

East Greenbush Central School District
29 Englewood Avenue
East Greenbush, New York 12061 518-207-2521

Field and Gymnasium Use Application and Schedule of Charges

Organization Name: _____	
Contact Name: _____	Contact Person at Event: _____
Phone: (home) _____	(work) _____ (cell) _____
Address: _____	
City: _____	State: _____ Zip Code: _____
Adult Providing Supervision: _____	
Purpose of Meeting/Event: _____	
Estimated Attendance: _____	Fee Charged: _____
Applicant Group's Insurance Coverage: Liability: _____ Property Damage _____	

Field and Gymnasium Request:	
School Location: _____	Date(s): _____ Time: _____ to _____
School Location: _____	Date(s): _____ Time: _____ to _____
School Location: _____	Date(s): _____ Time: _____ to _____
School Location: _____	Date(s): _____ Time: _____ to _____
School Location: _____	Date(s): _____ Time: _____ to _____
Elementary Field (specify): _____	
Middle School Field (specify): _____	
High School Field (specify): _____ (Turf Field Rental-See separate form)	
Gymnasium: Location and Description: _____	

Please Check a Class Below that Describes Participants:

Class I – School Groups

The facility/field is being used by district residents only. The facility/field is being used free of charge to residents. Continuing Education is included. Groups maintaining field, paying utility fees, and not requesting other facility use/and or services are included.

Class II – School Groups and Non-School Related Community Groups

The facility will be used by district residents only. Admission, participation or registration fees will be charged.

Class III – Mixed Community Use

The facility will be used by district residents and non-residents. A minimum of 65% of users must be district residents.

Class IV – Private Groups

The facility will be used by non-district residents only.

FEE SCHEDULE- DOES NOT INCLUDE CUSTODIAL FEES

Facility	Group I	Group II & Group III	Group IV
Classroom	No Charge	\$5.00 Per Hour	\$37.50 Per Hour
Auditoriums	No Charge	\$10.00 Per Hour	\$150.00 Per Hour
Lobbies	No Charge	\$2.50 Per Hour	\$30.00 Per Hour
Cafeteria Elementary	No Charge	\$7.50 Per Hour	\$75.00 Per Hour
Cafeteria Secondary	No Charge	\$10.00 Per Hour	\$150.00 Per Hour
Library Elementary	No Charge	\$5.00 Per Hour	\$30.00 Per Hour
Library Secondary	No Charge	\$10.00 Per Hour	\$60.00 Per Hour
Gym – Elementary	No Charge	\$10.00 Per Hour	\$150.00 Per Hour
Gym – Secondary	No Charge	\$12.50 Per Hour	\$187.50 Per Hour
Fitness Center – Secondary	No Charge	\$12.50 Per Hour	\$187.50 Per Hour
Athletic Fields- Elementary	No Charge	\$7.50 Per Hour	\$150.00 Per Hour
Athletic Fields – Secondary	No Charge	\$12.50 Per Hour	\$187.50 Per Hour

- All groups will incur fees for additional costs for custodial services and may incur additional fees for weekend events and for larger events. This will be determined on a case-by-case basis.
- Payment is due, in full, two weeks prior to the scheduled event. The EGCS D reserves the right to cancel an event or activity if payment in full is not made two weeks prior to the event.
- No refunds due to cancellation.
- No refunds for failure to cancel an event at least 24 hours in advance of the event.

Office Use Only

Approved: _____ Disapproved: _____ Date: _____

Building Principal: _____ Head Custodian: _____

Athletic Director: _____

Total Charges (please list): Rental Fee: _____ x Hour(s) _____ = _____ + Rental

Fee: _____ x Hour(s) _____ + Custodial Fees at \$ _____ per Hour = _____

Amount Due: _____ Amount Due Received: _____

Insurance Certificate on File: _____

Notes: _____

EAST GREENBUSH CENTRAL SCHOOL DISTRICT

SUPPLEMENTAL FACILITIES USE FORM

This form and the Facilities Use Application must be submitted at least 2 weeks in advance and forwarded to the Maintenance Department.

ORIGINAL FORMS WILL ONLY BE ACCEPTED. FAXED OR E-MAILED COPIES OF FACILITIES USE FORMS AND CERTIFICATES OF INSURANCE WILL NOT BE ACCEPTED.

The undersigned makes application for the use of _____
(SCHOOL NAME)

(AREA TO BE USED) (DAY AND DATE)

_____ to _____
(HOURS START TO FINISH) (FOR THE PURPOSE OF)

Will an admission fee be charged? ___ YES ___ NO If yes, the amount _____.

The undersigned accepts responsibility to pay the agreed fee (if required), see that building regulations are followed, and be responsible for any damage occasioned by its use. We further state that we have read the regulations shown on the reverse side of this application and do hereby certify that we will comply with all legal requirements.

If it is necessary to employ a custodian beyond his/her normal work schedule, or if custodial services are requested beyond normal workloads, there will be a fee based on that service. The undersigned further agrees to indemnify and save harmless the Board of Education and /or the East Greenbush Central School District, and/or any of its employees, from any and all claims that may arise through negligence or otherwise, or that may be made from damage, loss, injury or death resulting to the property of the East Greenbush Central School District, its employees or their property, or to other persons or property, resulting from such use, directly or indirectly. All organizations must attach a Certificate of Insurance naming East Greenbush Central Schools the certificate holder and additional insured for at least \$1,000,000.00 when filing for use of a building.

APPROVALS	
_____ Supervisor, Buildings & Grounds	_____ Date
_____ Building Principal	_____ Date
_____ Custodian	_____ Date

NAME OF ORGANIZATION
BY _____ DATE _____
TITLE _____

MAILING ADDRESS _____

Phone # Home _____
Work _____

Provide the name and number of the person to be contacted in the event of a cancellation:

E-MAIL _____

REGULATIONS FOR USE OF SCHOOL BUILDINGS

East Greenbush Central Schools

It is the desire of the Board of Education to grant the privilege of using the building to those organizations or groups that will comply with the law and will benefit the general welfare of the community educationally and recreational. It is also the opinion of the Board of Education that where it is possible such organizations, except those directly connected with the education interests of the school, should pay the added expense such as costs of lighting, heating and custodial service necessary to make possible the use of buildings.

The Board of Education in granting the use of school buildings out of school hours is governed by Section 414 of the Education Law and Section 4 of Article XI of the New York State Constitution. Under these sections the Board of Education may permit the use of the buildings as indicated in the following extract from the Education Law.

EDUCATION LAW (IN PART)

S414

SECTION 1. By persons assembling therein for the purpose of giving and receiving instruction in any branch of education, learning or the arts.

SECTION 3. For holding social, civic and recreational meeting and entertainment, and other uses pertaining to the welfare of the community, but such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public.

SECTION 4. For meetings, entertainment 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 in such meetings, entertainment 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 the military, naval and marine service of the United States and organizations of volunteer firemen.

Section 4 is interpreted to mean that use shall not be permitted if any of 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.

The building space allowed to any group will be proportion to the size of the group, as it is impractical and uneconomic for a small group to use auditorium or gymnasium facilities.

The Board of Education reserves the right to rescind permission granted for the use of the building to any program up to twenty-four hours of program time. The Board also reserves the right to waive any fees or increase them in certain instances.

SMOKING IS PROHIBITED ON ALL SCHOOL PROPERTY

Groups should plan to limit their meetings so that buildings may be closed at 11:00 P.M. at the latest.

The Board of Education does not assume any liability related to activities off school property sponsored by organizations that are independent of the school district, such as ski clubs, travel clubs etc.