

Regulation

COMMUNITY RELATIONS

1001.1

APPLICATION FOR USE OF SCHOOL FACILITIES – NONSCHOOL GROUPS

Part I. For Non-School Groups:

Organization: _____ Date Desired: _____

Duration of use from: _____ a.m. or p.m. to _____ a.m. or p.m.

Purpose of Use: _____

Building Location: _____ Expected Attendance: _____

School departments to be used (if applicable):

___ Athletic Department ___ Facilities Department ___ IT Department

*The use of athletic facilities or any auditoriums may require an onsite meeting with the applicable Director (of Athletics or IT). Large events of any type will require a meeting with the Director of Facilities (parking procedures, emergency egress, alarms, occupancy, ADA issues, contact numbers, permitted uses, etc.).

Part II. Insurance and AED Certification:

The requesting Group or Organization agrees to indemnify and save-harmless the Board of Education and/or the District, and/or any of its employees, from any and all claims that may arise with the requesting Group's or Organization's use of, activities on, or occupancy of the District's buildings/property through negligence or otherwise, or that may cause damage, loss, injury or death to the property of the District, its employees or their property, or to other persons or property resulting from such use directly or indirectly.

A certificate of insurance that meets the Districts requirements is required from all Non-School Groups and MUST be part of the building use form. See attached insurance sheet for limits.

For group athletic activities involving students under seventeen (17) and/or High School students over the age of eighteen (18):

- I affirm the Group or Organization has submitted a Plan pursuant to NYS Public Health Law 3000-f regarding AEDs, and the Group or Organization will have all of the required equipment and training persons available at its events on District property.

Acknowledgement of AED Certified Personnel:

AED Certified Personnel

Date

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Part III. Fee Schedule For Non-School Groups:

Please indicate below what buildings/facilities your Group or Organization is requesting to utilize. Additional comments can be appended to this application if more space is needed.

All Meetings must be non-exclusive and open to the general public. Education Law Section 4:14

The Whitesboro Central School District will determine the level of staffing that is appropriate for the use of the facilities. The cost of which will be provided to the applicant AND must be agreed upon prior to the approval of the use.

Building/Facility	Fee Amount	Request Use	Comments/Remarks
High School Gymnasium	\$75.00/hr	<input type="checkbox"/>	
High School Locker Room	\$50.00/event	<input type="checkbox"/>	
Middle School Gymnasium	\$50.00/hr	<input type="checkbox"/>	
Middle School Locker Room	\$35.00/event	<input type="checkbox"/>	
Elementary Gymnasium	\$25.00/hr	<input type="checkbox"/>	
Elementary School Locker Room	\$25.00/event	<input type="checkbox"/>	
Classroom	\$25.00/hr	<input type="checkbox"/>	
Classroom w/ AV	\$35.00/hr	<input type="checkbox"/>	
Athletic Field - grass	\$35.00/hr	<input type="checkbox"/>	
High School Baseball Field - grass	\$35.00/hr	<input type="checkbox"/>	
Middle School Baseball Field - turf	\$75.00/hr	<input type="checkbox"/>	
Other:	\$25.00/hr	<input type="checkbox"/>	
Other:	\$25.00/hr	<input type="checkbox"/>	
Softball Field – turf (Westmoreland Rd. Elementary)	\$75.00/hr	<input type="checkbox"/>	
Softball Field - grass (Marcy, Deerfield, Parkway)	\$35.00/hr	<input type="checkbox"/>	
Tennis Courts - per court	\$25.00/hr	<input type="checkbox"/>	
Turf Field (w/ lights)	\$400.00/hr 6hrs	<input type="checkbox"/>	
Turf Field (w/o lights)	\$300.00/event 6hrs	<input type="checkbox"/>	
Turf Field (w/ lights)	\$150.00/hr	<input type="checkbox"/>	
Turf Field (w/o lights)	\$100.00/hr	<input type="checkbox"/>	
* Custodial/Maintenance Person (does not take place on a District holiday)	\$35.00/hr	<input type="checkbox"/>	
*Custodial/Maintenance Person (does take place on a District holiday)	\$50.00/hr	<input type="checkbox"/>	
*Site Supervisor	\$55.00/contest	<input type="checkbox"/>	
Timekeeper	\$25.00/contest	<input type="checkbox"/>	
Announcer	\$25.00/contest	<input type="checkbox"/>	

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Ticket Seller	\$30.00/contest	<input type="checkbox"/>	
Crowd Control	\$35.00/contest	<input type="checkbox"/>	
High School Auditorium	\$300.00/day 6hrs	<input type="checkbox"/>	
High School – lighting/sound/projection booth	\$100.00/day 6hrs	<input type="checkbox"/>	
Middle School Auditorium	\$300.00/day 6hrs	<input type="checkbox"/>	
Middle School - lighting/sound/projection booth	\$100.00/ 6hrs	<input type="checkbox"/>	
Additional Hours – Auditorium	\$50.00/hr	<input type="checkbox"/>	
Additional Hours – Projection Booth	\$25.00/hr	<input type="checkbox"/>	
Technical Director	\$45.00/hr	<input type="checkbox"/>	

Total Cost of Services _____

*Additional costs may be applicable depending on the use request.

A building permit must be submitted to the appropriate building **AT LEAST one week** prior to the event. Building permit is not valid until all involved departments have signed off on the use request (See Part IV. below).

Part IV. Required Signatures:

By signing this form, the requesting Group or Organization agrees they had read and acknowledge the requirements outline in this agreement and the District Policy’s on Community Use of School Facilities.

Form completed by: _____

Name Date

Email Phone #

Signature

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The Group or Organization will pay the total service cost to the District’s business office no later than **five (5) business days** after receiving an invoice from the District. Cash or check payable to **Whitesboro Central School Activities Fund** may be used.

Approval from the Supervisor/Director indicated within Part I. must be obtained prior to approval by the Building Principal:

Athletic Director Date

Facilities Department Director Date

IT Department Director Date

Request approved by:

Building Principal Date

Superintendent Date

Whitesboro Central School District

Adopted: 02/02/10 Board Rescinded: 11/04/25

Superintendent Approved: 11/05/25, 01/12/26, 03/10/26, 05/14/26

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<u>Type of Policy</u>	<u>Minimum Limits</u>
<u>General Liability</u>	
Commercial General Liability (Occurrence Based)	\$1,000,000
General Aggregate	\$2,000,000
Products-Completed Operations (Aggregate)	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Fire Damage	\$ 300,000
Medical Expense	\$ 10,000
<u>Automobile Liability</u>	
Any vehicle – Combined Single Limit	\$1,000,000
<u>Excess Liability</u>	
Each Occurrence	\$5,000,000
Aggregate	\$5,000,000