



# Oneonta City School District

Business Office 607.433.8200 Extension 1302  
31 Center Street, Oneonta, NY 13820

## MEMORANDUM

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

The enclosed form is available at all school main offices or on the website, [www.oneontacsd.org](http://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	RATE	PER DIEM / USE
High School Auditorium	\$100	PER DAY
High School Cafeteria	\$100	PER DAY
High School Gymnasium	\$100	PER DAY
High School Pool	\$150	PER DAY
High School Library	\$80	PER DAY
High School Classroom	\$75	PER DAY
High School Fields	\$200*	PER DAY
Middle School Cafeteria	\$100	PER DAY
Middle School Gymnasium	\$100	PER DAY
Middle School Library	\$80	PER DAY
Middle School Classroom	\$75	PER DAY
Elementary Cafeteria	\$100	PER DAY
Elementary Gymnasium	\$100	PER DAY
Elementary Library	\$80	PER DAY
Elementary Classroom	\$75	PER DAY
Custodial Services	\$33	PER HOUR
Security Services	\$26	PER HOUR
Grounds Services	\$33	PER HOUR
Maintenance Services	\$41	PER HOUR
<i>*Field marking paint requests may incur additional costs.</i>		
IT Technician	\$37	PER HOUR
Audio/Visual	TBD	TBD



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Custodial service is available when school is in session, Monday through Friday until 11:00 PM. Facility use outside of those hours or during school breaks are subject to the overtime fee of \$33.00 per hour. If additional custodial service is required due to the size or nature of the event, renter may incur additional fees.

5. Sign as Renter and submit request to the school building main office.
  - a. 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. The approval/signature of the Director of IT Services is also required if Technology is requested.
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.
10. After the facility use, the business office will invoice the renter if fees are applicable.



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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 charge 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 unless prior approval given by District.
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 required 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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## 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 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 they are or are not 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.



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## 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: \_\_\_\_\_ NOT-FOR-PROFIT: YES NO

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUILDING: \_\_\_\_\_ ROOM(S): \_\_\_\_\_

EQUIPMENT REQUESTED: \_\_\_\_\_

*If technology is needed for your event, please complete the "Facilities Use Tech Requests" form on our website.  
[www.oneontacsd.org/FacilitiesUseTechRequests.aspx](http://www.oneontacsd.org/FacilitiesUseTechRequests.aspx)*

DATE(S) REQUESTED: \_\_\_\_\_ TIME OF USE REQUESTED: \_\_\_\_\_

TIME OF ACTUAL EVENT: \_\_\_\_\_ WILL YOU BE CHARGING ADMISSION? YES NO AMOUNT: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

HOW MANY PEOPLE DO YOU EXPECT? \_\_\_\_\_ HAVE YOU HELD THIS EVENT WITH US BEFORE? YES NO

**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: \_\_\_\_\_ CERTIFICATION EXPIRATION DATE: \_\_\_\_\_

NAME OF STUDENT ADVISOR: \_\_\_\_\_

### ESTIMATED CHARGES (FOR BUSINESS OFFICE ONLY)

FACILITY		=	
EQUIPMENT		=	
CUSTODIAN(S)		=	
STAGE LIGHTING		=	
STAGE LABOR		=	
OTHER (IT TECH)		=	
<i>A Final Invoice will be sent following your event.</i>		<b>ESTIMATED CHARGES</b>	<b>\$</b>

SIGNATURE OF RENTER: \_\_\_\_\_ DATE: \_\_\_\_\_

1<sup>ST</sup> APPROVAL: [BUILDING PRINCIPAL] \_\_\_\_\_

+ APPROVAL OF ATHLETIC DIRECTOR: \_\_\_\_\_

Applied only to MS/HS fields, gym and pool use requested

+ APPROVAL OF DIRECTOR OF IT SERVICES: \_\_\_\_\_

Applied only if Technology is requested

FINAL APPROVAL: [BUSINESS ADMINISTRATOR] \_\_\_\_\_

[ ] DENIED REASON: \_\_\_\_\_

THE RENTER AGREES TO THE ABOVE CHARGES AND ALL REGULATIONS SET FORTH IN THIS CONTACT  
**\*\* AUTHORIZATION MUST BE SECURED AT LEAST 10 DAYS PRIOR TO THE DATE OF USE \*\***



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

\_\_\_\_\_ does hereby covenant and agree to defend, indemnify,  
(Group/Organization)  
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/school/grounds/services and/or equipment.

SIGNATURE: \_\_\_\_\_

PRINTED NAME AND TITLE: \_\_\_\_\_

NAME OR GROUP/ORGANIZATION: \_\_\_\_\_

LOCATION OF USE: \_\_\_\_\_

DATE(S) OF USE: \_\_\_\_\_