Title:	Facilities Use Regulations	Approval Date:	11/10/14
Pages:	1-12	Version-Date:	7/5/22, 2/12/24, 7/1/24, 7/1/25, 7/1/26

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 facilitiesshall 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 approvaland receipt of the estimated invoice. The remaining balance must be paid within 30 days of the permitholder'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 fromthe 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 oractivity 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 andtimes.

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 inthe 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; Permit holders must designate a responsible person to manage building access for attendees for their event.

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 theapplicable 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 scienceexperiments, 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'scertificate 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 thebeginning 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 reservationand 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 authorityon 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. Onlythe 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) All permit holders must review the District's Pool Safety Plan Acknowledgement and sign the form (Appendix E) prior to using the facility. Failure to do so may result in the revocation of pool privileges.

c) 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 require 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 benefitnot 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 tunepianos 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'sdesignated 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 to support the school or are directly connected with the district shall not be charged a facility use fee or custodial 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 when the event or fundraising is not intended to benefit the District.

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 75% of the total applicable facility use fees for the permitted use. The maximum allowable offset is determined by the percentage of resident student participation in the groups. Those groups that have 90%-100% resident student participation will be allowed to apply to offset up to a maximum of 75% of the total applicable facility use fees for the permitted use. For those programs that have 75%-89% resident student participation, they 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 50%-74% resident student participation, they will be allowed to 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 Office of Facilities & Operations, and the fees will be adjusted accordingly upon approval – not to exceed 75% 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

	Group	Season	Application Period; Approval Period	Events During
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 & SchoolSponsored 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 & SchoolSponsored 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 &EducationalGroups**	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 Sponsored groups*	A & B(1)	Fall	June 1 – June 30; July 1 – July 10	August 16 – Nov 30

*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 toone school year).

**The City of White Plains Recreation & Parks Department may need more flexibility to scheduletheir extended seasons. They may do so provided that they submit their schedule requests (a) byJune 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	$25	a, b, c
Computer Lab	N/C	N/C	$45	a, b, c
Auditorium Elementary	N/C	N/C	$60	a, b, c, f, g, i, j, k
Auditorium Secondary	N/C	N/C	$190	a, b, c, f, g, i, j, k
Cafeteria Elementary	N/C	N/C	$58	a, b, c, i, j, k
Cafeteria Secondary	N/C	N/C	$88	a, b, c, i, j, k
Cafeteria HS H CAFE	N/C	N/C	$165	a, b, c, i, j, k
Library/Media Center ELE	N/C	N/C	$46	a, b, c, i, j, k
Library/Media Center SEC	N/C	N/C	$80.03	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	$173	a, b, c, i, j, k
Small Gym	N/C	N/C	$94.05	a, b, c, i, j, k
Field- Baseball/Softball	N/C	N/C	$60	e, i, j, k, l
All Other Fields	N/C	N/C	$80	d, e, i, j, k, l
Pool	N/C	N/C	$165	a, b, c, i, j, k, m, n
Loucks/ Parker Stadium	N/C	N/C	$80	a, b, c, d, e, h, i, j, k, l
Track	N/C	N/C	$50	a, b, c, i, j, k, l
Tennis Courts	N/C	N/C	$25	i, j, l
Field House	N/C	N/C	$143	a, b, c, k, l

Location/ Room	Group (A)	Group (B)	Group (C)	Comments/ Notes Additional Fees (when applicable to the requested use)
Parking Lot	**N/C**	**N/C**	**Case by case**	**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 4 PM**
c	**Custodial Service Fee: $84.00/hour/per person, Saturdays after 4 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

FEES MAY BE OFFSET BY IN-KIND DONATIONS / SERVICES TO WHITE PLAINS SCHOOL DISTRICT RESIDENT STUDENTS. THOSE GROUPS THAT HAVE 90%-100% RESIDENT PARTICIPATION WILL BE ALLOWED TO APPLY THE OFFSET FOR RESIDENT STUDENTS, NOT TO EXCEED A MAXIMUM OF 75% OF THE RENTAL DUE. FOR THOSE PROGRAMS THAT HAVE 75%-89% RESIDENT STUDENT PARTICIPATION, THE OFFSET WILL BE APPLIED NOT TO EXCEED 50%. FOR THOSE PROGRAMS THAT HAVE 50%-74% RESIDENT STUDENT PARTICIPATION, THE OFFSET WILL BE APPLIED NOT TO EXCEED 25%.

Please Complete form and send for approval at
WPCSD - FACILITIES & OPERATIONS – FIVE HOMESIDE LANE- 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-DELGADO DIRECTOR OF FACILITIES & OPERATIONS			

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)

APPENDIX E

White Plains High School

Pool Safety Plan Acknowledgement

Date:
Organization Name:
Representative Name:

The purpose of this agreement is to ensure that the User Organization understands and agrees to comply with the Pool Safety Plan and all associated safety requirements while utilizing the pool facility located at White Plains High School.

Acknowledgment and Compliance

By signing this agreement, the representative of _____ confirms the following:

1. **Acknowledgment of the Pool Safety Plan:**
   The representative has reviewed and fully understands the Pool Safety Plan provided by Facility Management.
2. **Compliance with Safety Requirements:**
   The User Organization agrees to:
   - Adhere to all safety guidelines outlined in the Pool Safety Plan.
   - Ensure that all participants and staff associated with the User Organization are informed of and comply with these safety requirements.
   - Provide proper supervision and take necessary precautions to ensure the safety of all individuals during the use of the pool facility.
3. **Use of Pool Chemicals and Equipment:**
   The User Organization will not tamper with or misuse pool chemicals, equipment, or other facilities.
4. **Emergency Procedures:**
   The User Organization and its representatives will follow all emergency protocols as outlined in the Pool Safety Plan.

Signatures

By signing below, I, _____, confirm that have read and understood this agreement and the Pool Safety Plan, and accept responsibility for ensuring compliance on behalf of the User Organization.

Representative Name Title Signature Date

_____