

M E M O R A N D U M

TO: RENTERS OF SCHOOL FACILITIES
FROM: LISA J. WEEKS, BUSINESS MANAGER
RE: SCHOOL FACILITIES USE PERMIT APPLICATION

The enclosed form is available at all school main offices or on the website, www.oneontacsd.org, under Our District, Facilities.

Use of the school facilities is available to all school sponsored events and not-for-profit organizations.

1. Complete all identifying information, the area you wish to reserve, any school equipment you may need (sound, lights, projectors, etc.), dates and time you wish to have building access to use the space, admission charge and purpose of the use.
2. Please provide your e-mail address and/or telephone number to receive a quick response.
3. AED coverage is required for all school sponsored events. Please provide the name of the AED certified person with the certification expiration date. AED coverage is not required for use by a community organization.
4. Fees may apply as described below:

SCHEDULE OF FEES

	Per Diem/Use	
High School Auditorium	\$100	
High School Cafeteria	\$100	
High School Gymnasium	\$100	
High School Pool	\$100	
High School Library	\$80	
High School Classroom	\$75	
High School Fields	\$200	
Middle School Cafeteria	\$100	
Middle School Gymnasium	\$100	
Middle School Library	\$80	
Middle School Classroom	\$75	
Elementary Cafeteria	\$80	
Elementary Gymnasium	\$80	
Elementary Library	\$80	
Elementary Classroom	\$75	
Custodial Services	\$40	per hour
Security Services	\$40	per hour
Grounds Services	\$35	per hour
Maintenance Services	\$50	per hour

Custodial service is available when school is in session, Monday through Friday until 11:00 PM. Facility use beyond those hours and during school breaks is subject to the overtime fee of \$40.00 per hour. If additional custodial service is required due to the size or nature of the event, a fee will be assessed.

5. Sign as Renter and submit request to the school building main office.

Authorization must be secured at least ten (10) days prior to date of use.

6. The school secretary schedules use of the space requested if available and obtains the approval/signature of the principal. The approval/signature of the athletic director is also required for MS/HS fields, gym and pool use.
7. The school secretary sends the signed request to the business administrator secretary by email or interoffice mail for signature/approval/denial and estimate of charges if necessary.
8. The Business Office scans the approved/denied request and distributes by email to the school secretary, building custodian, and renter. If there is no email address for the renter, a copy will be mailed to the renter.
9. All outside organizations must provide proof of liability insurance according to the enclosed specifications prior to the date of facility use. Do not secure liability insurance until after you have been approved for use.
10. After the facility use, the business office will invoice the renter if fees are applicable.

ONEONTA CITY SCHOOL DISTRICT
31 Center Street
Oneonta, NY 13820

REVOCABLE SCHOOL FACILITIES USE PERMIT

Any organization using school property, other than school organizations, must submit proof of liability insurance, according to the attached Insurance Agreement-Use of Facilities and Hold Harmless Agreement. Upon notice of request approval, please send an insurance certificate and signed Hold Harmless Agreement to the Business Office prior to the date of facility use. Failure to do so may result in revocation of the permit.

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____ DATE: _____

ADDRESS/email: _____ PHONE: _____

SCHOOL/FACILITY/GROUNDS: _____

EQUIPMENT REQUESTED: _____

DATE(S) REQUESTED: _____

TIME OF USE REQUESTED FROM: _____ AM/PM TO: _____ AM/PM ADMISSION CHARGE: _____

PURPOSE: _____

SCHOOL SPONSORED EVENTS: AED coverage is required for events offered to students. The student advisor must secure the AED/CPR certified person before submitting facility use request.

NAME OF AED/CPR CERTIFIED PERSON: _____ Cert Exp Date: _____

NAME OF STUDENT ADVISOR: _____

STATEMENT OF ESTIMATED CHARGES (FOR BUSINESS OFFICE ONLY)

Facility	_____	_____	rooms	@ _____	= _____
Equipment	_____	_____	# items	@ _____	= _____
Custodian(s)	_____	_____	hours	@ _____	= _____
Stage Labor	_____	_____	hours	@ _____	= _____
Stage Lighting	_____	_____	hours	@ _____	= _____
Field Marking	_____	_____	hours	@ _____	= _____
Other	_____	_____	hours	@ _____	= _____
Charges Waived	_____ Initial _____				
				TOTAL	_____

Signature of Renter: _____ Date: _____

Signature of Athletic Director: _____ Date: _____
 (Applies only to MS/HS fields, gym and pool use requests.)

Signature of Principal: _____ Date: _____

Approved: _____ Date: _____
 Business Administrator

[] Denied Reason: _____

THE RENTER AGREES TO THE ABOVE CHARGES AND ALL REGULATIONS SET FORTH ON THE REVERSE SIDE OF THIS CONTRACT. PLEASE READ THE REVERSE SIDE CAREFULLY.

****AUTHORIZATION MUST BE SECURED AT LEAST 10 DAYS PRIOR TO THE DATE OF USE****

Distribution after Approval/Denial: Business Office School Office Building Custodian Renter

GENERAL INFORMATION AND CONDITIONS TO THE RENTER

1. The school district hopes you will enjoy and benefit from the use of our facilities. We reserve the right to withdraw the privilege of use for failure to adhere to our requirements.
2. The renter agrees to be responsible for any damage caused to the school district property. The user further agrees in the event of any such damage, it will repair/restore the property to its original condition or replace such property. Any such repair, restoration or replacement shall be made to the satisfaction of the Board of Education.
3. Authorization must be secured at least ten (10) days prior to the date of use.
4. There will be no charges for school functions, i.e. club activities, dances, etc.
5. Conditions to be followed:
 - a. All school property lies within a Drug Free Zone. Use of tobacco, alcohol and drugs is strictly prohibited.
 - b. All used rooms must be left in good order.
 - c. Heavy equipment will be set up and put away by school custodians.
 - d. Gym shoes will be worn on the gym floor surface.
 - e. Food service personnel must be present for a group to use the school kitchen appliances/storage.
 - f. Stage lights can be operated by school employees only.
6. Whenever possible, nonprofit and/or community service groups should schedule their events when buildings are open and custodians are on duty.
7. If the event requires extra labor, lights, power, supplies, etc., charges will be assessed to the renter.

PARKING ON SCHOOL GROUNDS

1. Parking is allowed in designated areas only. Laws for parking in handicap access spaces must be observed.
2. The speed limit for all vehicles shall be 15 mph on the grounds and on the MS/HS driveway to and from East Street.
3. Vehicles are not allowed on sidewalks, lawns or athletic fields.

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Oneonta, NY 13820

INSURANCE AGREEMENT – USE OF FACILITIES

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the renter hereby agrees to effectuate the naming of the District as an unrestricted additional insured on the renter's insurance policies, with the exception of workers' compensation.
2. The policy naming the District as an Additional Insured shall:
 - A. Be an insurance policy from an A.M. Best rated A secured or better, New York State admitted insurer.
 - B. Provide for 30 days notice of cancellation.
 - C. State that the renter's coverage shall be primary coverage for the District, its Board, employees and volunteers.
 - D. The District shall be listed as an Additional Insured by using endorsement CG 2026 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.
3. The renter agrees to indemnify the District for any applicable deductibles.
4. Required Insurance:
 - A. Commercial General Liability Insurance
\$1,000,000 per occurrence/\$2,000,000 aggregate
5. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
6. Renter acknowledges that failure to obtain such 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.
7. The renter is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of use of facilities.

ONEONTA CITY SCHOOL DISTRICT
Business Office
31 Center Street
Oneonta, NY 13820
Phone: (607)433-8230 x1302 Fax: (607)433-8290

HOLD HARMLESS AGREEMENT
(USE OF FACILITIES AND/OR EQUIPMENT)

_____ does hereby covenant and agree to defend,
(Group/Organization)

indemnify and hold harmless the Oneonta City School District from and against any and all liability, loss, damages, claims or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Oneonta City School District properties/schools/grounds/services and/or equipment.

SIGNATURE: _____

PRINTED NAME AND TITLE: _____

NAME OF GROUP/ORGANIZATION: _____

LOCATION OF USE: _____

DATE(S) OF USE: _____