



Liberty Central School District
115 Buckley Street, Liberty, NY 12754
Phone: (845) 292-6171 Fax: (845) 292-1164

Policy 1500-E.1

USE OF BUILDINGS AND GROUNDS PERMIT

Building Principal Head Custodian Permit Holder Director of Facilities Director of Athletics Original: Central Office

Date: _____ _____ Please check if you need Food/Beverage Form

Name of Organization/Individual:

Use of: _____ High School _____ Middle School _____ Elementary School

Room: _____ Number of people attending: _____

Meeting Date(s): _____

Arrival: _____ am / pm Departure: _____ am / pm

Purpose for which building will be used:

Permission to bring into Building/Grounds (Equipment or Apparatus):

Please state fully what services will be required of school employees in connection with this use of school property, (removal of furniture, setting up of chairs, apparatus, operation of equipment, etc.):

***PLEASE NOTE:** It is required that a custodian(s) be on site during all events, therefore, there is a charge of _____ per hour, per custodian, (with a minimum ½ hr charge prior to event and 1 full hour charge after event).

THIS IS NOT OFFICIALLY APPROVED UNTIL YOU RECEIVE YOUR SIGNED COPY

SCHOOL ACTIVITIES ALWAYS TAKE PRECEDENT OVER OUTSIDE ACTIVITIES.

The Board of Education reserves the right to cancel any permits which conflict with school affairs. The Liberty Central School District reserves the right to cancel any and all programs due to inclement weather by official notification to the permit holder. If events must be cancelled by the permit holder, the school district must be notified 48 hours in advance for refunds to be made to the permit holder.

Applicant will be required to employ the SCHOOL CUSTODIAN whenever electrical, sound or stage lighting equipment is used. USE OF KITCHEN FACILITIES shall require employment of CAFETERIA STAFF. There shall be no private catering.

ALL MEETINGS OR ENTERTAINMENTS HELD IN A PUBLIC SCHOOL SHALL BE NON-EXCLUSIVE AND SHALL BE OPEN TO THE GENERAL PUBLIC.

All activities must be properly supervised (recommended – 1 adult supervisor for every 10 minors).

PLEASE BRING YOUR SIGNED COPY OF THIS PERMIT WITH YOU THE DAY(S) OF THE ACTIVITY.

Admission charge of \$ _____ to be made, proceeds to be devoted to: Non-Profit Organization.

CERTIFICATE OF INSURANCE: Must be sent with form PRIOR TO APPROVAL OF APPLICATION.

*Certificate of Insurance must be secured by the organization for the dates listed, naming the Liberty Central School District as "Additionally Insured". **Certificate of Insurance Submitted** () Yes () No Date Recv'd: _____

THE UNDERSIGNED, WHO IS TWENTY-ONE YEARS OF AGE OR OVER, AGREES TO BE RESPONSIBLE TO THE BOARD OF EDUCATION FOR THE USE AND CARE OF THE SCHOOL PROPERTY USED. HE/SHE FURTHER AGREES THAT THE CHARACTER OF THE ENTERTAINMENT OR PROGRAM WILL CONFORM WITH THE FORGOING STATEMENT.

SIGNATURE: _____

ADDRESS: _____

PRINTED NAME: _____

PHONE: Work: _____ **Home:** _____

THIS APPLICATION IS APPROVED FOR THE DATES SPECIFIED AND IN ACCORDANCE WITH THE "RULES AND REGULATIONS GOVERNING THE USE OF SCHOOL BUILDINGS", AND IN ACCORDANCE WITH ANY CONDITIONS NOTED ABOVE.

Space Available: () Yes () No

Building Principal: _____

Date Signed: _____

Space Available () Yes () No

Director of Athletics: _____

Date Signed: _____

Space Available () Yes () No

Director of Facilities: _____

Date Signed: _____

Approval () Yes () No

Business Manager: _____

Date Signed: _____

PAYMENT INFORMATION: Checks should be made payable to LIBERTY CENTRAL SCHOOL DISTRICT prior to use of facilities. **SINGLE EVENTS:** Payment should be made 5 days prior to event. **MULTIPLE EVENTS/SERIES:** Payment should be made to the School District on the first of the month for the events scheduled during that month (see Fee Schedule and Payment Schedule attached).

BUILDING USE FEE SCHEDULE

The following are rental charges for use of Liberty School District facilities during normal custodial working hours for groups (with exceptions noted). These charges are subject to increase or decrease depending on how facilities are used, when they are used, or other variable circumstances. You will be advised in advance of changes involving variations of the schedule below.

Due to the increased demands for the use of all school facilities all groups using the school facilities will pay the established policy rates.

| | <u>Admission Charged for event</u> | | <u>No admission charged for the event</u> | |
|------------|------------------------------------|-------------|---|-------------|
| | Base Charge | Hourly Rate | Base Charge | Hourly rate |
| Auditorium | \$150 | \$50 | \$125 | \$50 |
| Gym | \$125 | \$25 | \$75 | \$25 |
| Cafeteria | \$75 | \$50 | \$35 | \$25 |
| Classroom | \$50 | \$15 | \$25 | \$15 |
| Fields | \$75 | \$50 | \$35 | \$25 |

When the building is used during hours our custodians normally work and no special custodial help is needed, the fee schedule will be as indicated above. The base charge will be applied only once if a group is using the facilities for consecutive days.

Recognized school affiliated groups, volunteer non-profit community groups, government agencies, and local scouting organizations will be exempt from the above fees. Other Liberty organizations and youth groups will receive a 50% reduction on the basic fee schedule unless there is a special contractual arrangement with a specific organization and the school district.

If special custodial time is needed for preparation, supervision, cleaning, etc., or if the activity is held beyond normal working hours (usually 10:30 pm during the school year), the organization will be billed back at an hourly rate that includes 1-1/2 times the normal hourly rate plus 30% fringe benefits.

Any organization petitioning the school district to use the facilities must provide a certificate of insurance, as indicated on the building use form (naming Liberty Central School District as the “additional insured”). In addition, you will be required to provide the school district with Federal Tax certification that your business is a not-for-profit.

Policy Adoption Mar 13, 2012