

**Rye City School District**  
**Application for Public Use of School Facilities – Revised 10/15**

Issued with Board Policy #1500-Public Use of District Facilities (Copy Attached)  
(Must be submitted 30 days prior to requested date of use along with deposit  
fee and copy of valid insurance certificate. No exceptions.)

**STEPS 1 THROUGH 5 MUST BE FOLLOWED IN ORDER FOR REVIEW**

**Print Legibly**

**Step 1. Submit completed application directly to School Building Secretary.**

Date Submitted \_\_\_\_\_

Entered on Calendar by School Building Secretary

School Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Use of Specific Location: \_\_\_\_\_

\_\_\_\_\_  
(Exact location of Rooms, Facilities, Athletic Fields, etc. must be indicated.)

Name of Organization (User): \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Not-for-Profit: Yes \_\_\_ No \_\_\_ Check one.

Purpose of Use: \_\_\_\_\_

(State fully: Civic, Recreation, Education, Fund Raising, etc.)

Number of Participants Expected: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Identify any specific security requirements, including if necessary, notification of Rye City Police Department: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Detailed description of any equipment needed or special arrangements required: \_\_\_\_\_

\_\_\_\_\_

**Use of Rye Performing Arts Center – Complete Rye Performing Arts Center Use Form. If application is for use of Rye Performing Arts Center, approval shall not be made by Administration until use of Rye P.A.C. has been discussed with and approved by the center's technical staff.**

**Cafeteria/Kitchen Use – Food Service Director must co-sign with Head Custodian.**

**Care and maintenance of Cafeteria equipment and facilities is responsibility of organization and signing representative who will operate in coordination with Food Service Staff supervision.**

**Use of Gymnasium, Stadium, Field house, or Fields – Athletic Director must co-sign with Head Custodian.**

**INSURANCE**

**Copy of Certificate of Insurance must accompany each Application for Public Use of School Facilities.  
(The School District will not keep certificates on file.)**

User 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. The User is to provide the District with a certificate of insurance which covers all dates of use being requested, evidencing the above requirements have been met. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.

**See section on Insurance describing type and scope of coverage required. Approval will only be given to dates covered by the insurance certificate.**

**FEE**

See section on estimating deposit. **The deposit must be submitted with application.** The total fee will be calculated following actual use with a credit given for deposit. If there is a cancellation following approval, deposit will be forfeited as follows: all of facility use deposit (50% of sub-total A), unless other activities are scheduled in location requested; all of personnel cost deposit (50% of sub-total B) if cancellation is with less than 3 days notice.

Amount of deposit being submitted: \$ \_\_\_\_\_

Please identify person responsible for paying bill:

Name: \_\_\_\_\_

Taxpayer ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

**AGREEMENT**

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/She agrees to be responsible to the Rye City School District for the use and care of the facilities. He/She, on behalf of the User (enter name of organization) \_\_\_\_\_

does hereby covenant and agree to defend, indemnify and hold harmless the Rye City School District from and against 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 the Rye City School District's property, facilities and/or services by the User (enter name of organization) \_\_\_\_\_

\_\_\_\_\_  
Signature of Organization's Representative (User)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone:

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Fax:

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-mail:

\_\_\_\_\_

Review and Approval Page

Cleared by: \_\_\_\_\_ Date: \_\_\_\_\_  
**Step 2.a. Head Custodian**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Step 2.b. Food Service Director (if applicable)**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Step 2.c. Athletic Director (if applicable)**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Step 2.d. Performing Arts Center (if applicable)**

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
**Step 3. Building Principal**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
**Step 4. Director of Facilities**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
**Step 5. Assistant Superintendent for Business**

Deposit received by: \_\_\_\_\_ Date: \_\_\_\_\_  
**Treasurer**

- Copies:
- |  |   |
|--|---|
| Head Custodian <input type="checkbox"/>  | Food Service Director <input type="checkbox"/>  |
| Athletic Director <input type="checkbox"/>                                       | PAC Staff <input type="checkbox"/>              |
| Building Principal <input type="checkbox"/>                                      | Director of Facilities <input type="checkbox"/> |
| Treasurer (with deposit and Insurance Certificate copy) <input type="checkbox"/> |   |

## Section on Insurance Requirements

**All Users must provide the following insurance with application prior to using facilities. Failure to do so will result in your application being returned without approval.**

1. The User hereby agrees to effectuate the naming of the Rye City School District (the District) as an unrestricted additional insured on the user's policy, which must be in effect for period of use.
2. The policy **naming the District as an additional insured** shall:
  - be an insurance policy from an A.M. Best rated "secure" New York State licensed insurer;
  - contain a 30-day notice of cancellation;
  - state that the organization's coverage shall be primary coverage for the District, its Board, employees, and volunteers;
  - list the District as an additional insured by using endorsement CG 2026 or broader; certificate must state that this endorsement is being used and if another endorsement is used, a copy shall be included with certificate of insurance.
3. The User agrees to indemnify the District for any applicable deductibles.
4. The User's insurance policy shall contain a waiver of subrogation by the insurer against the District.
5. The insurance producer must indicate whether or not they are an agent for the companies providing the insurance.
6. Required insurance: must meet the prevailing policy requirements of the School District for insurance, subject to modification from time to time, and be in the amount of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate for Commercial General Liability Insurance.
7. Notwithstanding the above, the School District reserves the right to change the required insurance coverage referenced above in its discretion. The User shall be given 30 days to comply with the new insurance requirements.

RYE CITY SCHOOL DISTRICT  
 Public Use of District Facilities  
 AS of July 1, 2016 - June 30, 2017  
 Schedule II  
 Fee Schedule, Policy 1500

FACILITY USE:

Facility	Per Hour (2 Hr. Rental Fee Minimum)
Classroom/Hallway	\$ 65.00
Elementary School Cafeteria	\$ 120.00
Computer Labs	\$ 100.00
High School Media Center	\$ 200.00
Elementary School Libraries	\$ 120.00
Middle School Multipurpose Room	\$ 150.00
High School Cafeteria	\$ 200.00
Elementary School Auditorium	\$ 200.00
Rye Performing Arts Center:	\$ 300.00
Elementary School Gymnasium	\$ 120.00
Middle School Gymnasium	\$ 150.00
High School Gymnasium	\$ 250.00
High School Stadium	\$ 250.00
Field House	\$ 65.00
Elementary School Playing Fields	\$ 120.00
Middle School/High School Playing Fields	\$ 150.00

PERSONNEL SERVICES:

Per Hour\*\*

Regular High School/Middle School Custodial Fees	\$ 49.13
Regular Elementary School Custodial Fees	\$ 47.24
High School/Middle School Custodial Overtime*	\$ 73.69
Elementary School Custodial Overtime	\$ 70.87
High School/ Middle SchoolCustodial: Sunday, Holiday*	\$ 98.25
Elementary School Custodial: Sunday, Holiday	\$ 94.49

\* A minimum of two (2) hours per custodian & food service staff shall be added covering set-up, preparation, clean-up and supervision.

\*\* Some are pending Board established rates. Actual pay rates plus 25% for benefits are charged.

Updated as of May 16, 2017

**Fee Deposit Estimate**

Calculation to Estimate Deposit:

Facility Use Costs:

Facility Requested	Date(s)	Hours or Days	x Fees From Fee Schedule (1)	=Amount
			<b>Sub-Total A:</b>	

Personnel Costs: Weekdays after 9 p.m. at Elementary Schools after 11 p.m. at Middle School/High School and all day weekends and holidays for all schools.

Personnel Services	Date(s)	Hours (2)	x Rate(s) from Fee Schedule (1) (Use high end of range for estimate.)	Amount
			<b>Sub-Total B:</b>	

Estimated Total = A & B Sub-Totals:	\$
	x0.50
Deposit (To be submitted with application) = 50% of Estimated Total	\$

(1) Fee Schedule included with attached Policy #1500.

(2) If Saturday, Sunday, or Holiday must be minimum 3 hours. In all cases involving custodians and food service, 2 hours must be added to the time of use to cover set-up, preparation, and cleanup.

**Public Use of District Facilities - Revised**  
**Facilities User Schedule 1**  
**POLICY 1500**

**A. Users Who Pay No Rental Fees or Personnel Costs During Regular Hours of Operation**

Facilities use must occur when regular personnel services are being provided by the District in the normal course of maintaining the District Facilities. Any use that occurs other than when regular personnel services are being provided by the District in the normal course of maintaining district facilities requires payment of all additional overtime charges for personnel at the current rate of pay for the person assigned to the rotation. Charges for rental of space will be waived for these groups:

**For regularly scheduled member/board meetings and/or the purposes indicated:**

- **RYE PARENT GROUPS:** Midland School PTO, Milton School PTO, Osborn School PTO, Rye Middle School Parents' Organization, Rye High School Parents' Organization (including the conduct of Elementary School After-School Clubs), and the Special Education PTA (SEPTA), and The Alumni & Friends of the Rye High School, Inc.
- **RYE YOUTH SPORTS GROUPS:** BOE approved Booster Clubs, Rye Babe Ruth League, Rye Little League, Rye Youth Lacrosse, Rye Girls Softball, and Rye Youth Soccer League
- **RYE YOUTH COMMUNITY ORGANIZATIONS:** Rye Boy Scouts, Girl Scouts
- **RYE COMMUNITY ORGANIZATIONS:** Rye Arts Center - for use of the Rye Performing Arts Center and related facilities for rehearsals and performances, Rye Free Reading Room Auxiliary Board, Rye Historical Society - for meetings and the provision of educational services to the District, Rye League Of Women Voters, Rye Senior Citizens - for meetings and use of District computer labs, Rye YMCA - for recreation programs when school is normally open, Rye Youth Council - for meetings and youth-related activities when school is normally open, Rye Chamber of Commerce - to advertise events.

**B. Governance Of All Other Facility Requests**

All other facilities use requires payment of rental fees and regular and excess personnel costs per hour, per day or per occasion. Hourly rates and overtime rates for personnel costs for the number of hours personnel services are provided are calculated at the rates contained in the "**Schedule of Charges for District Facilities Use and Personnel Services.**"

**C. Users Who Pay an Annual or Seasonal Rental Fee and Regular and Excess, If Any, Personnel Costs**

This classification applies to consistent community users of District Facilities. As a result of the constant use, annual rental charges, acceptable to the user and the

District will be less than the number of days used multiplied by the daily rental rate contained in the "Schedule of Charges for District Facilities Use and Personnel Services." Related personnel costs will be charged at the hourly rate in effect for the number of hours custodial services are provided, or at the overtime rate in effect for the number of additional hours extra personnel services are provided.

1. Kids' S.P.A.C.E. of Rye, Inc.
2. Rye YMCA for summer day camp
3. Rye Recreation Department\*
4. Rye Community Television (RCTV)\*

Qualifications for new or first time users will be determined by the Superintendent of Schools.

- \* Facility use agreements with Rye Recreation and RCTV are covered under separate intermunicipal agreement.

Adoption Date: February 8, 2011

Effective Date: July 1, 2011