

Penfield Central School District

Permit No. _____

Building Use Permit Application

Return completed form to the main office of the building you are requesting.



Building Requested: _____ Application Date: _____

Reason for Use: _____ Room/Facility Requested: _____

Dates Needed: _____ Furniture/Equipment Needed: _____

Set up time: _____ Departure time: _____

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Print Name of Designee _____ Phone No. _____ E-mail: _____

School Board Policy #3280 regarding Community Use of Public School Facilities can be found at www.penfield.edu, under School Board Policies. I have read the regulations and do hereby certify that I have been duly authorized by the above-named organization which I represent to enter into this agreement, and that the activity which the organization is sponsoring fully meets the conditions set for the herein and that we agree to observe all rules and procedures as stated.

****Signature:** _____ **

Hold Harmless Agreement: *The person signed above, on behalf of the 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 attorney's 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 District's property, facilities and/or services.*



To be Completed by School Personnel

Application Fee: \$15 (one time use) \$50 (several events during school year) Check No. _____

Certificate of Insurance: naming PCSD as additional insured Expiration Date: _____

Insurance Requirements: Organizations/Persons using school facilities shall provide the District with proof of insurance which lists the Penfield Central School District as **Additional Insured**.

Personnel: Kitchen Use (\$20/hr Saturday, \$26/hr Sunday) Estimated # of Hours: _____

Personnel: Custodians (\$29/hr Saturday, \$39/hr Sunday) Estimated # of Hours: _____

Custodians shall be on duty at all times when facilities inside a school building are in use. If your activity takes place outside of normal operating hours of the building, the cost for providing custodial supervision will be charged to the organization.

Education law requires public school district to provide and maintain on-site automated external defibrillator (AED) for use during emergencies. A map showing the locations of AED units are posted inside the entryway to the building. Only a trained AED responder may operate an AED.



THE SCHEDULE HAS BEEN CHECKED AND THE FACILITY IS AVAILABLE:

Signed (Principal): _____ Date: _____

Approved (Assistant Superintendent for Business): _____ Date: _____

Copies: (circle) District Office Requestor Building Kitchen Custodian

PENFIELD CENTRAL SCHOOL DISTRICT
 Penfield, New York
Administrative Guidelines

#3280-R.3

The Fee structure for use of a facility includes:

1. An Application Fee, PLUS fees based on use, such as:
 - a. Personnel fees (Custodial, Food Service or Auditorium)
 - b. Use Fees (Auditorium, track, turf, etc.)
 - c. An additional fee if admission is charged

Application Fees

Building/field use for a single (one-time) activity/event. Example: An organization requesting a classroom for a single night.	\$15.00
Building/field use for a series (year-long) of related activities/events Example: An organization such as the scheduling a series of sessions of a single activity throughout the year	\$50.00

- An application is required for every activity or series of activities.
- An application is required for each building or field requested for use.
- Activities using both indoor and outdoor facilities require separate applications.

Personnel Fees – Custodial, Food Service and Auditorium

	Saturday	Sunday
Technical Theatre Manager	\$43.00 per hour	\$57.00 per hour
Custodian	\$29.00 per hour	\$39.00 per hour
Food Service	\$20.00 per hour	\$26.00 per hour
Media Specialist	\$55.00 per hour	\$72.00 per hour

Personnel Fees - Turf and Track Supervision-When Required for all Groups

Supervision	\$60 per event, plus \$15/hr after 4 Hours
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Use Fees - High School Auditorium

1. District Use	No Use Fee
2. Town Use	No Use Fee
3. BOCES	No Use Fee
4. Community-Based Not for Profit Organizations	No Use Fee
5. All other Not for Profit Organizations	\$300 per day – “Dark Days” \$500 per day – rehearsals \$800 per day - performances \$1,600 Pit change fee
6. All Other Uses	\$300 per day – “Dark Days” \$750 per day - rehearsals \$1,500 per day-performances \$1,600 Pit change fee

Use Fees - Bay Trail Auditorium

1. District Use	No Use Fee
2. Town Use	No Use Fee
3. BOCES	No Use Fee
4. Community-Based Not for Profit Organizations	No Use Fee
5. All other Not for Profit Organizations	\$100 per day – “Dark Days” \$175 per day – rehearsals \$275 per day - performances
6. All Other Uses	\$100 per day – “Dark Days” \$250 per day - rehearsals \$600 per day - performances

Use Fees - Pool

\$20.00 hr., \$40.00 Minimum
\$1,500 per school year for the Sea Dragons Swim Club

Use Fees - Turf and Track Usage Fees for Groups 5 and 6

Each Event	\$100.00 per hour
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Use Fees – Grooming of Baseball and Softball Fields-Per Request of all Groups

Baseball/Softball Grooming and Lining	\$30 per grooming/lining
Baseball/Softball lining boundaries only	\$6 each
Play Ball – Per Bag	\$10

Additional Fees for Not for Profits Charging Admission, Where not exempt per 3280 Policy R.1

<u>Building</u>	<u>Elementary</u>	<u>Secondary</u>
Auditorium	\$40.00/hour	\$40.00/hour
Gymnasium	\$30.00/hour	\$30.00/hour
Cafeteria	\$30.00/hour	\$30.00/hour
Classroom size areas	\$10.00/hour	\$10.00/hour