities for the development and enrichment of its students and the White Plains community, and further recognizes:
 - i. That the primary purpose of the use of District facilities is to implement the regular school instruction and sports program;
 - ii. That District facilities may be made available to the community when not in use for school activities;
 - iii. That New York State Education Law, Section 414, permits use of school facilities for meetings, entertainment, and occasions where admission fees are charged when the proceeds are to be expended for an educational or charitable purpose; but such use shall not be permitted if such meetings, entertainments 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;
 - iv. That there are costs involved in the use of facilities and that charges should be assessed so that tax money will not be used in support of a non-instructional or other non-District related purposes;
 - v. That the procedures and Regulations for Use of District Facilities are intended to promote effective, consistent, and fair use and enjoyment of District facilities consistent with the need to establish priorities that recognize the educational purpose of these facilities as well as the need to limit access to facilities for the purpose of required maintenance. These procedures apply to all buildings, fields and other facilities owned and/or operated by the District.

II. GENERAL TERMS AND CONDITIONS OF DISTRICT FACILITIES USE

- a. The District may make its facilities available to the community for use by responsible organizations or groups of citizens when there are no school activities. (Under no circumstances may a permit holder interfere with any District activities that may still be going on past its scheduled time.) District activities, even if running past their scheduled completion, shall take precedence over non-school related facility use.
- b. Such permission and use shall not constitute an endorsement by the District of any organization or group nor of the program, philosophies, goals or beliefs of any such organizations or groups or the expression of opinion regarding the nomination, retention, election, or defeat of any candidate nor the expression of any opinion as to the passage or defeat of any issue.
- c. No organization, group, or individuals shall use District facilities without District approval, valid insurance and a valid District Use Permit.

COMMUNITY RELATIONS
Public Use of District Facilities

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- d. Facility use is contingent on the user group and participants adhering to the District’s Code of Conduct as well as its policies, procedures, and regulations governing facilities use.
- e. The Board of Education and/or its designee reserves the right to deny approval or to cancel any permits issued for use of District facilities when it is deemed that such action is necessary for the best interests of the District.
- f. Coordination of community use of District Facilities is necessary to ensure that the academic needs of the individual schools are met while still providing opportunities for the community to use available District facilities.
- g. To the extent users are interacting with the District students, criminal and other background information pertaining to those users may be required pursuant to applicable regulations and/or procedures established by the Superintendent and/or his designee.
- h. Regular school activities and District organizations (“School Purposes”) shall have first preference in the use of any facility or part thereof. Such a preference shall not, however, override the use of a facility, or part thereof, when such use is already the subject of a prior reservation and a permit issued hereunder, unless an unforeseen conflict arises necessitating use of the facility for School Purposes. Even in such a case, the District will make every effort to provide reasonable advance notice to the permit holder.

III. FACILITIES USE CATEGORIES

- a. The following facility user categories are identified for the purpose of determining priorities and rental rates, as set forth in the Facilities Use Regulations promulgated under this policy (the “Facilities Use Regulations”).
- b. Priorities will be determined based upon the order of the below Categories as well as the order of the descriptions of the entities/groups/organizations within each Category. Appropriate costs will be charged as prescribed in the Facilities Use Regulations. These costs may include: an application fee, a facility rental fee covering the cost of maintaining the applicable facilities (e.g., heat, electricity, custodian/maintenance costs, etc.) and repair of any damage incurred by the District.

Category A: Regular District Instructional Programs

All instructional programs and associated programs, including, but not limited to, regular classroom instruction, clubs, music groups, intramural and interscholastic sports.

Category B (1): District Affiliated Groups

All District affiliated groups, including, but not limited to, Parent Teacher Association (“PTA”) type groups, foundations and school booster clubs.

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B (2): City of White Plains Government

All programs which the City of White Plains actively sponsors and subsidizes and which benefit by direct or indirect budget support from the City. The staff who supervises these programs are City employees.

Category C (1): Not-for-Profit Education Groups not Conducted by the District

Programs and activities that support children, adult, and continuing education programs, including, but not limited to, regular classroom instructional programs, driver education, college credit courses, physical education, and swimming instruction.

C (2) Community Youth Organizations

Programs run by not-for-profit youth organizations including, but not limited to, community youth sports groups, boy and girl scouts, and similar organizations. These groups must have a minimum of eighty percent (80%) participation by White Plains residents as set forth in the Facility Use Regulations.

C (3) Community Adult Organizations

Programs run by not-for-profit adult community groups, neighborhood associations, etc., such as Family Services of Westchester. These groups must have a minimum of eighty percent (80%) participation by White Plains residents as set forth in the Facility Use Regulations. Priority is given to White Plains Community Youth Organizations over Community Adult Organizations.

C (4) All Other Not-For-Profit Groups

Programs run by all other not-for-profit groups not belonging in one of the previous categories. Groups in the previous categories will be given a higher priority for approval than groups in this category.

IV. NOISE ORDINANCE

- a. All District facilities shall abide by the City of White Plains noise ordinance. The public address systems at any sports field may not be activated before 9:00AM on weekdays and Saturdays or, 12:00PM on Sundays. All sound equipment must be turned off by 10:00PM. The amplification levels of the public address system may not exceed City of White Plains Code levels (85 decibels). Citations will be issued to permit holders by the City of White Plains when codes are violated. Should security personnel be required to enforce any regulations of the permit, security cost will be billed to the permit holder.

V. PAYMENT OF FEES

- a. Approved groups who use District facilities will pay the applicable fee as set forth on the fee table included in the Facilities Use Regulations. The fee shall be paid by check or money order, payable to White Plains City School District. Failure to make prompt payment will invalidate the current use permit and prohibit further use of District facilities. Cash payments will not be accepted.

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Public Use of District Facilities

- b. Following timely receipt of the initial deposit payment (pre-event), if required under the Facilities Use Regulations, a facility use permit (approved) will be issued electronically to the applicant by the Facilities & Operations Office. The facilities user will receive an electronic notification of permit approval. The permit holder must have a hard copy of the permit with them during the use of the facility.
- c. Facility use fees are established annually by the Board of Education as part of the Reorganization Meeting and shall be set forth in the Facility Use Regulations. Administration of fees are determined by the Business Office.
- d. The District is prohibited from making gift or loans of public monies and resources under the State Constitution and shall not waive or reduce facility use fees to any organization except as provided in the Facilities Use Regulations.

VI. CANCELLATION BY THE DISTRICT

- a. The District reserves the right, in its sole discretion, to cancel an approved facility use should the space be needed for District or District-related activities. This right will be used only when deemed necessary by the District as a result of unavoidable circumstances. If the District cancels the approved use of a facility due to a conflict, the Facilities & Operations Office will try to arrange an alternative site. When District facilities are closed due to an emergency, inclement weather, or any other event which is beyond the control of the District, community use of District facilities will also be cancelled.

VII. PAYMENT FOR DAMAGES TO FACILITIES

- a. The District expects to provide users with safe and well-maintained facilities. The facilities should be inspected at the time of initial use. Any defects and/or damages to the facilities, including District fields, should be reported immediately to District personnel. Any damage to the facilities caused by the permit holder will be billed to the permit holder. The permit holder will be billed for any damage resulting from improper or careless use of the District facilities, and shall make payment within 30 days of receipt of bill. Future use of any District facilities will be barred until such bills have been paid in full.

VIII. INSURANCE

- a. Applicants/permit holders will provide insurance in accordance with the Facilities Use Regulations. Proof of insurance must be submitted to the Director of Facilities & Operations at the time of permit processing.

IX. MUNICIPAL PERMITS

- a. All applicants/permit holders will be responsible for researching and attaining all necessary permits required by law from the City of White Plains and/or the County of Westchester.

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Public Use of District Facilities

X. INAPPROPRIATE USE OF FACILITIES

- a. Use that is unsuitable at a District facility, in the judgment of the District's Board of Education and/or its designee, shall be grounds for immediate termination of a permit holder's use permit. Such uses include, but are not limited to, the following:
 - i. Gambling, including, but not limited to, games of chance
 - ii. Activities which are disorderly and/or unlawful
 - iii. Activities which are restricted by reason of sex, race, marital status, color, religion, national origin, disability or sexual orientation, and/or
 - iv. Consumption of alcoholic beverages or smoking of any kind
 - v. Grilling and outdoor eating unless special permission granted.

XI. USE OF DISTRICT FACILITIES BY DISTRICT EMPLOYEES

- a. District employees using District facilities for other than school activities must follow this policy and the Facilities Use Procedures in order to obtain an approved use permit.

XII. RELIGIOUS GROUPS/ORGANIZATIONS

- a. District facilities may be used by religious groups/organization in accordance with this Policy and the Facilities Use Regulations under the following conditions:
 - i. Any religious activities must be similar to those instances where the District would permit other groups/organizations to present their views on the same topic;
 - ii. Any such religious activities must be conducted at times when school is not in session;
 - iii. Any religious objects and symbols must be removed after each use; and
 - iv. District facilities may be used by religious sponsored groups for non-religious activities including, but not limited to, youth athletics and social gatherings.
- b. District facilities may not be used for the purpose of holding religious worship services or otherwise using the District facilities as a house of worship.
- c. District facilities shall not be used for meetings, entertainments, and occasions where admission fees are charged if such meeting, entertainments and occasions are under the exclusive control, and the proceeds from the admission fees are to be applied for the benefit of a society, association or organization of a religious sect or denomination.
- d. Facilities use fees will be assessed according to the current applicable rates.

XIII. NONDISCRIMINATION

- a. All permit holders are subject to federal and state laws and regulations which prohibit discrimination in their activities based upon the protected classes set forth in the relevant laws/regulations.

XIV. USER RESPONSIBILITY AND DISTRICT INDEMNITY

- a. The permit holder agrees to indemnify, defend, and hold harmless the White Plains City School District, its officers, directors, agents and employees for all loss, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts paid in settlement in connection with a terminated, pending or completed action, suit or proceeding arising from any act, error or

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omission, misstatement, misleading statement, neglect or breach of duties by the permit holder or any of its officers, directors, agents, invitees, volunteers, participants, spectators, or employees taken or made with respect to its use of District facilities.

- b. The permit holder shall be responsible for the conduct and control of all officers, directors, agents, employees, invitees, participants, volunteers, and spectators and shall see that all federal and state laws and District policies and regulations governing safety are followed. The permit holder shall also be responsible for taking immediate steps to stop any activity that threatens damage to the District facility and/or injury to any person attending/participating in the activity. The permit holder must agree to be financially responsible to the District for any and all damages that occur to the District facility during the period of use.
- c. Security: Should security personnel be required to enforce any applicable laws, rules or regulations relating to the use of District facilities, security costs will be billed to the permit holder upon notification, regardless of consent.

XV. REFUND POLICY

- a. The Business Office will make refunds and credits for cancellations made by the District or by the permit holder when notified by the permit holder at least five (5) days prior to the date of the event.

Ref: State Constitution Article XI
Education Law Section 414

CITY SCHOOL DISTRICT
City of White Plains, New York

Policy Adopted: 4/15/96
Policy Revised: 5/12/03, 11/10/14, 4/17/17, 2/12/24

Title:	Facilities Use Regulations	Approval Date:	11/10/14
Pages:	1-12	Version-Date:	7/5/2022, 2/12/24

The following Regulations are based upon Board of Education (“Board”) Approved Policy “Public Use of District Facilities 1500” (the “Usage Policy”).

1) USER GROUP APPLICATION AND APPROVAL

- a) Prior to any use of District facilities, new facility use applicants must be approved by the Board and Superintendent (or Superintendent’s designee) following the completion of the District’s User Group Approval Form (“Approval Form”).
 - i) The Approval Form must be submitted to the Facilities & Operations Office at least two weeks prior to the next regularly scheduled Board meeting.
 - ii) If approved by the Board and Superintendent (or Superintendent’s designee), the applicant will complete the online Approval Form for group information, billing, and insurance information.
 - iii) Once approved, the applicant will be allowed to make reservations online.
 - iv) Community Organizations under Category C(3) are for groups comprised of at least 80% City of White Plains residents. Rosters need to be provided to the Facilities & Operations Office annually containing the names and zip codes of the current participants. Rosters need to be submitted at least thirty (30) days before the first approved event date.
 - v) Not-for-Profit organizations must submit their IRS Certificate 501(c)(3) and provide page 1 and 2 of their 990 forms to the Business Office on an annual basis. Not-for-Profit neighborhood associates that are not established as 501(c)(3) organizations under the Internal Revenue Code must submit a notarized statement from an officer of the association attesting that they do not operate for profit.

2) FIELD AND FACILITY RESERVATIONS BY APPROVED USERS

Requests by approved outside organizations for the use of any portion of a District facility shall be submitted to the Facilities & Operations Office at least four weeks prior to the date of the event, whenever possible, with the understanding that the approval process may take one or more weeks.

- a) All requests shall be submitted electronically. The website is <https://ny226.mlschedules.com/Login.aspx> (See instruction sheet in Appendix C).
- b) After approval by a school representative of the District facility in question, the Athletic Department (when requesting use of gym, field, pool, stadium, track, tennis courts, or field house) and the Facilities & Operations Office, an email will be sent to the applicant indicating the District’s approval or denial. If approved, an email will also be sent with an estimate of any fees that may be applicable to the use set forth in the application. The Athletic Department and the Facilities & Operations Office may agree on a set of dates and times during which specified athletic facilities shall be blocked out for District activities. No user permits for such blocked facilities/periods shall be granted without the express permission of the Athletic Director or his/her designee. Permit issuance is conditioned on user agreeing in a signed writing to payment of any required fees, which may equal, exceed or be less than the estimate.

- c) No permits will be granted for the use of District facilities without proper, up-to-date Insurance Certificates and current school year Facility Use Agreement.
- d) Fees will be assessed and invoiced to the permit holder for review and payment if required. (See Appendices B.1 and B.2)
- e) While the District will not permit or deny use based upon the viewpoint of an organization requesting use, it does retain absolute discretion to deny a permit application in the best interests of the District, even if the requested usage is not prohibited by law.
- f) Except as provided in Regulation 2, the Athletic Director and/or designee will review and approve all permit requests for the use of athletic space (i.e., fields and/or gyms) to avoid conflicts of schedule.

- g) New users, those users who are frequently delinquent in paying their bills and those users for which the estimated fees exceed \$4,000.00 will be required to pay 50% of the permit fee upon permit approval and receipt of the estimated invoice. The remaining balance must be paid within 30 days of the permit holder's receipt of the final invoice at the end of the event.
- h) Permits are not transferable, nor can they be reassigned to a third party without written consent from the Facilities & Operations Office.
- i) Indoor/Outdoor athletic facilities will be made available during school days only upon completion of District activities, as determined by the District. No permit holder will interfere with any school sport or activity that continues beyond the scheduled District use.
- j) Field lighting for practices and games will adhere to the following limits:
 - (Sept-June) Monday-Thursday: dusk- 10:30 PM;
 - ii) (Sept-June) Friday-Saturday: dusk– 11:00 PM;
 - iii) (July-August) Monday-Saturday: dusk- 10:30 PM;
 - iv) (All months) Sunday: dusk-10:00 PM; and
 - v) Exception: Official District Games that extend beyond the limits because of delay or extra time added to break a tie may continue until 15 minutes after the completion of the game to allow for the safe exit of the field.
 - i) Any use of portable generator/light sets will need to be requested on the permit application and will require approval by the Facilities & Operations Office. Such use will be limited to certain fields and times.
 - j) Athletic Facilities/Field Use Group Permits: Applications for the use of athletic facilities, courts, gyms & fields will be accepted on a seasonal basis and prioritized as set forth in Appendix A.

The District will determine priority in accordance with the Facilities Use Regulations, the District's "Public Use of District Facilities 1500" Policy and the availability of facilities.

3) CANCELLATION OF PERMITS

- a) Cancellation of permits or events approved on a permit must be made at least five (5) days prior to that date of the event. The District acknowledges that five (5) days notification may not be possible when weather-related issues are the cause for cancellations. Notice of weather-related cancellations must be provided to the District by the permit holder no later than three (3) days after the scheduled event.
- b) Fees for usage will be refunded or credited to the permit holder within 30 days provided the permit

holder notified the Facilities & Operations Office of the cancellation at least five (5) days prior to the event or, if the cancellation was reasonably caused by weather issues, provided the permit holder notified the Facilities & Operations Office of the cancellation no later than three days after the scheduled event.

- c) Failure to notify the Facilities & Operations Office of a cancellation at least five days prior to the event will result in the permit holder being responsible for all applicable usage fees (See Appendices B.1 and B.2), except in the case of a weather-related cancellation. Failure to notify the Facilities & Operations Office of a weather-related cancellation by three (3) days after the scheduled event, will result in the permit holder being responsible for all applicable usage fees (See Appendices B.1 and B.2).

4) USE OF FACILITIES BY DISTRICT EMPLOYEES

- a) District employees using the facilities for other than school activities must follow the above procedure to become an approved organization (see Section 1).
- b) District employees using the facilities for other than school activities must have an approved permit and will be charged applicable fees.
- c) District employees conducting school camps out of sports season must have approval from the Athletic Director and must follow New York State Public High School Athletic Association Regulations and Standards.

5) FIELD MARSHALS

- a) The permit holder agrees to obey all rules and regulations governing facility use permits. The District may use school staff to make sure permit holders are complying with the terms of the permit ("Field Marshals").
- b) Field Marshals have the right to question any facility user, review permits and give direction to any facility user during an event, including closing fields due to weather or unsafe conditions.

6) USER RESPONSIBILITIES

- a) No group, organization, company, or individual shall use the District's facilities without prior approval and a proper use permit. During use, permit holders must keep a physical copy of the permit with them for verification.
 - b) In the event of damage or loss of property traceable to activities conducted under a permit, the group, organization, company or individual to whom the permit is granted shall be required to pay in full the amount of such damage or loss or both. Adults are to supervise and be responsible for safe and proper behavior of participants.
 - c) It is understood and agreed that the applicant assumes responsibility for the preservation of order and enforcement of the following regulations governing conduct:
 - i) the activity will be orderly and well-governed, and the facility will be left in the same condition it is found;
 - ii) appropriate and ample security will be provided sufficient to protect persons and property, as per the approved facility use permit;
 - iii) no illegal or discriminatory acts or actions will be permitted;
 - iv) no smoking, drinking of intoxicants, or using of any mind-altering substance(s) will be permitted in any District facility or property;

- v) no part of the District facility, except the lobby, corridors, rest rooms, and the space requested in the permit will be entered or used;
 - vi) the times indicated on the permit shall govern the permitted hours of usage. In all cases, the District facilities must be vacated before 10:30 PM unless an extension of time is granted by special permission of the Facilities & Operations Office; Custodial Charges may occur beyond 10:30 PM to allow staff time to clean the facility;
 - vii) the permit holder will act in all respects to protect the safety and security of the pupils and employees of the District and to protect the District's facilities;
 - viii) the District maintains a smoke-free environment. No person shall smoke or carry a lighted cigar, cigarette, pipe, vaping device, or any other form of smoking object or device in any District facility or on District property at any time; and
 - ix) all permit holders will follow the City of White Plains' noise ordinance (85 decibels) and will limit the use of the Public Address system to after 9:00 AM (Mon-Sat), after 12:00 PM on Sundays, and before 10:00 PM (all days).
- d) The number of persons in attendance at indoor events shall not exceed the occupancy capacity of the applicable room or space. The permit holder shall comply with all applicable school, local fire, police, and safety regulations, or ordinances.
- e) Events with an attendance of more than five hundred (500) people will require, as per NYS Fire Code*, no fewer than two (2) trained crowd managers and no fewer than one (1) crowd manager for each 250 persons to be provided by the permit holder for such events.
- *2020 Fire Code of NYS: 403.12.3 Crowd Managers, 403.12.3.1 Number of Crowd Managers, 403.12.3.2 Training, 403.12.3.3 Duties.
- f) No animals, domestic or otherwise, except for seeing eye and service animals, are permitted on District facilities and/or District property. Permits requesting use with animals will not be approved. The exceptions to the preceding will be those animals, which are classroom pets, which are used in science experiments, which perform a security or safety function and/or which are part of any cultural arts programs provided for the pupils. In the case of all exceptions, the principal of the school must provide advance approval and secure assurance from the applicant that the presence of the animals will not do harm or damage to the District facilities.
- g) If the permit user plans to sell or distribute products at the event or allow a vendor(s) to sell products and/or services at the event, the District must be notified in advance and grant approval to do so. A vendor fee will be applied in accordance with the fee schedule. Vendors must be named in the permit application. Vendors must be listed as additionally insured on the permit holder's certificate of insurance and a hold harmless agreement must be in place.
- h) Permit holders must cancel space that they will not be using to allow the opportunity for other users. Any group found signing up for facilities but not using them and not cancelling the permit will be given one written warning and charged the appropriate fee. A second instance of not using areas and not cancelling the permit may result in suspension of active and/or submitted permits.
- i) All users of District facilities both inside and outside of such facilities shall address all potential fire/emergency concerns, as follows:
- i) Open flames, including burning candles, are not permitted in any District facility.
 - ii) Permit holders for the use of any District facility must make sure that all participants—including supervisory personnel, audiences, and all others in attendance are cognizant of proper evacuation procedures and are aware of the multiple exits from the space being used. Fire evacuation signs are posted throughout the District's facilities. Permit holders must ensure

that all fire evacuation signs are read, understood, and followed by all participants/attendees.

- iii) Drivers attending any events at a District facility—or dropping off or picking up individuals from a District facility—must NOT park in a fire safety zone. The permit user must remind all drivers of this law for the common safety of all. Those individuals failing to follow this law may be subject to a parking ticket and/or the towing of their vehicle at the owner’s expense.
- iv) If a fire alarm sounds or if someone calls the fire department to report a gas odor or other potentially dangerous situation, all persons in the building must immediately exit the building and remain outside the building until the fire department official on the scene permits the building to be reoccupied.
- v) All District buildings are equipped with automated external defibrillators (AEDs). The permit holder will be provided with a map showing the location of the AED(s) “INSIDE” the building(s) to which the use permit applies. AEDs will not be available to permit holders utilizing District fields.
- vi) Individuals using the AEDs should have received both CPR and AED training in advance. Organizations are urged to have members of their group so trained.
- vii) If a member of an organization, or an individual participating in or attending an organization’s program, uses an AED, the organization alone assumes any resulting liability and agrees to hold the District harmless from any such usage.
- viii) All who supervise a permit holder’s program(s) must be cognizant and consequently responsible for the instruction of participants, audiences, and others in attendance of evacuation procedures and exits. At the beginning of a permit holder’s program the audience and/or the participants must be informed of these procedures.
- ix) If the permit holder has any questions on emergency procedures or contacts, please immediately contact the principal of the building to which the use permit applies and/or the Facilities & Operations Office.
- x) In the case of after-school programs, events or performances (hereinafter "programs") which are conducted within a District building, and which include persons who do not regularly attend classes in such District building, the principal or other person in charge of the building shall require the teacher or person in charge of such programs, to notify persons in attendance at the beginning of the procedures to be followed in the event of an emergency so that they may be able to leave the building in a timely, orderly manner. In addition, per Section 807 of the Education Law, as amended, all those who use the District's facilities must be instructed in, and become most familiar with, the fire evacuation procedures.
- xi) Permit holders must arrange and pay for any special supervision required (i.e., police protection, parking supervision, etc.)
- xii) Signs, emblems, banners, pennants, etc. may not be affixed to any building surfaces, steps, walls, or light fixtures. Signs, emblems, banners, pennants, etc. that are self-standing may be put into place one (1) hour before the scheduled start of the program and must be removed at the conclusion of the program. A copy of any sign, emblem, banner, pennant, etc. to be used shall be included in the permit application form.

7) SERVING FOOD

- a) No food and/or drinks (except water bottles) are allowed in the following areas of any District facility:
 - i) Auditorium

- ii) Classrooms
- iii) Library (except in designated area)
- iv) Computer Rooms
- v) Gyms
- vi) Pool
- b) Food and/or drinks are allowed in the following designated areas: the corridor, lobby areas, cafeteria, and conference rooms. Permit holders should see the head custodian for setup.
- c) Permit holders serving refreshments are responsible for cleaning up the areas when the event is over.
- d) Permit holders must have and organize ushers to be stationed at each entrance to the auditorium and gym to actively prevent individuals from entering with food and/or beverages, except water bottles.
- e) Requests to serve food must be submitted by the applicants in the original user permit request.
 - f) Food vendors **must** provide Health Department Permit to operate and provide user with a Certificate of Insurance (COI).

8) PARKING

- a) Programs may utilize District parking facilities without charge for District building and field use.
- b) Use of parking facilities for other than parking for District building or field use requires a permit and any associated fees.
- c) Participants/attendants must park in designated parking spaces only and must obey Fire Lanes and restricted parking areas. Parking on lawns and/or fields is strictly prohibited.

9) CANCELLATIONS/INCLEMENT WEATHER

- a) The regular school activities and organizations of the school (“School Purposes”) shall have first preference in the use of any District facility or part thereof. Such a preference shall not, however, override the use of a facility, or part thereof, when such use is already the subject of a prior reservation and a permit issued hereunder, unless an unforeseen conflict arises necessitating use of the facility for School Purposes. Even in such a case, the previously issued permit holder will be notified immediately by email notification of the cancellation and the District will help make other accommodations at another District location or on another date.
- b) During significant rain of ½ inch or more, all natural grass fields are automatically closed for a period of twenty-four hours after the rain stops to allow the fields to drain.
- c) The White Plains High School field complex will have a Red/Green Traffic type light and signage that will be lit green when the fields are open and red when they are closed.
- d) In the event of inclement weather, the Superintendent and/or his/her designee has the final authority on whether athletic fields throughout the District are usable. Should the Superintendent close the District’s fields, unauthorized field use shall result in automatic cancellation of any permit(s).
- e) When the District is closed for after-school, evening, or weekend activities due to inclement weather, all permits issued for use of District facilities on the same day are also cancelled. Only the Superintendent and/or his/her designee may issue a waiver to this automatic cancellation. The permit holder is responsible for determining whether the District is closed on inclement weather days.

10) POOL USAGE

- a) Permits are required for all user groups; pool use contracts will be required for large swim clubs or organizations.
- b) The permit holder shall comply with all pool rules and regulations as issued by the District and the Westchester County Health Department.

Use of the District pool requires the presence of a Custodian/Certified Pool Operator and at least one (1) Certified Lifeguard. Under the Title Section 6-1.23 Aquatic Supervision, Level IIA Supervision is required for District pool. A minimum of one (1) Certified Lifeguard is required on duty during pool operation.

11) INSURANCE REQUIREMENTS

- a) 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.
- b) The user hereby agrees to name the District as an unrestricted additional insured on the permit holder’s policy; it must be as follows, “WHITE PLAINS CITY SCHOOL DISTRICT”.
- c) The policy naming the District as an additional insured:
 - i) shall be an insurance policy from an A.M. Best rated A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred. The decision to accept non-licensed and non-admitted carriers lies exclusively with the District and may create significant vulnerability and costs for the District.
 - ii) shall contain a 30-day notice of cancellation.
 - iii) shall state that the organization's coverage shall be primary coverage for the and non-contributory coverage for the District, its Board, employees and volunteers including a waiver of subrogation in favor of the District for all coverages including workers compensation.
 - iv) shall provide additional insured by standard or other endorsements that extend coverage to the District/BOCES (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.
- d) The permit holder agrees to indemnify the School District for any applicable deductibles.
- e) Required Insurance:
 - i) Commercial General Liability Insurance
\$1,000,000 per Occurrence/ \$2,000,000 Aggregate, **with no exclusions for Athletic Participants**
\$2,000,000 Products and Completed Operations
\$1,000,000 Personal and Advertising Injury
\$100,000 Fire Damage
\$10,000 (preferred) Medical Expense
 - ii) Automobile Liability (**When an organization's vehicle is brought onsite**)
\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.
 - iii) **Workers' Compensation and NYS Disability Insurance (For Organizations With Employees)**
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not

acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

iv) **Umbrella/Excess Insurance**

General Use

\$1 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis (preferred) or provide broader coverage over the required General Liability coverages.

Organized Athletic Leagues

\$3 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis (preferred) or provide broader coverage over the required General Liability coverages.

Athletic/Recreational Camps

\$5 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis (preferred) or provide broader coverage over the required General Liability coverages.

Carnivals and Firework Displays, etc.

\$10 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis (preferred) or provide broader coverage over the required General Liability coverages.

- f) The permit holder acknowledges that failure to obtain the required 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 permit holder is to provide the District with a certificate of insurance, evidencing the above requirements have been met. The failure of the District to object to the contents of the certificate shall not be deemed a waiver of any and all rights held by the District.
- g) The District is a member/owner of the NY Schools Insurance Reciprocal (“NYSIR”). The permit holder 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.
- h) Any athletic related activities will state on the permit holder’s insurance certificate: "Claims from participants are covered."
- i) The permit holder shall hold the District harmless and shall indemnify the District should the activity result in any legal actions or proceedings or damage claims against the District. This hold harmless and indemnification agreement shall cover any damage awards or judgments against the District as well as the expense of defending against any such action, proceeding, or claim. The permit holder shall fully cooperate with the District and provide all information at its disposal in the event of such action, proceeding, or claim.

12) EQUIPMENT

- a) The use of District equipment is prohibited unless there is a written request and approval from the District. Such requests must be included in the permit application.
- b) Special permission must be obtained to decorate, to install scenery and/or to move or tune pianos or organs in the auditorium or any other special rooms.
- c) If kitchen facilities and equipment are requested, approval must be obtained from the Director of Food Services. A member of the food services staff must be assigned to oversee the activities of the

kitchen. The permit holder will be billed for the use of food services staff assigned.

- d) It is understood that when a permit holder provides its own stage equipment and/or accessories, it shall not interfere with school activities. In the event the auditorium is used for two consecutive evenings, such property may, with special permission, be properly stored as designated by the facility's designated person.
- e) Use of equipment in auditoriums, music rooms, special equipment, e.g., stage lighting, sound systems, etc., shall be subject to approval by appropriate District personnel who regularly are responsible for this special equipment. The District will assign a stage manager for the use of the auditorium equipment and the permit holder will be subject to additional fees for said assignment.
- f) No computer equipment may be utilized unless permission is expressly allowed in writing in advance.

13) FEES - PAYMENTS

- a) Permit holders shall pay the Facility Use Fee calculated in accordance with the attached Appendices B.1 and B.2, which shall be reviewed annually and updated to reflect current costs. Failure to make payment in a timely manner will invalidate the permit and prohibit the permit holder from the use of District facilities for future events. All payments must be paid by check or money order payable to White Plains City School District.
- b) If and as required under Section 2(e) of this Regulation, a deposit shall be paid of 50% of the estimated fees prior to the issuance of permit.
- c) The remaining balance will be due within 30 days of receipt of the final invoice, which shall include any additional fees so invoiced. Failure to pay in a timely manner will result in future permits being canceled.
 - d) School Sponsored Groups (Category A & B, see Policy) – PTA's, clubs, and other organizations that exist for purposes of supporting the school or are otherwise directly connected with the District shall not be charged a facility use fee. However, custodial fees will be charged to such groups for fundraisers and gatherings of more than 100 people and/or on non-school days and holidays.
- e) The Facility Use Fees are set forth in Appendices B.1 and B.2 and are based on the Categories described in the Public Use of District Facilities Policy.
- f) Facility Use Fees are based on a per hour rate except where noted. Necessary custodial, grounds, cafeteria, and technology help are not included in these fees. Equipment rentals are extra.
- g) Fees may be offset by scholarships to District residents and/or in-kind donations of goods and/or services to the District up to a maximum of 50% of the total applicable facility use fees for the permitted use. Those groups that have 98% resident student participation will be allowed to apply to offset up to a maximum of 50% of the total applicable facility use fees for the permitted use. For those programs that have less than 98% resident student participation, they may apply to offset up to a maximum of 25% of the total applicable facility use fees for the permitted use. To seek an offset, the attached form E-1 (see Appendix D) must be sent to the Business Office and the fees will be adjusted accordingly upon approval – not to exceed 50% of the total applicable facility use fees for the permitted use.

14) Comments/Additional Fees

See Appendix B.1 and B.2, Pages 12-13.

APPENDIX A

	<u>Group</u>	<u>Season</u>	<u>Application Period; Approval Period</u>	<u>Events During</u>
School, Athletics & School Sponsored groups*	A & B (1)	Fall	June 1 – June 30; July 1 – July 10	August 16 – Nov 30
City & Educational Groups**	B(2) & C(1)	Fall	June 15 – June 30; July 1 – July 15	August 16 – Nov 30
Youth Sports	C(2)	Fall	July 1 – July 20; July 21 – July 31	August 16 – Nov 30
Community & Adults, Other Groups	C(3) & C(4)	Fall	July 21 – August 5; August 6 – August 15	August 16 – Nov 30
School, Athletics & School Sponsored groups*	A & B (1)	Winter	September 1 – September 30; October 1 – October 15	December 1 – March 31
City & Educational Groups**	B(2) & C(1)	Winter	October 1 – October 15; October 16 – October 25	December 1 – March 31
Youth Sports	C(2)	Winter	October 16 – October 31; November 1 – November 10	December 1 – March 31
Community & Adults, Other Groups	C(3) & C(4)	Winter	November 1 – November 15; November 16 – November 30	December 1 – March 31
School, Athletics & School Sponsored groups*	A & B (1)	Spring	January 1 – January 31; February 1 – February 10	April 1 – June 30
City & Educational Groups**	B(2) & C(1)	Spring	January 15 – January 31; February 1 – February 15	April 1 – June 30
Youth Sports	C (2)	Spring	February 1 - February 20; February 21 – March 5	April 1 – June 30
Community & Adults, Other Groups	C(3) & C(4)	Spring	February 21 – March 10; March 11 – March 25	April 1 – June 30
School, Athletics & School Sponsored groups*	A & B(1)	Summer	April 1 – April 30; May 1 – May 10	July 1 - August 15
City & Educational Groups**	B(2) & C(1)	Summer	April 15 – April 30; May 1 – May 15	July 1 - August 15
Youth Sports	C (2)	Summer	May 1 – May 20; May 21 – June 5	July 1 - August 15
Community & Adults, Other Groups	C(3) & C(4)	Summer	May 21– June 10; June 11 – June 20	July 1 - August 15
School, Athletics & School	A & B(1)	Fall	June 1 – June 30;	August 16 – Nov 30

Community Relations – Public Use of District Facilities

1500R

Sponsored groups*			July 1 – July 10	

*As stated in Section 2(c), the Athletic Department, with the agreement of Facilities & Operations, may block out a set of dates and times during which specified athletic facilities shall be blocked out for District activities. They may do so for one season or more (up to one school year).

**The City of White Plains Recreation & Parks Department may need more flexibility to schedule their extended seasons. They may do so provided that they submit their schedule requests (a) by June 30 for the period from September through March and (b) by January 31 for the period from April through August.

APPENDIX B.1: LOCATION/ROOM FEE

Location/ Room	Group (A)	Group (B)	Group (C)	Comments/ Notes Additional Fees (when applicable to the requested use)
Classroom Single	N/C	N/C	\$22	a, b, c
Computer Lab	N/C	N/C	\$42	a, b, c
Auditorium Elementary	N/C	N/C	\$54	a, b, c, f, g, i, j, k
Auditorium Secondary	N/C	N/C	\$78	a, b, c, f, g, i, j, k
Cafeteria Elementary	N/C	N/C	\$48	a, b, c, i, j, k
Cafeteria Secondary	N/C	N/C	\$60	a, b, c, i, j, k
Library/Media Center	N/C	N/C	\$42	a, b, c, i, j, k
Multi-Purpose Room	N/C	N/C	\$42	a, b, c, i, j, k
Large Gym (HS- North Gym, HL- North Gym, & EV Gym)	N/C	N/C	\$54	a, b, c, i, j, k
Small Gym	N/C	N/C	\$42	a, b, c, i, j, k
Field- Baseball/Softball	N/C	N/C	\$25	e, i, j, k, l
All Other Fields	N/C	N/C	\$40	d, e, i, j, k, l
Pool	N/C	N/C	\$150	a, b, c, i, j, k, m, n
Loucks/ Parker Stadium	N/C	N/C	\$66	a, b, c, d, e, h, i, j, k, l
Track	N/C	N/C	\$36	a, b, c, i, j, k, l
Tennis Courts	N/C	N/C	\$20	i, j, l
Field House	N/C	N/C	\$60	a, b, c, k, l
Parking Lot	N/C	N/C	TBD	a, b, c, k, l

APPENDIX B.2: COMMENTS & ADDITIONAL FEES TABLE

Code	Comments and Description of Additional Fees
a	Custodial Service Fee will be charged for large events which require a deviation of an hour or more from a custodial worker’s regular work schedule and wherever overtime costs are incurred.
b	Custodial Service Fee: \$74.00/hour/per person, Monday through Friday until 11:30 p.m. and Saturdays until 6 PM
c	Custodial Service Fee: \$84.00/hour/per person, Saturdays after 6 PM, Sundays, & Holidays
d	Lining of Field for Game Fee, Baseball/Soccer: \$40.00; Football: \$65.00
e	All Field Lighting Fee: \$60.00 per event (2 hours); \$30/hour for each additional hour
f	Stage Sound Equipment & Lighting Manager Fee: \$145.00 for first two (2) hrs.; \$65/hour for each additional hour, unless permit holder has someone experienced and approved by the District.
g	Piano Use Fee: \$30.00/hour
h	Press Box, Scoreboard Equipment, Announcer Fee: \$40.00 per hour
i	Table Fee: \$5.00 each (limited number per event)
j	Chair Fee: \$2.00 each (limited number per event)
k	Security Person Fee: \$45.00/hour
l	Grounds Worker Fee: \$80.00/hour
m	Pool Equipment Use Fee: \$100.00 per day
n	Vendor Fee: \$65.00 per vendor

APPENDIX C:

MASTER LIBRARY INSTRUCTIONS TO CREATE A FACILITY USE REQUEST IN MASTER LIBRARY

LOG IN TO  Schedules

1. Access the ML Schedules login screen using the District URL:
<https://ny226.mlschedules.com/Login.aspx>
2. Enter your **Username** (email address) and **Password**.
3. Select the **Log In** button.

MAKE A NEW FACILITY REQUEST

All request types require three basic steps:

1. Search spaces by date(s) for availability.
2. Provide additional information including the need for support personnel and/or equipment.
3. Confirm and submit your Request.

SUBMIT FACILITY REQUESTS

1. To **Make A Request**:

Select the **New Request button** at the top of the screen, choose dropdown option, Add Event.

Or,

Select **Requests** from the left tool bar, choose Submit New Request

2. Enter the Group or User
3. Select Site or Building
4. Select Space or Classroom
5. Enter Frequency, Date & Time
6. View Availability to Confirm and Continue.
7. The next screen allows for additional event details:
 - Provide additional information
 - Select required seating, equipment, and support staff
 - Upload attachments
8. Select the **Checkbox signifying you have read and agree** to the district's terms of use.
9. Select the **Confirm & Submit Request button** to submit the Request for review and approval.
10. A thank-you screen will confirm that your Request is being processed. You will be notified of its progress via e mail.

APPENDIX D:

FACILITY USE FEE OFFSET REQUEST FORM

WHITE PLAINS CITY SCHOOL DISTRICT
Facilities Use and Regulations

FACILITY USE FORM E-1
APPLICATION FOR SCHOLARSHIP

FEEES MAY BE OFFSET BY IN-KIND DONATIONS / SERVICES TO WHITE PLAINS SCHOOL DISTRICT RESIDENT STUDENTS. THOSE GROUPS THAT HAVE 98% RESIDENT PARTICIPATION WILL BE ALLOWED TO APPLY THE OFFSET FOR RESIDENT STUDENTS, NOT TO EXCEED A MAXIMUM OF 50% OF THE RENTAL DUE. FOR THOSE PROGRAMS THAT HAVE LESS THAN 98% BUT MORE THAN 80% RESIDENT STUDENT PARTICIPATION, THE OFFSET WILL BE APPLIED NOT TO EXCEED 25%.

Please Complete form and send for approval at
WPCSD - FACILITIES & OPERATIONS - 580 NORTH STREET - WHITE PLAINS NY 10605

NAME OF ORGANIZATION			
ADDRESS OF ORGANIZATION			
CONTACT PERSON		CELL#	WORK#
TOTAL# OF STUDENTS' PARTICIPATING		TOTAL# OF WHITE PLAINS RESIDENT STUDENTS'	

STUDENT FULL NAME, ZIP CODE AND SCHOLARSHIP AMOUNT LISTED BELOW, ALONG WITH A FULL ROSTER FOR THE SEASON

I HEREBY CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE

PRINT NAME		SIGNATURE	
STUDENT'S NAME	STUDENT'S LAST NAME	STUDENT'S ZIP CODE	SCHOLARSHIP AMOUNT

FOR FACILITIES & OPERATIONS OFFICE USE ONLY

TOTAL EVENT'S RENTAL AMOUNT		TOTAL AMOUNT OF SCHOLARSHIP	
TOTAL APPROVED FEE OFFSET AMOUNT			
APPROVED BY XAVIER HERNANDEZ DIRECTOR OF FACILITIES & OPERATIONS		DATE	

THANK YOU

ONE FORM MUST BE FILLED OUT FOR EACH SEASON - ONE FOR **FALL** (SEPT THROUGH NOVEMBER), ONE FOR **WINTER** (DECEMBER THROUGH FEBRUARY), ONE FOR **SPRING** (MARCH THROUGH APRIL), ONE FOR **SUMMER** (JUNE THROUGH AUGUST)