

FACILITY USE FEE SCHEDULE

AREA	JR./SR. HIGH COST	M.C.SMITH INTERMEDIATE COST	JOHN L. EDWARDS COST
AUDITORIUM	\$125	\$75	\$50
GYMNASIUM	\$125	\$75	\$50
CAFETERIA	\$50 (large) \$25 (small)	\$50	\$50 (APR or CAFÉ)
CLASSROOM	\$25	\$25	\$25
TENNIS COURT		\$100	
BASEBALL/SOFTBALL FIELDS	\$50	\$50	
SOCCER FIELDS	\$50	\$50	
FOOTBALL FIELDS	\$65	\$150	
CONCESSION STAND	\$15	\$20	

ABOVE RATE SCHEDULE IS PER USE.

ADDITIONAL RATES:

All Auditoriums \$10/Hour for rehearsal.

All Gymnasiums \$10/Hour for practices. (does not include scoreboard or seating)

FEE SCHEDULE Cont'd

All Baseball/Softball fields \$125/Month based on five (5) practices per week. (Games are at single rate use, to include marking)

All Football Fields \$150/Month based on four (4) practices per week. (Games are at single rate use)

All Soccer Fields \$135/Month based on four (4) practices per week. (Games are at single rate use)

*** If field or court lights are needed there will be an additional charge of \$50/HOUR of use.

Stage lighting charge \$25/HOUR ***NOTE*** only approved district personnel are authorized to operate stage lighting.

The aforementioned fees are for facility use only. Special equipment needs to be requested on the facilities use form. In addition to the aforementioned a custodial charge of twenty five dollars (\$25)/HOUR/PERSON will be charged if staff is required for an event that exceeds the scheduled time as requested. This fee will also be assessed if staff is required during non-regularly scheduled times. A fee of fifty dollars (\$50) will be assessed on holidays.

If kitchen staff are requested, the district's kitchen staff will be assigned and billed at the rate of twenty five dollars (\$25)/HOUR/PERSON. A fee of fifty dollars (\$50) will be assessed on holidays.

HUDSON CITY SCHOOL DISTRICT

1500-R

I agree on behalf of the above mentioned indicated organization that all members and guests will observe the regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to the Hudson City School District property during the event that has been requested for use in said request form. We also agree that our organization or group will at all times hereafter indemnify the above-named school district against any loss, damage, or expense of any kind, which said school may sustain or incur because of the use of the above-described building or our organization and we will further hold said school district harmless for loss of any kind in connection therewith.

Rental Fee \$ _____

Custodial Fee @ \$ _____/Hour \$ _____

Other Fees

_____ \$ _____

Total Amount \$ _____

Payment Method Cash Check Money Order

#

Signed: _____ Date: _____
(Requesting Person/Officer of Organization)

Request Approved Denied Date: _____

District Official: _____

NOTE: The approval of the above event is conditional until proof of insurance is submitted to the district as prescribed in the Hudson City School District Policy 1500 (Public Use of School Facilities). The district requires minimum limits of liability of one million dollars (\$1,000,000) bodily injury and five hundred thousand dollars (\$500,000) property damage.

BOARD OF EDUCATION ENVIRONMENTAL CLEAN AIR POLICY

The Hudson City School District Board of Education regulation prohibits smoking, chewing or the use of tobacco products in buildings or on the grounds of the School District. Violations of this policy will negate permission to use facilities. The NO Smoking regulation shall be announced before each event.

Occupancy Levels for Public Assembly

The following are the NYSED allowable levels for occupancy for public assembly in all of the Hudson City School District buildings deemed public use capable.

JOHN L. EDWARDS

JLE Stage:

Standing no furniture 90
 Seating on floor no furniture 65
 Seating with chairs 30

JLE Café:

Standing no chairs or furniture 470
 Seating on floor no furniture 342 -
 (deduct 2 children or 1 adult/chair used)
 Seating with chairs 160

JLE APR:

Standing no furniture 243
 Seating on floor no furn. 173
 Seating with chairs 81

JLE Gym:

Standing no furniture 760
 Seating on floor no furniture 544
 Seating with chairs 253

JLE Media Center:

Seating with chairs only 125
 Tables and chairs 63

MONTGOMERY C. SMITH INTERMEDIATE SCHOOL

General classroom 30
 Cafeteria standing 592

Gym fixed (ADA*) seating 396
 Cafeteria seating 276

Auditorium 560

JUNIOR/SENIOR HIGH CAMPUS

General classroom 30
 Large cafeteria 530
 HS library with chairs 100
 HS library with tables & chairs 50

Gym fixed (non-ADA*) seating 1638
 Small cafeteria 265
 Jr. HS library with chairs 80
 Jr. HS library with tables & chairs 40

Auditorium 1117

*ADA – Americans with Disabilities Act

BRIEF RULES GOVERNING USE OF FACILITIES:

- A. No smoking is allowed in any District building or on school property. Must be announced before each activity.
- B. No alcoholic beverages permitted on District property.
- C. Activity shall be restricted to that area for which permission is granted. Activity shall not extend beyond the hours approved in the request.
- D. Programs shall be planned so they do not interfere with the school schedule.
- E. Organization using the building shall be responsible for moving its equipment into and out of the building.
- F. Supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- G. In the absence of the building principal or administrative personnel, the custodian is in charge with the responsibility for the building.
- H. School authorities must have free access to all rooms at all times.
- I. Where custodial assistance must be hired, (District retains the option to assign staff if deemed necessary) a charge will be made and must be in advance.
- J. Room(s) or facilities used by applicant will be carefully examined after use. Applicant will make good any loss or damage occurring as a result of use of District property.
- K. No school property or equipment is to be altered or removed from the premises.
- L. Organization shall be required to furnish public liability and property damage insurance with limits at least equal to those of the school (see POLICY 1500).
- M. A Certificate of Insurance, with proper limits of liability, shall be submitted as evidence of insurance coverage at the time of the request of the event and must designate both the using organization and the City School District of the City of Hudson as insured. Absence of such a certificate will preclude use of the facility.
- N. This permit is revocable at any time by school authorities.
- O. No reservations will be made until this application is returned, approved and paid.
- P. The activity must be open to the public. (Excluding pool parties).
- Q. Food and drink are limited to restricted areas. **AUDITORIUMS AND GYMS ARE PROHIBITED.**

BOARD OF EDUCATION POLICY FOR USE OF SCHOOL FACILITIES

1. The Superintendent is authorized to delegate the responsibility for the use of a school building or property to the Building and Grounds Department.
2. The following guidelines will govern the use of school facilities:
 - a. Only local community organizations may be allowed to use school facilities within the limits of the law and insofar as such usage shall not conflict with the regular school program or a school event.
 - b. All meetings, entertainment and use shall be non-exclusive and shall be open to the general public. Admission fees only may be charged if all proceeds are used for educational or charitable purposes.
 - c. Requests for use of a facility shall be made at least four (4) weeks in advance. An approval is not official until written confirmation has been received from the District. Exception to this could apply see (POLICY 1500)
 - d. Use of school facilities will be allowed for community organizations which may sponsor political debates, forums and information sessions provided that insofar as possible, all political parties are represented. Individual political parties are not allowed to use public school facilities for rallies, campaigns or other purposes designed to promote such a party of its candidates.
 - e. Education Law, Section 414, sub-division 4 prohibits the exclusive control of meetings where proceeds are to be applied for the benefit of a religious sect or denomination, fraternal, secret or exclusive society/organization.
 - f. An unofficial group of individuals is not to be construed as an organization and will not be allowed to use school facilities.
 - g. Children's groups, clubs and organizations must have an adult sponsor and ample adult supervision when using a facility.
 - h. All damage or breakage must be reported by the organization to the custodial staff or Principal. The Principal or custodial staff will notify the Superintendent of Buildings and Grounds who, in turn, will bill the organization for the necessary repairs and/or replacement.
 - i. An organization will not be allowed to use a facility until all prior school bills are paid or satisfactory provisions have been made with the business office to have the situation rectified, and current request is paid in advance.

- j. The using organization shall be required to furnish public liability and property damage insurance with limits at least equal to those of the Hudson City School District and based upon recommendation of the District's insurance advisor.
- k. Use of a facility is a privilege. Any misuse will seriously jeopardize future use of the building by a specific organization.
- l. Final authority in granting use of a public school facility and setting a fee is reserved by and at the discretion of the Board of Education.
- m. If in doubt about any request, contact the Clerk of the District.
- n. One copy of the request form (Hudson City School District - Use of Facilities form) is to be completed by the organization and submitted to the Buildings and Grounds Department for approval.
- o. Alcoholic beverages and/or smoking is not permitted on District property. An announcement to this effect shall be made before each activity.
- p. Education Law Section 414 empowers the Board of Education to permit use of a facility where admission fees are charged when proceeds thereof are to be expended for educational or charitable purposes. The renting of a facility for which admission is charged and not used for educational purposes, is forbidden by this section. A notarized financial statement shall be required for all events that charge admission fees.
- q. The following fees shall be charged per use when facilities are used by organizations,
- r. The Building and Grounds office shall maintain a monthly calendar listing all approved requests for the use of school facilities.

Adoption date: April 13, 2015