

**JAMESTOWN PUBLIC SCHOOLS ATHLETIC DEPARTMENT**  
**REQUEST FOR THE USE OF ATHLETIC FACILITIES**

Organization Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contact Phone and Address: \_\_\_\_\_

Explanation of Event: \_\_\_\_\_

Days/Dates/Times Requesting: \_\_\_\_\_

Expected No. of participants: \_\_\_\_\_ Expected No. of spectators: \_\_\_\_\_

*Note: A certificate of insurance must accompany this request; there are fees and other rules associated with this permit on back.*

**J.P.S. Minimum Insurance Requirements**

Jamestown City School District mandates that any outside entity using our facilities or performing any work at any of our buildings or properties have an in force insurance policy with the following minimum limits satisfied for that particular event or project.

The policy must reflect the following minimum coverage levels:

\$1,000,000 each occurrence general liability

\$1,000,000 personal injury

\$3,000,000 general aggregate liability

\$1,000,000 excess/umbrella liability

The Jamestown City School District **MUST** be listed as “additionally insured” on the policy.

**FACILITIES REQUESTED:**

***Strider Field:***

- \_\_\_\_\_ Turf field
- \_\_\_\_\_ 8-lane track
- \_\_\_\_\_ Press box
- \_\_\_\_\_ “Finish line” press box
- \_\_\_\_\_ Scoreboard
- \_\_\_\_\_ Concession stand
- \_\_\_\_\_ “Field” rest rooms
- \_\_\_\_\_ School locker rooms
- \_\_\_\_\_ School rest rooms

***Jefferson Gym/Fieldhouse:***

- \_\_\_\_\_ Court #1
- \_\_\_\_\_ Court #2
- \_\_\_\_\_ Court #3
- \_\_\_\_\_ Batting cage (ct. #3)
- \_\_\_\_\_ Fitness Room
- \_\_\_\_\_ Locker Rooms

***Martin Road Athletic Complex:***

- \_\_\_\_\_ Main field (bleachers)
- \_\_\_\_\_ Practice soccer field (SC-2)
- \_\_\_\_\_ “Varsity” baseball field (BB-1)
- \_\_\_\_\_ “JV” baseball field (BB-2)
- \_\_\_\_\_ Softball field(s) #1 (SB-1)
- \_\_\_\_\_ Softball field #2 (SB-2)
- \_\_\_\_\_ Lower practice fields

***Jamestown High School:***

- \_\_\_\_\_ McElrath Gymnasium
- \_\_\_\_\_ McElrath Gym Concessions
- \_\_\_\_\_ Old gym
- \_\_\_\_\_ Wrestling Room/APE
- \_\_\_\_\_ Weight Room
- \_\_\_\_\_ Pool
- \_\_\_\_\_ Tennis courts
- \_\_\_\_\_ Back athletic field

***Washington Middle School:***

- \_\_\_\_\_ Gymnasium
- \_\_\_\_\_ All-purpose room
- \_\_\_\_\_ Fitness room
- \_\_\_\_\_ Athletic field/track

***Persell Middle School:***

- \_\_\_\_\_ Gymnasium
- \_\_\_\_\_ Fitness Room
- \_\_\_\_\_ Athletic field/track

**OTHER REQUESTS/COMMENTS:**

Please specify (bleachers, chairs, concession stand use, scorers tables, scoreboard controllers, public address system, field requests, painted lines, etc.)

**Athletic Dept. and Building & Grounds Use**

**Insurance Certificate provided:**      Y      N      N/A

**Custodial coverage/overtime required:**      Y      N      N/A

**APPROVAL/DATE:** \_\_\_\_\_

(A.D./Principal/Director of Facilities Signature)

NOTES FOR USER: \_\_\_\_\_

## **SUMMARY OF FEES AND RULES OF USE FOR ATHLETIC FACILITIES**

*(Please refer to B.O.E. Policy 3270 for more information)*

### **Facility Usage Fees for “Outside Groups” (minimum of 4 hours of use):**

<u>Facility:</u>	<u>Cost:</u>
Strider Field	\$100/hour
Any other athletic field	\$50/hour
McElrath Gym	\$100/hour
Jefferson Gym	\$50/hour per court
Any other gymnasium	\$50/hour
J.H.S. Pool	\$100/hour

### **Additional fees (for all requests made by non-district groups/teams) may include:**

- Custodial overtime fees (as deemed necessary by district; contractual rate is approx. \$45-\$55/hour per custodian)
  - *Custodial hours will include time to set-up prior to event and clean-up after event*
- Supervision (as deemed necessary by district): \$30/hour per person
- Scoreboard operators/imageboard operator/announcer: \$50/game per person
- Field Lights: \$30/hour
- Painted field lines: baseball/softball= \$45/field; soccer= \$65/field; football= \$120/field
- Other fees as needed (i.e.- plowing, salting, etc.)

### **Miscellaneous Information/Rules:**

- All fees must be paid prior to the event. Invoices will be mailed to the requesting organization and fees may be paid at the JPS Business Office at 197 Martin Road, Jamestown, NY 14701. Cancellation of an event must be done at least 24 hours in advance of the scheduled event, or fees are still applicable. NOTE: Under a contingency budget, all N.Y.S. Education Department rules will apply.
- J.P.S. athletic teams will have use of the facilities without charge (requests for camps, tournaments, etc. for “out-of-season” activities may include additional fees listed above).
- The Jamestown Board of Education values the relationships with our local youth sports “feeder” organizations. Requests from these organizations during “normal working hours” will not be charged a fee (unless the request includes “additional fees” listed above). Requests outside of normal working hours or for Strider Field, McElrath Gym, and Jefferson Gym will be subject to the additional fees stated above.
- “Outside groups” refers to groups with no affiliation to J.P.S. or its feeder programs.
- J.P.S. administrators and/or the “Strider Field User Committee” will determine a group’s status as “feeder program” or “outside group.”
- Camps, leagues, tournaments, etc. at J.P.S. must run through that athletic program’s booster club.
- J.P.S. reserves the right to deny any requests from athletic organizations that are in competition with our own programs or events (camps, tournaments, teams, etc.).
- Section 6 or N.Y.S. playoffs are not subject to user fees listed above. However, there will be a fee associated with any overtime pay for custodial coverage (direct cost), which will be billed to the Section.
- Admission charges, registration fees, or concessions may only be administered as stated on the request.
- Jamestown Athletics reserves the right to run the concessions for any activity at J.P.S. facilities.
- All activities conducted on school property shall conform to federal and New York State laws and municipal ordinances (i.e.- smoking and tobacco use are prohibited on school grounds). Non-J.P.S. teams may do no public advertising.
- Organizations authorized to use school facilities assume a responsibility for the conduct of both participants and spectators. Each group shall designate a responsible adult representative who must be present at all times. J.P.S. reserves the right to determine if school personnel are required for additional supervision.
- School facilities must be left in the same condition as they are found. Trash is to be picked up, lights turned off, and doors secure. Doors should not be propped open.
- All groups shall be liable for any damage to school property resulting from activities they sponsor.
- Vehicles are not allowed on grassed areas or athletic fields. Sufficient personnel should control parking for any large event.
- The District assumes no liability for injuries resulting from community group activities.
- The District reserves the right to revoke authorization to use school facilities at any time.
- If the pool is to be used, an adult lifeguard, with a valid American Red Cross Advanced Life Saving and Water Safety Certificate must be on duty. Each group is responsible for providing and paying its own lifeguard. The pool is not available for private rental or any “open swim” activities.

### **For questions/reservations/cancellations, contact:**

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