

**DIRECTIONS:**

1. All requests for use of school buildings must first be approved by the building administrator.
2. If request is approved, your organization will receive a PERMIT. This should be brought to the building custodian on the first scheduled date of use.
3. See last page for rates.
4. Insurance Certificate is required in advance for all established, on-going organizations in the amount of:
 

Public Liability	\$1,000,000
Property Damage	\$ 100,000

This certificate must include the statement that: "Plattsburgh City School District is named as an additional named insured" and the specific school building requested.

READ CONDITIONS/RESTRICTIONS NUMBER 3, ON REVERSE SIDE FOR DETAILS.
5. Use of school facilities is restricted by Board of Education Policy #1500-R, printed on the reverse side.
6. It is expected that all groups will treat the District's property with respect and will leave facilities in the same clean, usable state as which they are found. As such, groups which are exempt from paying for custodial coverage must make their own arrangements for managing trash. Further, groups using the District's outdoor facilities when the buildings are closed (no custodial coverage) will not have access to washrooms, water, etc. Groups who are deemed to by the District's Administration to have not left the facility as- found, will be issued a single warning. Any continued leaving of the District's facilities in sub-standard condition (subsequent to the single warning) will prompt the immediate discontinuation of said group's access to the District's facilities for a period of 365 days.
7. Supervision Required: General supervision by a policeman or fireman, if occasion demands, hired directly by the applicant. General Supervision by school custodian and/or kitchen staff. Supervision of lighting and use of control panel only by person authorized by the Principal. Applicant must pay charges directly to the person authorized.  
**Lifeguard Certifications must be attached for use of Stafford Middle School pool.**

**REQUESTED INFORMATION:**

NAME OF ORGANIZATION \_\_\_\_\_

Purpose \_\_\_\_\_ Date(s) \_\_\_\_\_

**Hours to Reflect Set-up Time, Function Time, Tear-down and Clean-up:**

Event Will Begin At: \_\_\_\_\_ (a.m.) (p.m.) to \_\_\_\_\_ (a.m.) (p.m.) **Total Time \_\_\_\_\_ Hours**

School Facilities Requested \_\_\_\_\_

Building	Room(s)
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Auxiliary Equipment/Services Requested: \_\_\_\_\_

The organization above named will assume full responsibility for observance of all rules and regulations, the due and proper care of the property and agrees to financially reimburse the Board of Education for any damage or loss which may be incurred through the granting of the permit. In the event the organization shall not promptly meet obligations assumed in its behalf herein, the undersigned individual agrees to do so personally.

The individual or organization, while using the building requested, agrees to indemnify and hold the Plattsburgh School District harmless from and against any and all claims and demands for, or in connection with, any accident, injury, or damage whatsoever caused to any person or property arising directly or indirectly out of the activities conducted in the buildings or occurring in or about the building or any part thereof or on the sidewalks adjoining the same, or arising directly or indirectly, from the act or omission of the individual or organization, or their respective licenses, servants, agents, employees, or contracts and from and against any and all costs, expenses and liabilities incurred in connection with any such claim or proceeding brought thereon.

\_\_\_\_\_  
Date                      Name of Authorized Person, Please Print                      Signature of Authorized Person

\_\_\_\_\_  
Address                      Phone Number                      Fax Number

**Person in charge of the event (if different than person signing this form)** \_\_\_\_\_  
\_\_\_\_\_  
**Phone Number**

**Please initial back of form regarding maximum capacity limits.**

Approved: \_\_\_\_\_  
Building Administrator (Sign Rate Sheet Also)                      Date

(Rev. 2/10/23) **(OVER PLEASE)**

## PUBLIC USE OF SCHOOL FACILITIES – REGULATION

The Board of Education will permit the use of the buildings, grounds and other property of the district, when not in use for school business for any of the following purposes:

1. for instruction in any branch of education, learning or arts;
2. for holding social, civic, and recreational meetings and entertainments (such meetings shall be nonexclusive and open to the general public);
3. for meetings of employees (professional and nonprofessional) of the School District, and for organizations of veterans of the military, naval or marine service of the United States and organizations of volunteer firemen;
4. for meetings and entertainments where admission fees are charged where the proceeds are to be expended for an educational or charitable purpose; and
5. for sports events, practice and free admission meets to the extent they can be accommodated.

District properties may not be used for the following purposes:

1. for meetings, entertainments, or activities sponsored by religious or fraternal groups or their auxiliaries; provided however, that such groups may use athletic facilities, including gymnasiums, if no admission fee is charged;
2. for any activity which, by its nature, might tend to cause misunderstanding or dissension in the community; or
3. for any purpose prohibited by either the Education Law or any other law.

In addition, the following shall apply to all persons utilizing district buildings/grounds:

1. No alcoholic beverages may be brought on any school property.
2. No alterations are to be made to any school property or equipment.
3. When permission is granted for use of space in any school building or on any school grounds or portion thereof, for an activity for which admission is charged, or when it is deemed necessary by the Superintendent of Schools, the using organization shall be required to furnish the public liability and property damage insurance in the amounts set forth below. Such insurance shall designate the using organization and the School District as an additional named insured. Evidence of such coverage shall be submitted to the Principal of the school at least one week prior to the requested date for use of the school facilities. This evidence of coverage shall be in the form of "Certificate of Insurance" issued by the insurance company providing the coverage, which shall be in the following amounts:

Public Liability - \$1,000,000

Property Damage - \$100,000

The Building Principal shall forward such certificates of insurance to the School Business Administrator.

4. Violation of any of the above regulations will result in the denial of future requests for use of school property.
5. The use of any school facility is permitted only by permission revocable by the district at any time without notice.
6. Using organization must adhere to rules applicable to space for which permission is granted.
7. All non-school groups requiring audio-visual and/or stage equipment must employ a school operator. These operators are paid directly by the requesting organization.
8. Cafeteria personnel must be employed whenever cafeteria facilities are used.
9. Smoking is prohibited in school district buildings with the exception of designated areas.

Adoption date: July 2, 1991

In order to comply with the NYS Fire Code, please adhere to the following maximum capacity limits.

Bailey Avenue School	Gymnasium	257	Cafeteria	200		
Duken Building	Gymnasium	161				
Momot Elementary School	Gymnasium	329	Cafeteria	108		
Oak Street School	Gymnasium	566	Cafeteria	136		
Stafford Middle School	Gymnasium	600	Cafeteria	187	Auditorium	445
	Pool	130			Folding Chairs	89 Standing 125
Plattsburgh High School	Gymnasium	1,545	Cafeteria	350	Auditorium	586
					Folding Chairs	134 Standing 188

Please initial that you have read and acknowledge our maximum capacity limits.

\_\_\_\_\_

PCSD Facility/Area (Requires an Administrator's Signature Under Respective Cost Category)	The Following Rates will Apply if Organization is Comprised of 50% or <b>More</b> City Resident Youths:	The Following Rates will Apply if Organization is Comprised of Adults or Less than 50%	The Following Rates will Apply if Use is for a Sectional/State- Level Athletic Event:	The Following Rates will Apply if Use is for a Profitable Group - NO FINANCIAL EXCHANGES DURING EVENT:
		City Resident Youths:		
High School Turf (either football, soccer, baseball or softball)	\$50.00/Hour	\$100.00/Hour	\$75.00/Hour	\$150.00/Hour
High School Turf w/Lights	\$75.00/Hour	\$125.00/Hour	\$100.00/Hour	\$200.00/Hour
High School Turf w/Custodial	Actual Custodial Rate Plus Above	Actual Custodial Rate Plus Above	Actual Custodial Rate Plus Above	Actual Custodial Rate Plus Above
Grass Fields	\$25.00/Hour (Unmaintained)	\$50.00/Hour (Unmaintained)	\$40.00/Hour Area Use Plus Actual Custodial Rate	\$100.00/Hour Area Use Plus Actual Custodial Rate
Auditoriums w/Custodial w/AV	\$25.00/Hour for Area Plus Actual Custodial & AV Rate.	\$50.00/Hour for Area Plus Actual Custodial &AV Rate.	\$40.00/Hour Area Plus Actual Custodial &AV Rate.	\$100.00/Hour Area Plus Actual Custodial &AV Rate.
Gymnasium/Locker Rooms/Tennis Courts	\$25.00/Hour for Area Plus Actual Custodial Rate.	\$50.00/Hour for Area Plus Actual Custodial Rate.	\$40.00/Hour for Area Plus Actual Custodial Rate.	\$100.00/Hour for Area Plus Actual Custodial Rate.
Cafeteria/Classrooms	\$25.00/Hour for Area Plus Actual Custodial Rate.	\$50.00/Hour for Area Plus Actual Custodial Rate.	\$40.00/Hour for Area Plus Actual Custodial Rate.	\$100.00/Hour for Area Plus Actual Custodial Rate.
Pool	\$75.00/Hour for Area Plus Actual Custodial Rate. Must Arrange Own Life Guard Coverage.	\$85.00/Hour for Area Plus Actual Custodial Rate. Must Arrange Own Life Guard Coverage.	\$60.00/Hour for Area Plus Actual Custodial Rate. Must Arrange Own Life Guard Coverage.	\$150.00/Hour for Area Plus Actual Custodial Rate. Must Arrange Own Life Guard Coverage.

\*The above rates will take effect on October 22, 2021. Please note that if certain activities are found to present a significant burden which precludes regular-shift custodial workers from accomplishing their assigned duties, users will be required to pay the actual costs of additional, dedicated custodial coverage for their respective event.

\*\*For planning purposes, custodial rates may be estimated at \$40/hour, but actual billing may be different.