

RIVERHEAD CENTRAL SCHOOL DISTRICT

700 OSBORN AVE., RIVERHEAD, NEW YORK 11901

APPLICATION FOR USE OF SCHOOL FACILITIES

FSDIRECT Schedule ID # _____

PLEASE READ ALL OF THE INSTRUCTIONS AND REQUIREMENTS CAREFULLY BEFORE FILLING OUT THIS FORM. (SEE BACK). APPLICATIONS MUST BE FILED WITH THE BUILDING PRINCIPAL IN CHARGE OF THE FACILITY YOU WISH TO USE AT LEAST THREE FULL WEEKS PRIOR TO THE DATE OF THE EVENT. NO EVENT MAY BE PUBLICLY ANNOUNCED OR HELD PRIOR TO FORMAL APPROVAL OF THIS APPLICATION AND YOUR RECEIPT OF A SIGNED, APPROVED COPY OF THIS FORM. A REFUNDABLE APPLICATION FEE OF \$100 MUST ACCOMPANY THIS APPLICATION FOR ALL CLASS 3 AND CLASS 4 ORGANIZATIONS. (Please see back for categories). A WRITTEN CANCELLATION NOTICE OF AT LEAST 48 HOURS IS REQUIRED OR A SERVICE CHARGE EQUAL TO YOUR DEPOSIT WILL BE CHARGED.

I. YOUR ORGANIZATION (PLEASE TYPE OR PRINT CAREFULLY) DATE OF APPLICATION: _____ / _____ / _____

NAME OF ORGANIZATION _____

ADDRESS _____

PHONE _____ CLASSIFICATION _____ (CLASS 1, 2, 3 OR 4, SEE BACK) TAX EXEMPT # _____

CONTACT PERSON _____ PHONE _____

ADDRESS _____ EMAIL ADDRESS _____

*** PLEASE REMEMBER AN E-MAIL ADDRESS IS REQUIRED AND CASE SENSITIVE. NOTIFICATION OF APPROVAL WILL BE VIA E-MAIL THROUGH SCHOOL DUDE MESSAGE CENTER, "MESSAGE.CENTER@SMTP.SCHOOLDUDE.COM"

II. WHICH BUILDING, SCHOOL, OR FIELD DO YOU WISH TO USE: _____

THE FACILITIES REQUESTED ARE: NON ATHLETIC _____ ATHLETIC _____ BOTH _____

NOTE: ATHLETIC FACILITIES WILL BE SCHEDULED IN COOPERATION WITH THE ATHLETIC DIRECTOR

Table with 12 columns: DATE 1, TIME IN, TIME OUT, DATE 2, TIME IN, TIME OUT, DATE 3, TIME IN, TIME OUT, DATE 4, TIME IN, TIME OUT, DATE 5, TIME IN, TIME OUT, DATE 6, TIME IN, TIME OUT. (Note: The table structure in the image is more complex than this simplified representation).

THE ATHLETIC DIRECTOR WILL HAVE SOLE RESPONSIBILITY FOR ASSIGNING ATHLETIC FACILITIES TO GROUPS

DESCRIBE THE NATURE OF YOUR EVENT: _____

HOW MANY PARTICIPANTS? _____ HOW MANY SPECTATORS? _____ ADMISSION FEES? _____ PROCEEDS TO? _____

PLEASE "X" THE BOX NEXT TO ALL ROOMS, GROUNDS, AND/OR FACILITIES YOU WISH TO USE:

- AUDITORIUM *** LOBBY CAFETERIA / COMMON AREA KITCHEN * LIBRARY
CLASS / CONFERENCE ROOM #
MAIN GYM SMALL GYM OTHER ATHLETIC FACILITY (SPECIFY)
OTHER

LIST ALL EQUIPMENT YOU WILL PROVIDE _____

LIST ALL EQUIPMENT, FURNITURE, LIGHTS & SOUND, SETUP, AND SERVICES THAT YOU ARE REQUESTING FROM THE DISTRICT _____

NOTE: The District cannot provide any facility or service that you have not listed above. Please be complete. Your final bill will be determined after your event is completed and all facilities use and personnel time, including time to prepare and breakdown, is submitted to the District Office. Any request for exemptions, special consideration, or special needs must be submitted in writing with this application). * Certified Food Manager required on site for all kitchen use.



FOR OFFICE USE ONLY

DATE RECEIVED _____ / _____ / _____ INSURANCE CERTIFICATE FILED? YES _____ NO _____

CHECK PERSONNEL REQUIRED

CUSTODIAL _____ SECURITY _____ STAGE TECH: (LIGHTS _____ SOUND _____) KITCHEN _____ OTHER _____



(PLEASE FILL IN PERSONNEL REQUIREMENTS ABOVE AND SEND TO DISTRICT ADMINISTRATOR)

OK BY BUILDING ADMINISTRATOR.....DATE : _____ / _____ / _____

BY DISTRICT ADMINISTRATOR...APPROVED _____ .NOT APPROVED _____ DATE : _____ / _____ / _____

NOTES AND CONDITIONS: _____

PLEASE SEND COPIES OF APPROVED APPLICATIONS TO THE FOLLOWING: (please circle) BUILDING PRINCIPAL, CUSTODIAL, SECURITY, APPLICANT, BILLING OFFICE, ATHLETIC DIR., LIGHTS TECH., SOUND TECH., A.V. CORD., KITCHEN, CAFETERIA, MUSIC DEPT. , OTHERS _____

*** AUDITORIUM includes auditorium, stage, 2 dressing rooms, hall, lobby and bathrooms

RIVERHEAD CENTRAL SCHOOL DISTRICT - RULES FOR THE USE OF A SCHOOL FACILITY
Revised September 14, 2015

1. The responsibility for granting permission for any individual or group to use District facilities rests with the Board of Education and may be delegated by that Board to the Administration. The decision to allow or deny use of a facility and to place restrictions or conditions upon such use rests with, and is final with the Board of Education.
2. Applicants must take care to fill out the application completely and correctly. Applicants must also submit all additional documents and requests with this application. Incomplete and/or late applications may not be considered.
3. If permission to use a facility is granted, modifications of the terms stated in the application may be made only with express permission of the Administration. The District reserves the right to supervise all activities and to enter or inspect any part of a District facility at any time. The District may rescind permission to use a facility at any time and without prior notice.
4. Users of a District facility may not possess or use any device or engage in any activity which may jeopardize the safety of persons or property. No shoes other than approved gym shoes may be worn on gym floors. No food or beverages are allowed in gyms, classrooms, or the auditorium. No open fires or camping is permitted on school property.
5. Smoking tobacco, the possession and/or use of alcoholic beverages, the possession and/or use of illegal substances, and the possession of weapons is not allowed on any portion of school property.
6. Users of a District facility are responsible for the conduct of all persons involved in or associated with their activity and must make appropriate arrangements for security and supervision. **CHILDREN MUST BE DIRECTLY SUPERVISED BY AN ADULT AT ALL TIMES.** The District retains the right to remove any person whose conduct is deemed inappropriate at any time. FACILITY USER does hereby covenant and agree to defend, indemnify and hold harmless the RIVERHEAD CENTRAL SCHOOL DISTRICT from and against any and all liability, loss, damages, claims, or actions (including costs and attorney 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 RIVERHEAD CENTRAL SCHOOL DISTRICT property, facilities and/or services. The form and amount of such restitution will be determined by the District.
7. Users will be required to carry a general liability insurance policy in the amount of at least one (1) million dollars which specifically covers the event named in this application. The Facility User's insurance must be primary. The Riverhead Central School District must be named as Additional Insured on this policy and a copy of that endorsement must be submitted with this application.
8. Users of a District facility will be charged facility use, custodial, security, mechanical and technical support fees based on the following schedules and on the actual time of use which includes prep and breakdown. Users will belong to one of the following four classifications and will be charged accordingly. (Be sure to list your classification in the third line of the application). An advance deposit equal to the estimated amount of your final bill is required. Your final bill will be based upon actual usage, times, and services required.
9. Applicants must understand that the District may give priority for facilities usage to groups in the order of classification listed here, not on the basis of when an application is actually submitted. The District retains the right to postpone or cancel any group's usage date and/or time without prior notice.

GROUP CLASSIFICATIONS (Fill in other side) AND FEE SCHEDULE:

CLASS 1: The applicant is a District sponsored group, class, club, organization, PTSO, Music or Sports Boosters.

CLASS 2: The applicant is a District approved not for profit organization charging no admission fee (Sports Groups, Community Groups), if there is no cost to the District.

CLASS 3: The applicant is a district approved not-for-profit group charging admission or when there is a cost to the District.

CLASS 4: The applicant is considered a for-profit group.

NOTE: ALL CLASSES 3 AND 4 MUST HAVE ONE WRITTEN REFERENCE AND ONE TELEPHONE REFERENCE THAT CAN BE CHECKED BY THE DISTRICT

PER USE FEE SCHEDULE

CLASS	AUDITORIUM	CAFETERIA	CLASSROOMS, ETC.	GYMS	FIELDS	Concession Trailer	PERSONNEL
1	NO FEE	NO FEE	NO FEE	NO FEE	NO FEE	\$25per use, \$125per season	NOTE A
2	NO FEE	NO FEE	NO FEE	NO FEE	NO FEE	\$50per use, \$250per season	NOTE A
3	\$75 hr.	\$100 flat	\$50 flat	\$275 flat	\$75. per day.	N.A.	NOTE B
4	\$150 hr.	\$100 flat	\$50 flat	\$275 flat	\$75. per day.	N.A.	NOTE B

*Kitchens are not available for use unless a District Food Service Worker is employed. **A Certified Food Manager required on site for all kitchen use. A Certified Food Manager is required for the Concession Trailer if food is being cooked and certificate must be in the trailer.**

PERSONNEL FEE SCHEDULE

Custodian Monday – Friday: \$41.82 per hour. Saturday: \$62.73 per hour. Sunday and/or Holidays: \$86.34 per hour.

Security Monday – Friday: \$37.08 per hour. Saturday: \$55.63 per hour. Sunday and/or Holidays: \$74.17 per hour.

Food Service Worker: Monday – Friday: \$30.25 per hour. Saturday: \$45.37 per hour. Sunday and/or Holidays: \$60.49 per hour.

*** Certified Food Manager required on site for all kitchen use. Technician: \$31.50 per hour.**

Maintenance Mechanic Monday – Friday: \$39.20 per hour. Saturday: \$58.80 per hour. Sunday and/or Holidays: \$78.40 per hour.

* (NOTE A: USER PAYS FOR OVERTIME HOURS ONLY. NOTE B: USER PAYS FOR ALL TIME SPENT ON THE EVENT.)

A REFUNDABLE APPLICATION FEE OF \$100 MUST ACCOMPANY THE APPLICATION FOR ALL CLASS 3 AND CLASS 4 ORGANIZATIONS.

The District will determine the appropriate assignment of District personnel to an event or function. Users of a District facility will be charged custodial, security, mechanical and technical support fees. In general, school custodial and security coverage will be required for all events. A security guard for every 200 persons attending an event or function will be assigned. Each additional 100 persons in attendance will require an additional security guard or as determined by the District. Use of the H.S. Auditorium will require the assignment of district technical supervision and support. Users will be charged for time required for district personnel to make special arrangements prior to, and to clean up after an event as well as the actual time that the user occupies the facility. Any request for a modification or waiver of any of these fees must be in writing and accompany this application.

I HAVE READ, I UNDERSTAND, AND I AGREE THAT THE APPLICANT NAMED ON THIS APPLICATION ACCEPTS AND WILL ABIDE BY EACH OF THE RULES AND REQUIREMENTS FOR USE OF A RIVERHEAD CENTRAL SCHOOL DISTRICT FACILITY LISTED ABOVE AND ACCEPT THE RESPONSIBILITY FOR THE ACTIONS OF ALL PERSONS ASSOCIATED WITH THE ACTIVITY DESCRIBED IN THIS APPLICATION.

Signed: _____ Date: _____

Title of Signatory: _____ Phone: _____
 (Signatory must be the recognized president, director, sponsor, or advisor of the group making the application)