

WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT

Application for Use of School Facilities

[Form must be submitted at least **2 weeks** before event date.]

NAME OF ORGANIZATION _____ DATE _____

ADDRESS _____ PURPOSE _____

Phone (h) _____ (w) _____

Is an admission fee charged? Yes ___ No ___ (if yes, specify the educational, civic or charitable function it will support)

Estimated number of participants: _____ Equipment requested _____

Name/phone number of responsible adult who will be present at all times: _____

Estimated parking lot space needed: _____ Cars _____ Busses _____

I, the undersigned, as the authorized representative of the organization making this request understand all of the District's policies and regulations governing Public Use of School Facilities and agree that we will abide by them (see attached). This organization agrees to hold harmless the West Irondequoit CSD against any claims for both property damage and bodily injury arising from this event.

Submit one form for each school or site.

Signature _____

Circle Room Requesting

High School		Dake Jr. High		Rogers	
Cafe/large	Kitchen*	Cafeteria	Kitchen*	Cafeteria	Kitchen*
Café/Faculty	Commons	Classroom	_____	Gym	_____
Campus/Ctr	Auditorium	Gym	H&C #133	Gym/stage	_____
Classroom	_____	Library	_____	Chorus Rm	_____
Gym/main	PAC	APR	_____	Band Rm	_____
Gym/Conn	Courtyard	Chorus Rm	Band Rm	Library	_____
LGIC/2079	2083	Dake Field	_____	Field	_____
Comp Lab	_____	Other	_____	Other	_____
Fitness Ctr.	Library				
Track	Inside Track	Iroquois		(K-3)	
Tennis Ct.	Stadium	Cafeteria	Kitchen*	BV/BW/CB/SL/SN/LW	
Pool	Locker rms	Gym	_____	All-purpose	_____
Concess std	_____	Gym/stage	_____	Library	_____
Var BaseB	_____	Chorus Rm	_____	Conf rm	_____
JV BaseB	_____	Band Rm	_____	Playground	_____
Var SoftB	_____	Library	_____	Parking lot	_____
_____	_____	Field	_____	Other	_____
Other	_____	Other	_____		

DAY OF THE WEEK: M T W TH F S S

DATE REQUESTED: _____

FROM ___/___/___ TO: ___/___/___

HOURS OF USE: _____

FROM: _____ AM/PM TO: _____ AM/PM

TLC _____

SPROULE HOUSE _____

PARKSIDE _____

Lakeview _____

PINEGROVE FIELDS

NE _____

NW _____

SE _____

SW _____

Other _____

* no children under 16 allowed in kitchen

Custodial and Security hourly rate per person: \$32

Refer to page 2 for a complete list of rates

If event is cancelled call 342-5500 - NO SHOWS WILL BE CHARGED \$25

For Office use Only

Certificate of Insurance Required _____ Yes _____ No

Certificate of Insurance Current _____ Yes _____ No

I recommend approval: Athletic Dept _____ Music/Perf Arts Dept _____ Food Service Dept _____

_____ Approved _____ Approved _____ Approved

_____ Amended approval* _____ Amended approval* _____ Amended approval*

_____ Disapproved _____ Disapproved _____ Disapproved

Building Principal approval _____ DATE _____ Business Office approval _____ DATE _____

*conditions of amended approval _____

DOLLAR AMOUNT TO BE CHARGED \$ _____

BOARD OF EDUCATION, WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT, MONROE COUNTY

BY: _____ DATE _____

DISTRIBUTE TO: District Office, Building Principal, Organization Requesting Use (Copy in Mark Hertlein for Field Use)

Revised: 6/11/79, 4/11/83, 6/1/92, 7/3/97, 7/7/05, 7/6/06, 7/10/07

TERMS & CONDITIONS OF AGREEMENT

1. The District hereby consents to the use of facilities by the organization for the period and purpose herein stated.
2. Organization shall use said facilities for only that period and purpose herein stated.
3. Organization agrees to provide proper supervision during this period, to maintain order and conduct its activities in such a way as not to create a nuisance or undue noise or inconvenience to neighboring property owners, and to take good care of the above premises throughout the period of this use. Organization agrees to notify District in writing of the need for any repairs to the premises immediately upon discovery of such need.
4. Organization agrees there will be no smoking in District buildings or on District grounds.
5. Organization agrees to inform the school, in writing, of equipment or custodial (i.e., moving chairs, cleaning) needs **two weeks** prior to the event.
6. Organization hereby agrees to hold District harmless from all claims and actions for personal injury or property damage which may arise by reason of organization’s use of the said premises during this period and organization further agrees to pay for all costs reasonably incurred in the repair of any damage to the premises or in the defense of any actions or the settlement of any claims arising during this period and attributable to organization’s use of the premises.
7. **At the time of request**, the organization shall furnish a policy or policy of insurance providing liability, fire, extended coverage, vandalism and malicious mischief for the protection of the organization and District as their interest may appear, at the organization’s expense.

STATE EDUCATION LAW GOVERNING USE OF BUILDINGS

School buildings and school property are in the first instance available for the regular program and allied activities of the school system. When not in use for these purposes, the Board of Education may permit use of the school buildings and rooms therein and the grounds and other property of the District within the allowable limits of Section 414 of the New York State Education Law and the regulations herein provided:

1. The buildings may be used for holding social, civic, and recreational meetings and entertainments and other uses pertaining to the welfare of the community but such meetings, entertainments and uses shall be non-exclusive and shall be open to the general public.
2. The buildings may be used for meetings, entertainments, and occasions where admission fees are charged if the fee is to cover any charge that may be levied upon the organization by the District or if the charge is for the express purpose of being expended for an educational or charitable purpose.
3. For polling places for primaries, elections, and registrations.
4. For civic forums and community centers.
5. School buildings may NOT be used for the benefit of a society, association, or organization of a religious sect or denomination, or of a fraternal, secret, or exclusive society other than organizations of veterans and volunteer firemen.
6. Non-educational, money raising activities by local organizations of a private nature will NOT be permitted.

FEES FOR USE OF SCHOOL FACILITIES [MINIMUM 2 HOURS]

Building	Room	Hourly rate	Field	Hourly rate
IHS	Gymnasium (lockers/showers)	\$90.00	Varsity Stadium Field	\$80.00
Dake/Rogers/Iroquois	Gymnasium (lockers/showers)	\$80.00	Varsity Stadium with lights	\$130.00
K-3 Buildings	All Purpose Rooms	\$80.00	Track Venue/Inside Field	\$80.00
IHS	Pool(lockers/showers)	\$90.00	Varsity Baseball	\$80.00
IHS	Auditorium	\$90.00	JV Baseball	\$60.00
IHS	Large Group Instruction Room	\$80.00	Varsity Softball	\$80.00
IHS/Dake/Rog/Iroq	Cafeteria (large or small)	\$30.00	Sproule JV Softball Field	\$40.00
IHS	Cafeteria (faculty)	\$30.00	Rogers Baseball	\$40.00
IHS/Dake/Rog/Iroq	Kitchen (with one dist employee)	\$90.00	Pinegrove Softball Field	\$40.00
IHS	Library	\$80.00	Lakeview Softball Field	\$40.00
All Schools	Classrooms	\$30.00	Iroq/Rogers/ Rectangular Fields	\$30.00
Dake/Rogers/Iroquois	Library	\$60.00	Parkside/Pinegrove Rect. Fields	\$30.00
Spoule House	Field House	\$80.00	Sproule Rectangular Field	\$30.00

ALL PERSONNEL COSTS ESTIMATED AT \$32 PER HOUR WHICH PERTAINS TO A PARTICULAR BUILDING, USE SHALL BE PAID BY THE SPONSORING ORGANIZATION. SUCH COSTS SHALL INCLUDE WAGES AND FRINGES.

**Please direct questions to the principal of the building at which the facilities are requested or to:
Sue Bottazzo, District Office, 321 List Avenue, Rochester, NY 14617 - 342-5500**