

POUGHKEEPSIE CITY SCHOOL DISTRICT
18 So. Perry St Poughkeepsie, NY 12601
APPLICATION FOR FACILITIES USE

Revised 8/8/23

Date of application: _____ * This must be a minimum of 60 days prior to date requested for outside groups and 45 days prior for student activities

Requested date(s): _____

Requested times: From: _____ To: _____

Actual time of event: From: _____ To: _____

Building requested: 1st Choice: _____ 2nd Choice: _____

___# of Classrooms ☐ Auditorium ☐ Gym ☐ Swimming Pool* ☐ Cafeteria ☐ Kitchen

Other: _____

Personnel required: _____

Equipment Required:

☐ Piano (must be approved by music department, complete additional form attached)

☐ Overhead Projector* ☐ VCR/TV* ☐ Microphone*

*all must be approved by Media Center, complete attached form

Other: _____

Type of event or activity: _____

Number of participants: _____ Number of spectators: _____

Admission Fee: yes/no Amount \$ _____

Are all proceeds for educational or charitable purposes? Yes ☐ No ☐

Will a private fund raiser be paid from the proceeds? Yes ☐ No ☐

Will a non-charitable organization such as an individual,
group or corporation receive any of the proceeds? Yes ☐ No ☐

Name of organization requesting facility use: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone number: (_____) _____

Organizations representative: _____

Position in organization: _____ Telephone number: (_____) _____

Fax number: (_____) _____ email: _____

Insurance requirements:

All organizations must submit a certificate of insurance indicating liability insurance coverage in the amount of \$1,000,000 and naming Poughkeepsie City School District as “additional name insured.” Additional insurance coverage may be required due to the nature of the event or activity.

Approval of this “Application for Facility Use” cannot be granted until a valid certificate of insurance is received.

Name of insurance company: _____ Evidence of insurance attached? _____

The building and facilities _____ available as requested.
are / are not

Signature of Building Principal _____ Date _____

Comments/restrictions: _____

The pool _____ available as requested. The field _____ available as requested.
is / is not is / is not

Signature of Director of Facilities _____ Date _____

Signature of Athletic Director _____ Date _____

Comments/restrictions: _____

Pool use only: A qualified lifeguard, at least 17 years old with certificated advanced lifesaving status **AND** a current Basic Life Support CPR certificate must be on duty. A copy of both certificates **must** be attached to this application before approval can be granted.

AGREEMENT

The undersigned represents and agrees, on behalf of the organization named above, as follows:

- (1) That he/she has the authority of such organization to make this application;
- (2) That the statements made herein are true and complete;
- (3) That the organization will comply with the policy and rules and regulations of the district;
- (4) That the organization hereby assumes responsibility for any loss or damage to district property arising out of the use of district facilities pursuant to this application; and
- (5) That the organization will adequately supervise the use of facilities.

The undersigned has read and understands the policy and rules and regulations contained in the application packet

Signature of applicant: _____ Date: _____

Name: _____ Telephone #: _____

SCHEDULE OF CHARGES FOR USE OF POUGHKEEPSIE CITY SCHOOL DISTRICT FACILITIES

CUSTODIAL FEE*	\$ 45.00 per hour
SECURITY PERSONNEL **	\$ 40.00 per hour
ELECTRICIAN/STAGE MANAGER	\$ 60.00 per hour
AUDITORIUM (PHS OR PMS)	\$ 125.00 per hour
HIGH SCHOOL ATHLETIC COMPLEX	\$1,000.00 per hour
CAFETERIA (PHS OR PMS)	\$ 65.00 per hour
(ELEMENTARY)	\$ 45.00 per hour
GYMNASIUM (PMS/PHS)	\$ 100.00 per hour
AUDITORIUM OR GYM (ELEMENTARY)	\$ 60.00 per hour
POOL (Must fill out additional form)	\$ 150.00 per hour
EACH ADDITIONAL CLASSROOM	\$ 35.00 per hour
CAFETERIA EMPLOYEE	\$ 30.00 per hour
AV EQUIPMENT	Varies according to machinery
PIANO USE (Must fill out additional form)	\$ 30.00 per hour
HEATING/COOLING MECHANIC (May be required)	\$ 60.00 per hour

*Entitles use of one classroom, band room, or field. This fee must be paid in addition to fee for use of any other facility. **PLEASE NOTE: CUSTODIAL FEES WILL BE CHARGED FOR ONE (1) HOUR PRIOR TO USAGE FOR OPENING AND PREPARING AND ONE (1) HOUR AFTER USAGE FOR CLEANING AND SECURING THE BUILDING.**

The number of custodians & security to be charged is determined by the following scale:

1-100 people	1 Custodian & 1 Security Personnel
100-500 people	2 Custodians & 2 Security Personnel
500 + people	3 Custodians & 3 Security Personnel

Maximum Capacity {Includes participants & spectators}

PHS Gym	912
PHS Auditorium	1,417
PHS Lg Cafeteria	195
PHS Sm Cafeteria	125
PMS Cafeteria	450
PMS Gym	707
PMS Auditorium	770

Charges Effective 7/1/2014

NEW YORK EDUCATION LAW

414.

Use of schoolhouse and grounds

1. Schoolhouses and the grounds connected therewith and all property belonging to the district shall be in the custody and under the control and supervision of the trustees or Board of Education of the district. The trustees or Board of Education may adopt reasonable regulations for the use of such schoolhouses, grounds or other property, all portions thereof, when not in use for school purposes if in the opinion of the trustees or Board of Education use will not be disruptive of normal school operations, for such other public purposes as are herein provided; except however, in the city of New York each community school board shall be authorized to prohibit any use of schoolhouses and school grounds within its district which would otherwise be permitted under the provisions of this section. Such regulations shall provide for the safety and security of the pupils and shall not conflict with the provisions of this chapter and shall conform to the purposes and intent of this section and shall be subject to review on appeal to the Commissioner of Education as provided by law. The trustees or Board of Education of each district may, subject to regulations adopted as above provided, permit the use of the schoolhouse and rooms therein, and the grounds and other property of the district, when not in use for school purposes if in the opinion of the trustees or the Board of Education use will not be disruptive of normal school operations, for any of the following purposes:
 - (a) For the purpose of instruction in any branch of education, learning, or the arts.
 - (b) For public library purposes, subject to the provisions of this chapter, or as stations of public libraries.
 - (c) For holding social, civic, and recreational meetings and entertainments, and other uses pertaining to the welfare of the community; but such meeting, entertainment and uses shall be non-exclusive and shall be open to the general public.
 - (d) For meetings, entertainments, and occasions where admission fees are charged, when the proceeds thereof are to be expended for an educational or charitable purpose; but such use shall not be permitted if such meetings, entertainments and occasions are under the exclusive control, and the said proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal secret or exclusive society or organization other than organizations of veterans of military, naval and marine service of the United States and organization of volunteer firemen.
 - (e) For polling places for holding primaries and elections and for the registration of voters and for holding political meetings. But no meetings sponsored by political organizations shall be permitted unless authorized by a vote of a district meeting held as provided by law, or, in cities by the Board of Education thereof. Except in cities, it shall be the duty of the trustees or Board of Education to call a special meeting for such purpose upon the petition of at least ten per centum of the qualified electors of the district. Authority so granted shall continue until revoked in like manner and by the same body as granted.
 - (f) For civic forums and community centers. Upon the petition of at least twenty-five citizens residing within the district or city, the trustees or Board of Education in each school district or city shall organize and conduct community centers for civic cities, to promote and advance principles of Americanism among the residents of the state. The trustees or Board of Education in each school district or city, when organizing such community centers or civil forums, shall

provide funds for the maintenance and support of such community centers and civic forums, and shall prescribe regulations for their conduct and supervision, provided that nothing herein contained shall prohibit the trustees of such school district or the Board of Education to prescribe and adopt rules and regulations to make such community centers or civic forums self-supporting as far as practical. Such community centers and civic forums shall be at all times under the control of the trustees or Board of Education in each school district or city, and shall be non-exclusive and open to the general public.

- (g) For classes of instruction for minors with developmental and/or intellectual disabilities operated by a private organization approved by the Commissioner of Education.
- (h) For recreation, physical training and athletics, including competitive athletic contests of children attending a private, non-profit school.

The Board of Education in the city of New York may delegate the authority to judge the appropriateness for uses other than school purposes to community school boards.

2. The trustees or Board of Education shall determine the terms and conditions for each use which may include rental at least in an amount sufficient to cover all resulting expenses for the purposes of paragraphs (a), (b), (c), (d), (e), and (g) of subdivision one of this section.

REQUIRED ANNOUNCEMENT OF EXITS

NOTICE to Facilities User:

For any public gathering of more than 20 persons, the following paragraph must be read at the beginning of all functions:

“FIRE EXITS ARE LOCATED IN THE PLACES I AM NOW INDICATING (SPECIFY EXIT FACILITIES). IN THE EVENT OF FIRE, YOU WILL BE NOTIFIED IN THE FOLLOWING MANNER: THE FIRE ALARM TONES WILL SOUND. PLEASE MOVE IN A CALM AND ORDERLY FASHION TO THE NEAREST EXIT. THANK YOU.”

POUGHKEEPSIE CITY SCHOOL DISTRICT
Facility Use Requirements

1. The following procedures will be followed in requesting, and granting or refusing permission to use the district facilities:
 - a. The organization's representative shall request an application packet from a Principal's Office or the Facilities & Operations Office. The application packet consists of the application form, Board Policy No. 1500, Section 4I4 of the Education Law, these Rules and Regulations, and the Schedule of Charges. At least 60 days, or 45 days if for student use, prior to the date of the requested use, the representative must return the completed application form, certificate of insurance, and hold harmless agreement to the office of the requested facility.
 - b. The Superintendent (followed by the Athletic Director for requests for field or pool use; and Aquatics Director for pool use) will indicate on the form availability of the requested facility and forward the forms to the District Clerk
 - c. The Facilities & Operations office will record the appropriate fee and forward the form to the District Clerk for Board of Education consideration.
 - d. The Board of Education will approve or disapprove the request and return the application to the organization's representative.
 - e. If the Board of Education approves the request and the organization agrees to the charge, the representative signs the application and returns it to the Facilities & Operations office where copies of approved requests will be made. A copy will be sent to the organization's representative and copies will be distributed to:
 1. District Clerk
 2. District Business Office
 3. Principal of the facility to be used
 4. (Head) Custodian of the facility to be used
 5. Facilities & Operations office
 6. Appropriate Maintenance personnel (if required)
 7. Director of Athletics (if pool or fields are to be used)
 8. Music Coordinator (if piano is requested)
 9. Director of Media (if audiovisual equipment is requested)
 10. Aquatics Director (if pool is requested)
2. Wherever admission is charged or contributions solicited, an audit of the records of the organization may be made by the district to ascertain that they have been used in accordance with State Law and district policy, rules and regulations.
3. The charges for facility use will be determined by the Business Office and are payable to the Poughkeepsie City School District within two weeks of receipt of the bill. The District also reserves the right to request a deposit or even full payment before any facility may be used.
4. Use authorization is specifically limited to the area designated on the application.

No property shall be used that is not specified on the application.

Facility Use Requirements

5. The organization receiving permission to use school facilities is held responsible for the care of the facility and/or property during such use. In the event of breakage or loss, the organization shall make an adjustment satisfactory to the Superintendent.
6. The organization shall at all times be responsible for the preservation of order.

Adequate supervision must be provided by the organization using the facilities. This includes supervision for entering and leaving the building and all facilities which are in use.
7. School functions shall take precedence over those of all other agencies. The Business Office has the right to postpone or cancel approvals for use of facilities when unanticipated student use of the same facility makes this necessary or when it is deemed to be in the best interest of the District.
8. Notification must be made of any changes in the anticipated use of the facility or requested equipment at least twenty-four hours in advance.
9. Permission for use of district facilities is granted upon the express understanding and agreement that the giving of gratuities or "tipping" of custodians or other school personnel is prohibited; and that the Board of Education alone shall pay its employees for services involved in the use of district facilities.
10. **The organization shall be responsible for enforcing all police, traffic, parking, fire, safety and smoking regulations.**
11. **For all events held in assembly areas (Auditorium, Gymnasium, Cafeteria, Pool, etc.), the organization must provide for a fireman to be on duty in the building. A special permit is required for this type of performance from the fire department. Where 250 people will be in attendance, a policeman must be on duty outside of the building starting at least an hour before the event begins. In addition, the organization must provide for at least one policeman inside the building for every 500 people in attendance. All charges for such services shall be paid directly by the organizations to the police and fire officials on duty at the time of service.**
12. No decorations or scenery may be erected without express permission of the school principal. Such decorations or scenery shall not interfere with school functions, and if required, they must be dismantled or removed after each rehearsal. Any decoration or scenery used must be of fire-resistant material. At the discretion of the principal, the stage shall be cleared after each performance or before school is in session the following day.
13. Scenery or other property shall not be stored on the premises for any extended period of time, provided further, however, that the same is always left at the risk of the organization and that the Board of Education assumes no responsibility whatever for the safe-keeping or preservation of any properties so left by the organization.
14. All electrical equipment, the projection booth, and the scoreboard shall be under the charge and control of the district and its employees.
15. No alcoholic liquors or beverages shall be brought to or used either in the district buildings or on the fields or grounds. **Beverages or edibles in any form shall not be taken into the gymnasium, auditorium, or swimming pool area or dressing rooms.**

Facility Use Requirements

16. No extra chairs may be used in the balcony.
17. No standing room may be sold.
18. The Board of Education and its administrative representatives shall be given free access to all facilities at all times.
19. Applications for use of facilities by non-school organizations during the period of September 1 through June 30 will not be considered prior to July 15th of each school year in order that the school principal may have the opportunity to complete the school calendar.
20. Organizations are restricted to the hours designated in the application for preparation and performance. The organization will not be allowed access to the school facilities during school hours. In the case of emergencies or extenuating circumstances, permission from the school principal must be obtained for any departure from this regulation.
21. In the case of a cancellation, request to change facility or request to change time, the Business Office shall be notified at least one week in advance or the applicant may be held responsible for payment of the original charges.
22. Number of participants for capacity of pool:
 - a. Number of participants for instructional swimming will be limited to 60 individuals.
 - b. Number of participants for recreational swimming will be limited to 100 individuals.
 - c. The maximum number of spectators permitted in the pool area at any one time shall be limited by the seating capacity of 160. There shall be no spectator standees.
23. For any organization using the pool, a qualified lifeguard must be on site (in the pool) during all hours the pool is in use.

A qualified lifeguard is a person 17 years of age or older holding a current advanced lifesaving certificate issued by Red Cross (or its equivalent) AND holding a current Basic Life Support CPR certificate issued by Red Cross (or its equivalent).

A copy of these certificates must be attached to the Facilities Use Contract upon application.
24. All rules and regulations applying to use of facilities shall also apply to use of fields.
25. No district facilities shall be deemed reserved until the request is approved by the Board of Education and the application is signed by the applicant after seeing the charge and is returned to the Business Office.

POUGHKEEPSIE CITY SCHOOL DISTRICT INSURANCE REQUIRMENTS –USE OF FACILITIES

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of Poughkeepsie City School District as an unrestricted additional insured on the permittee's insurance policies, with the exception of workers' compensation.
2. The policy naming Poughkeepsie City School District as an additional insured shall;
 - Be an insurance policy from an A.M. Best rated "secured", New York State admitted insurer.
 - Provide for 30 days notice of cancellation.
 - State that the organization's coverage shall be primary coverage for the Poughkeepsie City School District, its Board, employees and volunteers.
 - The Poughkeepsie City School 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 permittee agrees to indemnify the Poughkeepsie City School District for any applicable deductibles.
4. The insurance provider must indicate whether or not they are an agent for the companies providing the coverage.
5. Required Insurance:
 - **Commercial General Liability Insurance**
\$1,000,000 per occurrence/\$2,000,000 aggregate.
6. Permittee acknowledges that failure to obtain such insurance on behalf of the Poughkeepsie City School District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Poughkeepsie City School District. The permittee is to provide the Poughkeepsie City School District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of the facilities.
7. The Poughkeepsie City School District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The permittee further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the district but also the NYSIR, as the district's insurer.

POUGHKEEPSIE CITY SCHOOL DISTRICT

APPLICATION FOR PIANO USE

Rules and Regulations

Use of the district owned pianos housed in the Poughkeepsie City School District by non-school personnel is strictly prohibited except with the express written consent of the Music Supervisor and the Building Principal.

If such permission is granted, it is understood that the organization authorized to use an instrument will be held financially responsible for any repairs or adjustments (including tuning) which may be necessitated as a result of such use.

Date of application: _____

1. (a) Organization's name and address:

- (b) Organization's agent:

_____ Phone: _____

2. (a) Piano to be used: _____
make model location

- (b) Date requested: _____

- (c) Time requested: FROM _____ TO _____

3. State in detail the purpose for which the piano will be used: (e.g. concert, rehearsal, dance, etc.)

4. (a) Will use requested necessitate moving the instrument? _____

- (b) If so, where will it be used? _____

5. (a) Will piano be tuned before use? _____

- (b) If so, by whom? _____

Applicant's Signature

Approval: _____ Date Approved: _____

Superintendent's Signature

POUGHKEEPSIE CITY SCHOOL DISTRICT

18 So. Perry St.

Poughkeepsie, NY 12601

**HOLD HARMLESS AGREEMENT
(USE OF FACILITY)**

_____ does hereby covenant and agree to defend, indemnify, and hold harmless the Poughkeepsie City School District from any and all liability, loss, damages, claims, or actions (including costs and attorneys 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 Poughkeepsie City School District property, facilities, and/or (the District's) services by _____ and/or activities, functions, events, affairs, or proceedings of _____.

Date(s) of event: _____

Building(s): _____

Poughkeepsie City School District

Organization/Agency (Signature)

Name & Title of above

Name & Title of above

Date

Date