

**OGDENSBURG CITY SCHOOL DISTRICT
2018-2019 FACILITY REQUEST FORM**

DATE REC'D BY DISTRICT:

1. NAME AND ADDRESS OF ORGANIZATION REQUESTING FACILITIES:
(Please print name and address where invoices should be mailed)

2. ORGANIZATION CONTACT PERSON:
(All schedule changes, etc. must be done through this person):

Print Name	Telephone (Work)	(Home)	Email
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Signature of Organization Contact Person	Date
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3. PURPOSE AND DESCRIPTION OF ACTIVITY: The Organization and the activity must each qualify under Article 414 of the Education Law and School Board Policy.

a. Building/Area Requested: _____

b. Date(s) of Use: _____
(Please list beginning and ending dates)

c. Time(s) of Use: _____

4. ➡ **CERTIFICATE OF INSURANCE: Please include Certificate of Insurance with your completed Facilities Request Form. A Certificate of Insurance must be furnished prior to event. Liability limits must be \$1,000,000 single limit liability. The Certificate must be issued to the Ogdensburg City School District AND MUST LIST THE DISTRICT AS "AN ADDITIONAL INSURED" on a primary and non-contributory basis for any injury or property damage claims arising during the event (under the Description of Operations/Locations/Vehicles section.) Also, an X must be marked in the Additional Insured column in the General Liability section.**

5. THE REQUESTING ORGANIZATION SHOULD NOT SIGN CONTRACTS OR ENTER INTO ANY KIND OF AGREEMENT WITH A THIRD PARTY UNTIL THE FACILITY REQUEST FORM HAS BEEN APPROVED AND SIGNED BY A SCHOOL DISTRICT OFFICIAL. **ALL REQUESTS SHOULD BE RECEIVED TWO WEEKS PRIOR TO THE EVENT TO ALLOW FOR SCHEDULING.**

6. ⇨ **NOTICE: YOUR GROUP WILL BE HELD RESPONSIBLE FOR ENFORCING THE FOLLOWING REGULATION: ALL VISITORS ARE REMINDED THAT THIS SCHOOL COMPLIES WITH STATE AND FEDERAL REGULATIONS BANNING SMOKING AND TOBACCO PRODUCTS FROM THE BUILDINGS AND SCHOOL GROUNDS. PLEASE ADVISE ALL PARTICIPANTS OF YOUR EVENT OF THIS REGULATION.**

7. **SEND COMPLETED FORM TO: Superintendent of Schools, 1100 State Street, Ogd. NY 13669**

(Do not write below this line)

APPROVED BY _____ DATE: _____

BILLABLE (Yes or No) _____

BILLABLE REQUEST NUMBER 2018-2019 # _____

IF BILLABLE FORWARD A COPY OF THE COMPLETED REQUEST TO THE CBO

OGDENSBURG CITY SCHOOL DISTRICT
2018-2019 FACILITY RENTAL FEE SCHEDULE

Effective July 1, 2018 - June 30, 2019

FACILITY	RENTAL FEE
Edgar A. Newell II Memorial Golden Dome	\$ 68/per hour with ice \$ 53/per hour without ice
School Gymnasiums	\$ 39/per hour
Swimming Pool	\$ 57/per hour
Auditorium	\$ 53/per hour
Classroom	\$ 38/per hour
Weight Room	\$ 53/per hour
Turf Field	\$ 89/per hour with lights \$ 73/per hour without lights
Custodial Services Only	\$ 39/per hour
Athletic Fields – Adult Sport Leagues (Non Turf Field) <i>Effective July 1, 2013</i>	\$ 300.00 per year
<u>Other Outdoor Facilities:</u> The use of athletic fields, etc. and other outdoor areas must be arranged with the school district. A Certificate of Insurance must also be submitted for these activities.	

➔ **OTHER CRITERIA:**

1. Once a request has been granted, the School District shall receive a minimum of **seven (7) days prior notice** if a schedule change or cancellation occurs. The requesting organization shall, with or without the giving of the required notice, be responsible for the entire rental fee of the time requested, or such portion of the requested time that the School District has not rented to another organization as of the date of the scheduled event.

2. Facilities are not available for use by organized activities before the hour of 1:00 PM on Sunday.

3. It is the responsibility of the requesting organization to have the application at the Superintendent's Office in sufficient time prior to the event so that special arrangements can be discussed and approved by the school district.
4. Using organization will be responsible for all loss and damages occurring during the use of the district's facilities.
5. The district maintains the right to cancel any activity with a 24-hour notice.
6. Organization is responsible for paying all charges in accordance with the above fee schedule and all fees are scheduled to change annually.
7. Should custodial staff be called in, any additional costs will be passed on to that rental group.
8. All occupants, in the event of a fire or fire alarm, shall (a) evacuate the building, (b) not reenter the building until clearance (by either fire or school officials) is given.