

Catskill Central School District

Facilities Usage Application

All requests must be made thirty (30) days prior to event or first date of event series.

Name of Organization: _____

Organization Representative: _____ Contact Phone Number: _____

Organization Address: _____

Insurance Certificate Holder of Liability: _____ Date: _____

Purpose of Usage: _____

Date(s) of Usage: _____ Number of Days: _____

Building (*circle all that apply*): High School / Middle School / Elementary School

Room(s) requested: _____

Time frame requested: _____ Number of Hours: _____

Tables: (#)_____ Chairs: (#)_____ Additional Equipment: (projector, etc.)_____

Extra-Curricular Advisors will be contacted for booking/additional club fees (*circle*): AV / DJ / Stage Crew

Room / Services	Qty.	No. of Days	Fee	Total
Auditorium			x \$35.00	
Library			x \$25.00	
Gymnasium			x \$35.00	
Classroom(s)			x \$15.00	
Kitchen Area			x \$35.00	
Cafeteria			x \$35.00	
Other: (field usage, etc.)				
Staffing	Qty.	No. of Hours	Fee	Total
Door Monitor		-	Qty. x (< 3 hrs.)\$45.00 / (>3 hrs.)\$75.00	
Custodial Staff			x \$_____ (OT / DT)	
Cleaning Services		Per Room	\$25.00 (flat)	
			Staffing No. of Days x	
			Staffing Subtotal	
<i>*Requesters will be responsible for maintaining the integrity of building security during the event and will be charged for any damages that may be incurred.</i>			Subtotal	
			Cost for any damages	+
			Total	

Organization Representative: (*signature*) _____

Office Use Only	
Building Principal: _____	Date: _____
District Superintendent: _____	Date: _____
Treasurer: _____	Date: _____
Facilities Office to distribute copies to:	
<input type="checkbox"/> B/O <input type="checkbox"/> Bldg. Admin <input type="checkbox"/> Sup't Office <input type="checkbox"/> Bldg. Facilities <input type="checkbox"/> Food Svc. <input type="checkbox"/> Athletics <input type="checkbox"/> Extracurricular	
Date Completed by Facilities: _____	Facilities (initial): _____ Ins. Cert. Rec'd (initial) _____

Building Usage Application Guidelines and Fees

Organization representative or person in charge of each event shall insure that all participants are aware of emergency exits in area of usage.

Requesters will be responsible for maintaining the integrity of building security during the event and will be responsible for any damages to person(s) and/or property that may be incurred during the event.

Those in charge of the event will be responsible for ensuring that food and drink items are not consumed in areas such as the auditoriums or gymnasiums, as well as any other areas that may be posted as such.

Normal operating hours are considered to be 7:00 am – 11:00 pm, Monday – Friday, when school is in session. Out of session hours are 7:00 am – 3:00 pm Monday through Friday, except for holidays.

Insurance certification must be presented to the Facilities Office a minimum of 10 days prior to the event.

All events scheduled may be subject to the following fee schedule;

Custodial Charges: Charges are based on the current prevailing wage at an overtime or double time rate.

Room Charges: Room charges encompass the charge for utilities for the room or area being requested. This fee includes heating and ventilation, lighting, available equipment for presentations, restroom usage and minimal associated supplies.

Base Room Charges are as follows:	Auditorium.....	\$35.00	Gymnasium....	\$35.00
	Classroom.....	\$15.00	Kitchen area....	\$35.00
	Library.....	\$25.00	Cafeteria.....	\$35.00

Cleaning Charges: Any event requiring additional cleaning required by the custodial staff will be billed at a flat rate of \$25.00 per room and does not include the custodial labor rate. This will include any equipment and/or supplies required to make the area usable for district students.

A/V & DJ Service Charges: Any event requesting A/V, DJ, or Stage Crew Services must submit request to Club advisor for approval and club fees.

Field Usage: This area will be reviewed by the Athletics Director and Head Custodian to determine what if any impact is made to the district fields, track, tennis courts or associated grounds. Any fees necessary will be listed on the building usage application for the requestor acceptance prior to approval of the application.

For questions regarding fee schedules or usage times call:

District Facilities Office at (518) 943-2300 Ext. 1413.

It is mutually agreed that **only the facilities listed on this form** are to be used by the organization listed above for the time frames and dates provided. Times for set up, tear downs, cleaning, and routine maintenance should be considered when making these arrangements. The organization representative shall be responsible for any fees owed the Catskill Central School District that may be owed for such usage and/or repairs that result from usage by the organization. Fees may be imposed for custodial presence, materials, electric, heat and/or Police presence, that in the district's opinion are necessary. A fee schedule will be attached for representative's approval before being scheduled. The representative of the above listed organization will also be responsible for the health and safety of the organization's participants during the event's duration. The representative will make certain all participants are aware of fire exits, safety procedures and security measures.

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