3280P

Pittsford Schools

Facility Usage & Fee Schedule

Revision date: 4/16/26

Facility Usage & Fee Schedule

The Pittsford Central School District (PCSD) buildings and property are in the first instance available for the regular program and activities of the school system. When not in use for these purposes, the Board of Education will allow the use of these facilities by other civic not for profit groups within the allowable limits of Section 414 of the New York State Education Law and the regulations herein provided.

It shall be the policy of the Board that the facilities of the district belong to the taxpayers, and as such, the Board has a fiduciary duty to encourage the greatest possible use of school buildings for community-wide civic activities in a manner that preserves the facilities, at no cost to the taxpayers and does not unfairly benefit a private, political or religious concern. This is meant to include use by recognized not for profits, civic, social and fraternal and religious organizations in accordance with law. Groups wishing to use the school facilities must secure written permission from the Superintendent and abide by the rules and regulations established for such use including restrictions on alcohol, tobacco and drug use. This does not include use of school facilities for individual, personal for-profit business purposes or holding religious worship services. The Superintendent, at his/her discretion, may consult with the Board. Monthly reports may be made to the Board regarding community use of the school facilities.

The PCSD will charge the sponsoring organization for the incremental costs of all activities taking place in the buildings or on school properties. The costs charged for building/property use will be charged for use of the facility and specific room/area charges are detailed below. Custodian(s) shall be on duty at all times when facilities inside a school building are in use. Such supervision will be provided at no cost during regular working hours, as noted below. The cost charged for custodial labor shall be those incurred as a result of the activity beyond the normal operation of the building. They may include related weekday and/or weekend overtime costs, including opening/closing of buildings, cleaning, setup, take downs or other special arrangements. At a minimum one hour of additional labor may be charged per use, maybe more depending on service needs, to allow the building to be opened, lights turned on and a building check and after use building check and lockup. Cleaning labor charges are in addition to the one hour noted above. Specialized staff labor costs are charged per use. These may include the cost for staff required to provide security, kitchen supervision, snow removal, lifeguards, AV assistant, etc.

The PCSD reserves the right to require groups to provide their own insurance, naming the PCSD as an additional insurer. Outside groups use the school facilities at their own risk. The PCSD is not responsible for any injury or negligence on the part of the user. The user will be held responsible for the cost of repairs caused by misuse or vandalism.

Normal Building Hours of Operation/School Year Custodial Schedule (Monday through Friday):

- Sutherland High School: 7am until 12am
- Mendon High School: 7am until 12am
- Barker Road Middle School: 7am until 11pm
- Calkins Road Middle School: 7am until 11pm
- Allen Creek Elementary School: 7am until 9pm
- Jefferson Road Elementary School: 7am until 11pm
- Mendon Center Elementary School: 7am until 11pm
- Park Road Elementary School: 7am until 9pm
- Thornell Road Elementary School: 7am until 11pm

Normal Summer Building Hours of Operation: Monday through Friday 7am - 3:30pm. (last day of school in June to the first day of school in September). This excludes any Holidays.

Please note: There are no custodians on regular duty on Saturdays, Sundays, school holidays or school breaks.

Building use on Sundays and school holidays is discouraged. Further information is available at the individual building to be used and/or by calling the administrative building at 267-1000.

School Building	Main Number
Mendon High School:	(585) 267-1600
Sutherland High School:	(585) 267-1100
Barker Road Middle School:	(585) 267-1800
Calkins Road Middle School:	(585) 267-1900
Allen Creek Elementary School:	(585) 267-1200
Mendon Center Elementary School:	(585) 267-1400
Thornell Road Elementary School:	(585) 267-1700
Park Road Elementary School:	(585) 267-1500
Jefferson Road Elementary School:	(585) 267-1300

PITTSFORD CENTRAL SCHOOL DISTRICT FACILITY USAGE FEES:

1) Building/track fees:

A) Mendon High School/Sutherland High School:	Fee (Per Hour)
Auditorium:	$26.00
Pool:	$26.00
Tennis Courts:	$26.00

B) Barker Road MS/Calkins Road MS:	
Auditorium:	$26.00
Pool:	$26.00
Tennis Courts:	$26.00

C) K-5 Schools:	
Auditorium:	$26.00

D) Field use:	
Track:	$26.00
Lining any PCSD athletic field	$35.00 each (all contests will be charged for field lining)
Fee for car washes	$26.00 each day

2) Labor fees:

A) Custodial fees:	Fee (Per Hour)
Saturdays & overtime (1-1/2x rate):	$39.00
Sundays & school holidays (2x rate):	$50.00

B) Specialized Staff (each):	Saturdays & OT	Sundays & Holidays
Kitchen staff member:	$39.00	$50.00
Lifeguard event supervisor:	$30.00	$45.00
Event Supervisor:	$39.00	$50.00
AV assistant:	$39.00	$50.00
Security personnel:	$39.00	$50.00
Maintenance personnel for snow plowing/salting:	$39.00	$50.00

NOTES:

If an activity's attendance is over **100 persons**, more than one staff member (custodians, etc.) may be required and labor fees may be increased to account for additional staff as determined by the PCSD. If an activity's attendance is over **500 persons**, more than two staff members (custodians, etc.) may be required and labor fees may be increased to account for additional staff as determined by the PCSD.

If an activity requires special opening/closing of the facility, setup and/or major cleaning after the event, the PCSD reserves the right to charge additional time as required for these services. If a facility requires snow removal and/or salting due to weather conditions outside of normal building hours, the PCSD reserves the right to charge for these services.

Town of Pittsford Parks & Recreation are not billed for use of the pool or lifeguards, but are billed for custodians if on Saturday, Sunday or school holiday.

PACK swim club is billed $11.00 per hour for pool use

Facility Use Forms:

The NON-Athletic Facility Usage Request Form can be obtained from any building or can also be found on the PCSD's website (www.pittsfordschools.org).

The Athletic Facility Usage Request Form can be obtained from the Athletic Director or can also be found on the PCSD's website (www.pittsfordschools.org).

These requests can come from within each school, as well as organizations from surrounding areas. Each private organization will need to supply a certificate of insurance to show that they have private insurance to cover any injury or liability problem should someone fall or become injured.

Application for the use of any gymnasiums, pools and exterior fields (Athletic Facility Usage Request Form) shall be filed with the Director of Athletics at 42 West Jefferson Road. All other applications for use of schools shall be filed with the respective building administrator of that school.

1) Athletic Facilities Usage Request Forms (includes the gymnasiums, pools and exterior fields):

In applying for use of the PCSD's gymnasiums, pools or exterior fields (Athletic Facilities) at any one of the schools for a game, practice, swim meet, tournament, etc., a representative from the organization must contact the Director of Athletics before applying to use these facilities. The Athletic Facilities Usage Request Form shall then be completed (in full) and submitted to the Director of Athletics at 42 West Jefferson Road at least two (2) weeks prior to the event.

The Athletic Director shall:

1) Confirm the entity requesting use of the building is authorized and the Athletic Facility Usage Request Form is completed IN FULL.
2) Confirm the building and/or grounds are available for the requested event, in the requested location.
3) Confirm any additional special requirements and insurance requirements have been fulfilled.
4) Approve or deny the Athletic Facility Usage Request Form.
5) If denied, return a copy of the Athletic Facility Usage Request Form to the originator.
6) If approved, determine if fees apply and estimate any fees on the form. Distribute a copy of the form to everyone noted on the distribution fields at the bottom of the form.

If special services are being requested, the person required to provide those services at the District must be notified prior to approval of the form.

Please note that activities with estimated attendance over 100 and/or 500 people may require additional support staff and estimated fees should be calculated accordingly.

The supervisor of the event MUST be present at all times of the event or additional fees will be applied for supervision.

Renting organization must provide their own AED to be available at all times during rentals for outside use per location. The renting organization must have at least one AED certified person on-site per location during facility rental.

(If fees apply):
Labor time sheets shall be completed by PCSD staff detailing the event and exact over time requirements for any and all events by outside users of the facilities. Time sheets shall be used by the PCSD facility use department (Business office) for billings.

Pittsford Central Schools

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Application and agreement for use of school Facilities

Athletic Facility Usage Request Form

(gymnasiums, pools or fields, etc.)

This form is to be completed when requesting use of **athletic** facilities and equipment (gymnsiums, pools, fields, etc.) This form must be submitted to the athletic department 42 West Jefferson Road **at least two weeks prior to the event.**

Person in charge (PLEASE PRINT):_____

Application date:	**Building:**	**Facility or area**	**Date(s) requested:**	**Total hours:** **From:** **To:**
Organization name:		**Actual time of event:** **From:** **To:**		
Estimated attendance: **Are admission fees being charged:** **Yes No**		**Name of on site supervisor(s) for event (must be present):** **Address:** **Phone: Home:** **Work:** **Cell:** **E-Mail:**		
Purpose of use of facility (explain completely-ex: game, tournament, practice, etc.): **Is use of the Sutherland High School Stadium concession stand/bathrooms requested: Yes_____** **Is use of the Stadium Turf Field lights requested: Yes_____**				
Furniture/equipment/support services needed (be specific and thorough): **All contests will be charged for field lining.**				
If use of an exterior field is being requested outside of normal building hours of operation and you would like building access, please indicate "yes" in this box (custodial labor fees may be applied): Yes_____				
Equipment/materials to be brought by organization (no food/drink allowed in pool or gym areas):				

This organization does covenant and agree to defend, indemnify and hold harmless the Pittsford CSD 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 Pittsford CSD property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of this organization.

This organization understands and agrees that its use of Pittsford CSD 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"). This organization agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

General Liability Insurance: Organizations/Persons using school facilities shall provide the District with proof of liability insurance with the Pittsford CSD listed as an Additional Insured at limits equal or greater than $1,000,000 per occurrence and $2,000,000 aggregate per the Insurance Requirements set forth in the Facility Use Policy. Name of Insurance Carrier_____ **(please attach certificate of insurance)**

I have read the Pittsford CSD's facilities usage regulations and fee schedule and hereby certify that the organization which I represent and the activity which we are sponsoring fully meets the conditions set forth, and agree to observe all rules and procedures as stated. Hold Harmless Agreement: The undersigned is over 21 years of age and has read this form and regulations and agrees to comply with them. He/she, on behalf of _____ (Organization) does hereby covenant and agree to defend, indemnify and hold harmless the District from and against any and all liability, loss, damages, claims , or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connections with the actual or proposed use of the District's property, facilities and /or services by _____ (Organization).

Renting organization must provide their own AED to be available at all times during rentals for outside use per location. The renting organization must have at least one AED certified person on-site per location during facility rental.

Signature of person in charge:_____**Title:**_____**Date:**_____

Address:_____**Phone #:**_____

For internal use only

The schedule has been checked and the above facilities are available: Approved Denied

Director of Athletics:_____Date:_____

Estimated Fee:
Labor Fees:

Use Fees:

Distribution:

Bldg Administrator:		**Head Custodian:**		**Business Office: (main file)**		**Originator of Application:**	
Director of OMS:		**Technology:(as required)**		**Food Service:(as required)**			

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2) NON-Athletic Facility Usage Request Form (classrooms, kitchens, auditoriums, etc.):

In applying for use of the PCSD's schools for a meeting, event, competition, musical, play, etc., a representative from the organization must contact the principal and/or assistant principal (building administrator) at the school for a preliminary discussion before applying to use that school building. The NON-Athletic Facility Usage Request Form shall then be completed (in full) and submitted to the building administrator at least two (2) weeks prior to the event. Please make sure to review auditorium regulations if requesting use of an auditorium.

The Building Administrator shall:

1) Confirm the entity requesting use of the building is authorized and the NON-Athletic Facility Usage Request Form is completed IN FULL.
2) Confirm the building is available for the requested event, in the requested location.
3) Confirm any additional special requirements and insurance requirements have been fulfilled.
4) Approve or deny the NON-Athletic Facility Usage Request Form.
5) If denied, return a copy of the NON-Athletic Facility Usage Request Form to the originator.
6) If approved, determine if fees apply and estimate any fees on the form. Distribute a copy of the form to everyone noted on the distribution fields at the bottom of the form.

If special services are being requested, the person required to provide those services at the District must be notified prior to approval of the form.

Please note that activities with estimated attendance over 100 and/or 500 people may require additional support staff and estimated fees should be calculated accordingly.

The supervisor of the event MUST be present at all times of the event or additional fees will be applied for supervision.

(If fees apply):
Labor time sheets shall be completed by PCSD staff detailing the event and exact over time requirements for any and all events by outside users of the facilities. Time sheets shall be used by the PCSD facility use department (Business office) for billings.

Pittsford Central Schools

Application and agreement for use of school Facilities

NON-Athletic Facility Usage Request Form

(classrooms, kitchens, auditoriums, etc.)

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This form is to be completed when requesting use of **NON-Athletic** facilities and equipment (classrooms, kitchens, auditoriums, etc.) This form must be submitted to the building adminstrator of each building, **at least two weeks prior to the event.**

Person in charge (PLEASE PRINT):_____

Application date:	**Building:**	**Facility or area**	**Date(s) requested:**	**Total Hours:** **From:** **To:**

Organization name:	**Actual time of event:** **From:** **To:**
Estimated attendance: **Are admission fees being charged:** **Yes** **No**	**Name of on site supervisor(s) for event (must be present):** **Address:** **Phone: Home:** **Work:** **Cell:** **E-Mail:**
Purpose of use of facility (explain completely):	
Furniture/equipment/support services needed (be specific and thorough):	
Equipment/materials to be brought by organization:	

This organization does covenant and agree to defend, indemnify and hold harmless the Pittsford CSD 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 Pittsford CSD property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of this organization.

This organization understands and agrees that its use of Pittsford CSD 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"). This organization agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

General Liability Insurance: Organizations/Persons using school facilities shall provide the District with proof of liability insurance with the Pittsford CSD listed as an Additional Insured at limits equal or greater than $1,000,000 per occurrence and $2,000,000 aggregate per the Insurance Requirements set forth in the Facility Use Policy. Name of Insurance Carrier_____ **(please attach certificate of insurance)**

I have read the Pittsford CSD's facilities usage regulations and fee schedule and hereby certify that the organization which I represent and the activity which we are sponsoring fully meets the conditions set forth, and agree to observe all rules and procedures as stated. Hold Harmless Agreement: The undersigned is over 21 years of age and has read this form and regulations and agrees to comply with them. He/she, on behalf of _____ (Organization) does hereby covenant and agree to defend, indemnify and hold harmless the District from and against any and all liability, loss, damages, claims , or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connections with the actual or proposed use of the District's property, facilities and /or services by _____ (Organization).

Signature of person in charge:_____**Title:**_____**Date:**_____

Address:_____**Phone #:**_____

For internal use only

The schedule has been checked and the above facilities are available: Approved Denied

Building Administrator:_____Date: _____

Estimated Fee:
Labor Fees:

Use Fees:

Distribution:

Head Custodian:		**Business Office: (main file)**		**Originator of Application:**		**Director of OMS:**	
Athletics: (as required)		**Technology:(as required)**		**Food Service:(as required)**		**Theater Manager:**	

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INSURANCE REQUIREMENTS - USE OF FACILITIES (INCLUDING ORGANIZED ATHLETIC ACTIVITIES AND ATHLETIC & RECREATION CAMPS)

1) Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the facility user hereby agrees to effectuate the naming of the District/BOCES as an Additional Insured on the facility user's insurance policies, except for workers' compensation and N.Y. State Disability insurance.
2) The policy naming the District/BOCES as an Additional Insured shall:
   a) Be an insurance policy from an A.M. Best 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/BOCES and may create significant vulnerability and costs for the District/BOCES.
   b) b. State that the organization's coverage shall be primary and non-contributory coverage for the District/BOCES, its Board, employees and volunteers including a waiver of subrogation in favor of the District/BOCES for all coverages including workers compensation.
   c) c. Additional insured status for General Liability coverages shall be provided 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/BOCES. 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.
3) The certificate of insurance must describe the services provided by the facility user that are covered by the liability policies.
4) The facility user agrees to indemnify the District/BOCES for applicable deductibles and self-insured retentions.
5) Minimum Required Insurance:
   a. **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 Medical Expense
   b. **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.
   c. **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.
   d. **Umbrella/Excess Insurance**
      General Use
      $1 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis 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 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 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 or provide broader coverage over the required General Liability coverages.

6) The facility user acknowledges that failure to obtain such insurance on behalf of the District/BOCES constitutes a material breach of contract. The facility user is to provide the District/BOCES with a certificate of insurance, evidencing the above requirements have been met, prior to the event.

Building Use Regulations

- School buildings and school property are in the first instance available for the regular program and activities of the school system. When not in use for these purposes, the Board of Education will allow the use of these facilities by other civic not for profit groups within the allowable limits of Section 414 of the New York State Education Law and the regulations herein provided.

- Application for the use of athletic facilities or fields (**Athletic Facility Usage Request Form**) shall be filed with the Director of Athletics at 42 West Jefferson Road. All other applications (**NON-Athletic Facility Usage Request Form**) shall be filed with the respective building administrator.

- Reservations must be arranged by the responsible representative of the organization at least two (2) weeks prior to use. Annual reservations for athletics must be renewed at the beginning of each school year as follows: fall season (September – January) forms due by June 30, winter season (January -March) forms due by October 22, spring season (March - June) forms due by February 4, summer season (June -September) forms due by April 22.

- The stadium field(s) are to be used only for approved sports and are not to be used in off-season play. Considerable extensive care and attention has gone into the building and maintenance of the stadium fields in order to keep the turf as resilient as possible. Use by other than approved sporting activities may damage the surface and interfere with the upkeep maintenance schedule.

- The supervisor(s) of the event MUST be present at all times of the event or additional fees will be applied for supervision. The number of supervisors is determined by the size of the event and shall be approved by the PCSD.

- Use of district facilities on Sundays and school holidays for activities is discouraged.

- All activities conducted on school property shall conform with Federal and New York State laws and municipal ordinances.

- The PCSD may not aid or perpetuate discrimination on the basis of race, creed, color, country of national origin, religion, sex, sexual orientation, age, marital status or disability. Community groups and organizations should review their use of school facilities request for conformity. The PCSD reserves the right to require evidence of compliance with civil rights law. However, in accordance with law, the PCSD will not discriminate in its community use of school facilities against any group officially affiliated with the Boy Scouts of America or any other local youth group listed in Title 36 of the United States Code. Nor will the PCSD deny such access or opportunity for reasons based on the membership or leadership criteria or oath of allegiance to God and country. However, such use must be in accordance with the PCSD's community use of school facilities guidelines. School buildings may be used for political meetings only if previously authorized by a PCSD meeting.

- Any organization using the schools must agree to enforce all rules and regulations in effect to insure proper safety, sanitation and protection of school property. Oral instructions given by school personnel in charge of the school building, concerning safety and sanitary procedures must be observed. All equipment or movable properties of the PCSD shall at all times remain under the control of the PCSD. School authorities reserve the right to reject any member of any group, spectators or the entire group, guilty of unsatisfactory conduct, abuse of facilities, or not following regulations.

Building Use Regulations (Con't)

- Smoking and tobacco, use of open flames such as candles, illegal drugs, alcoholic beverages, weapons and hazardous materials are **NOT** allowed on school property. Users shall abide by all property rules as posted on the signs at the entrance to all properties.

- Supplies and/or equipment in a room or area reserved may be used ONLY if prior arrangements have been made and/or indicated on the application. **No custodian is authorized to loan supplies or equipment**. School personnel will be on-site during the hours of the event.

- If kitchen is in use, a school kitchen staff member(s) must be present at all times. If Auditorium lighting or sound equipment is being used, a PCSD approved AV Assistant must be present to supervise its use. Other specialized supervisory personnel may be assigned at the discretion of the PCSD.

- If a pool is being used, a lifeguard(s), with valid American Red Cross Advanced Life Saving and Water Safety Certificate, MUST be present. The lifeguard(s) must be supplied by the organization, but certification must be supplied and approved. All supervision in the pools will abide by the New York State Department of Health regulations, part 6, subpart 6-1 "swimming pools". Specifically see section 6-1.23 "supervision". At least one aquatic supervisory staff of at least the required Supervision Level shall be provided for each 3,400 square feet of pool surface area or fraction thereof at pools required to use Supervision Levels II-III personnel. When pools exceed 3,400 square feet of pool surface area (Mendon High School) at least one additional aquatic supervisory staff shall be provided when the number of bathers exceeds or is likely to exceed 50 percent of the pool bather capacity, based on 25 square feet of pool surface area per bather. Pool operators may limit the portions of the pool open to bathers and provide the required aquatic supervisory staff consistent with the pool area open.

- The facility is to be left in a clean condition which includes cleaning up of any litter and repositioning furniture. The organization and/or group using the facility is limited to the assigned area. Storage of non-school property is limited. Storage of non-school property must be preapproved and is limited to the duration of the event and must be removed promptly after the event. The Board of Education and school staff assume no responsibility for non-school property used or stored on the premises. Request for storage must be submitted on the application. If equipment, apparatus, scenery, decorations, or other materials are brought into the building, it must be so stated on the application form and fire safety regulations must be satisfied.

- Motor vehicles operated on school grounds must be operated in a prudent manner. Motor vehicles shall only be parked in designated areas and no use of motor vehicles is permitted on any grass areas. Vehicles parked in fire lanes, bus loops, or other areas designated as NO PARKING will be removed by towing at the owner's expense.

- Responsibility for ANY damage resulting from the use of the school facility is assumed by the person whose signature appears on the form. Responsibilities and payment for any damage resulting from use of facility is assumed by the organization within 45 days.

- Labor costs will be computed on basis of current wage rates and fringe benefits and are included herein. Overtime (time past the normal operating time of the building) and time on Saturdays is charged at time and one-half AND overtime on Sundays and school holidays is charged at double time, for each required employee. Fees for the use of facilities may be charged in addition to the labor costs, at the discretion of the school district. Fees will be reviewed on an annual basis by the Assistant Superintendent for Business.

Building Use Regulations (Con't)

- In the event of a major snow fall and/or an emergency school closing, all events are usually cancelled, but check with the building administrator or Director of Athletics to determine if the facility would still be available and staffed with district personnel. If the event is scheduled for a weekend and snow fall occurs which will need to be cleared for that event, additional fees may be applied.

- Payment is to be made to the Business Office upon receipt of the billing from the PCSD. Invoices not paid within 45 days may result in revocation of further facility use by the delinquent organization.

- In addition to the foregoing, the use of all the facilities of the school and buildings shall be in accord with the rules and restrictions as may be periodically set forth by the Board of Education and Superintendent of Schools.

- The use of unapproved adhesive products and/or tape on the gymnasium wood floors is not permitted. Adhesive products will damage the wood floor by removing the wood finish.

- Content of Programs – the District does not accept responsibility of any performance or activity, conducted by an outside group which takes place on its premises. However, it reserves the right to review the material beforehand and disapprove the use of facilities if material is deemed inappropriate. All activities conducted on school property shall conform with federal and NY State laws, municipal ordinances and District policies and procedures.

- Emergencies:
    - Each person in charge of any after-school program, event or performance which takes place in a school and which is attended by persons who do not regularly attend classes within the school, is required to notify such persons in attendance at the beginning of such program, event or performance, of the proper procedures to evacuate the building in an orderly and timely manner in the event of a fire emergency.
    - We recommend that you bring a cell phone to your activity to use in the event of an emergency and have emergency contacts for each of your participants.
    - Fire exit routes are noted in each room. Please review these routes with your group at the beginning of your activity. Fire extinguishers are available in all buildings.
    - Designate a location outside of the building or area to meet in the event of an emergency and a plan for accountability for all of your participants.

- Automated External Defibrillators:
    - Education law requires public school districts to provide and maintain on-site, in each instructional school facility, at least one functional automated external defibrillator (AED) for use during emergencies.
    - Adult/pediatric AED's are located by the main office in all buildings and are also located by the gymnasiums in the secondary schools.
    - Only a trained AED responder may operate an AED.
    - Public health law requires the District to report all AED useage to the Monroe County Health Department. In an event of an emergency and the AED was operated, please call the contact person indicated on the AED unit and complete the state required paperwork immediately after use.

Building Use Regulations (Con't)

- Fire & Safety:
  - All users of the facilities must abide by current New York State Fire Code regulations and the State Education Department, Regulations of the Commissioner of Education (8NYCRR Part 155.25, 1225 & 1226).
  - No pyrotechnics may be used for any event or performance. Smoke/fog machines may set off the fire alarms and are not permitted.
  - Please do not block aisles and/or emergency egress exits at any time.
  - All fire alarm pull stations and sprinkler system components must be accessible at all times.
  - The use of our lifts and ladders is not permitted due to insurance liability.
  - NYS Building Code must be followed for all stage set construction. Proper fall protection, handrails and step construction must be implemented. All safety regulations must be followed.

Procedures for Activities Involving Food

The PCSD requires a permit issued by the Monroe County Health Department (application for a permit to operate a temporary food service establishment) to be submitted to the Food Service Department (267-1096) at least one week prior to any event where food will be cooked and/or served on school grounds. The PCSD also requires a "Serve Safe Certified" employee/person to be present when food is prepared, cooked and/or served on school grounds to students or the public. Popcorn, soda, sealed food packages, fast food delivery (etc) do not fall under these requirements.

These procedures were developed for staff and parents to use during activities involving food. Knowledge regarding safe food preparation and handling is important in the prevention of food borne illnesses. Awareness of student food allergies and of the ingredients in treats brought into the school is essential for the safety of our students. Awareness of Monroe County Health regulations is necessary for the district's compliance with the law.

Activities Involving Food Served But Not Sold On School Grounds

For Staff:

In preparation for activities, which include foods that are brought in by students or parents, staff must follow these guidelines:

- Consult with the school nurse regarding students with food allergies prior to soliciting food items.
- Consider using the Pittsford Food Service to provide treats.
- Encourage healthy foods.
- Encourage pre-packaged, individually wrapped or single serving items.
- Items containing uncooked eggs, raw meat, raw fish, home canned goods or unpasteurized juice/cider are not permitted.
- Follow proper food storage procedures. Cold storage and/or reheating of items in the food service kitchens are not permitted per Monroe County Health Department.
- If homemade items are included, a letter must be sent home prior to the activity, reviewing safe food preparation and the district guidelines. Encourage parents to send an ingredient card with their treat.

In preparation for classroom activities, which include cooking within the classroom, not within the context of the Family and Consumer Sciences classroom; staff must follow these guidelines:

- The Principal must approve the activity and review food safety information with teacher.
- The teacher must consult with the school nurse regarding students with food allergies prior to soliciting food items.
- Items containing uncooked eggs, raw meat, raw fish, home canned goods or unpasteurized juice/cider are not permitted.
- Follow proper food storage procedures. Prepared items brought to school may not be stored in cold storage and/or reheating of items in the food service kitchens are not permitted per Monroe County Health Department. However, the kitchen facilities may be used for the preparation of foods under the supervision of member of the food service staff.
- Proper food safety instruction and hand washing procedures must be followed.

Activities Involving Food Sold on School Grounds Outside of the Food Service Program.

Not Potentially Hazardous Foods – Includes foods commercially prepared and wrapped, popcorn, drinks, and cheese or pepperoni pizza from an approved source.

- Follow proper hygiene and food storage procedures
- A permit is not required
- Trained personnel are not required
- All servers must use gloves
- Food must be discarded at the end of the event

Potentially Hazardous Foods – Includes all food items other than those listed above.

Foods not prepared on school grounds:

- Follow proper hygiene, food preparation, and food storage procedures
- If an outside contractor is hired to provide the food, a catering permit must be provided by the contractor.

Foods prepared on school grounds:

- Follow proper hygiene, food preparation, and food storage procedures
- Using school kitchen facilities - District food service must be contracted to provide the food in order to use school kitchen facilities:
    - o A L2 certified school kitchen staff member must be present during cooking
- Not using school kitchen facilities and non-kitchen staff or parents are cooking:
    - o A permit is required by event, game or season
    - o An L2 certified supervisor must be on site during cooking
    - o Organization is responsible for being compliant with Monroe County Health Department pricing guidelines
- Not using school kitchen facilities and an outside contractor is cooking:
    - o An event permit is required. Either the contractor or the district may obtain the permit.
    - o An L2 certified supervisor must be on site during cooking

Food Truck Check Off List:

1) Complete a facility use form 2 weeks prior to event
2) Purchase & Submit current department of health permit to food service director
3) Submit current insurance coverage to food service director
4) Food truck operator is carry in/carry out
5) No power hook ups allowed
6) No water hook ups allowed
7) No latex gloves

Revised 4/16/26

WELCOME TO OUR SCHOOLS

For everyone's safety, the following are prohibited on school property:

1- Soliciting

2- Smoking, tobacco products, e-cigs, vaping, illegal drugs and illegal substances

3- Alcohol and intoxicating substances

4- Unauthorized explosives, fireworks, model rockets or BBQ's

5- Guns, weapons and hunting

6- Snowmobiles, go carts, dirt bikes and ATV's. Use of unauthorized motor vehicles on any grass areas

7- Unauthorized motorized flying objects on school property, including but not limited to drones, airplanes and helicopters

8- Golfing or hitting of golf balls

9- Unauthorized pets on school property during school hours. All pets on school property must be on a leash. Clean up after your pets(s) and do not walk dogs/pets on or near playgrounds, athletic fields or buildings

10- Skateboarding, rollerskating and rollerblading

11- Bicycle riding on tennis courts, running tracks, athletic fields, grass areas, playgrounds and bus loops

12- Skiing, snowboarding, skating and sledding

13- Climbing on buildings and fences

14- All activities after dark

Facilities used by written authorization only

BY ORDER OF THE PITTSFORD CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

Revised 4/7/26

Auditorium Usage Regulations

- A walk through with the Performing Arts Coordinator is required before and within three days after any out of district event. This is to ensure that all equipment and areas of the auditorium are left in the same condition. The Performing Arts Coordinator is available for a walk through by appointment. Please contact via email at least 72 hours in advance of the event.
- When using the auditoriums **Lighting and Sound Systems,** an approved lighting and sound technician must be present. The Performing Arts Coordinator must approve of this person. If an approved lighting and sound technician is not provided by the requesting event, the Performing Arts Coordinator will assign one for an additional fee. The cost of this technician is the responsibility of the requesting event. Technician requests must be submitted as part of the initial Non-Athletic Facilities Usage Form.
- When using the auditorium's **Pin Rail or Fly Rail System,** the person must have experience with our systems and be approved by the Performing Arts Coordinator.

Equipment:

- **Lightboards** must be put back into their original setup (patch). The light boards cannot be moved from their location.
- **Light fixtures** must be set back to their original positions at the conclusion of the event.
- **Color Gels** for the lights will not be supplied for any out-of-district event.
- **Soundboards** must be put back to their original configurations at the conclusion of the event. The soundboards cannot be moved from their locations.
- **Microphones:** Up to two wireless handheld microphones can be provided. Hanging microphones are installed on each of the stages. All other types of microphones and cabling are the responsibility of the requesting event to provide. Wireless lavaliere microphones (body microphones) will not be supplied for any out of district event.
- **Headset Systems:** A wired headset system, if available, can be used by out of district events. Up to five headsets will be supplied (facility dependent). No wireless headsets will be supplied to out of district events.
- **Pianos** in the auditoriums may be used, but tuning is the responsibility of the requesting event. Piano tuners must schedule the tuning with the Performing Arts Coordinator.
- **AV Equipment** must be requested on the building usage form and will only be provided if available.
- **Risers:** Chorus risers are available for use. Requesting event is responsible for the setup and removal of the risers**.**
- **Curtains:** Traveling Curtains may not be moved from their locations on the stage. Only Legs and Banners may be moved. Legs and Banners must be put back to their original locations after events.
- If any of the equipment used by outside groups is damaged, it is the responsibility of the requesting party to cover the costs for repair or replacement.
- No pyrotechnics may be used for any event or performance.
- Smoke/fog machines may set off the fire alarms and are not permitted. However, water vapor machines that create fog-like effects will be considered. Approval must come from the Performing Arts Coordinator. Machines must be operated with low output. Froggy's Fog Poseidon Aqua is the suggested machine for this effect.) Dry ice, within reason, can be reviewed for use, but must be approved by the Performing Arts Coordinator before any use.

- **There is no food or drink allowed in the district auditoriums. If concessions are to be sold during your event, you are required to have ushers preventing food and drink from entering the auditorium. This includes water. Food and drink will be allowed in the backstage areas only.**

Auditorium Set Building Rules:

- Any construction or building of stage sets in auditoriums shall be reviewed and approved by the Performing Arts Coordinator. The supervisor of the event and/or set builder shall contact the Performing Arts Coordinator and review any plans or specs for the set design prior to any use.
- The set will be inspected for code compliance & safety prior to the event, it is the responsibility of the event supervisor to ensure the inspection (and any corrections noted) happens prior to the event and/or any use.
- Items such a railings, fall protection, platform height, stairs, lighting and any specialty built items shall be inspected to ensure they meet safety standards. Any platform height over 36" shall have continuous railings, including a mid-rail capable of holding 200 pounds. Stairs under 44" shall have at least one railing, stairs over 44" (4 risers) shall have continuous railings on both sides. Stairs must be clear of any all obstacles. In addition, OSHA standards shall be referenced for compliance.
- No items may be screwed, nailed or affixed to the stage floor, unless approved by the Performing Arts Coordinator.

Revised 4/16/26

Stadium & Track Use Regulations

- All stadium use requests shall be processed through the Athletic Department.
- Use only sneakers or running flats on the track:
  - No cleated of heeled shoes
  - No spikes or turf shoes
  - Please jog on outside lanes of track
- No spectators inside fence
- Enter through one of the gates. Do not jump over fences
- No swearing or offensive language
- No food, gum, beverages (except water), or glass containers inside the fence
- No bicycles, motorbikes, roller skates/blades or skateboards inside fence
- **No unauthorized pets**
- All trash must be placed in a trash receptacle, no littering
- If requesting use of our sound systems, the person must have experience with our systems and be approved by the Director of Athletics, Patrick Irving.
- All stadium occupants must follow the rules and regulations requested by security or supervisors of the event, or they will be asked to leave the premises
- No tobacco, vaping, alcohol or illegal drugs
- If concessions are to be cooked on site & sold during your event, you are required to pay for and obtain a Department of Health permit and provide safe server certificates to our Director of Food Service, Elena Montgomery.

These regulations will be strictly enforced

Revised 4/16/26