

**HYDE PARK CENTRAL SCHOOL DISTRICT**  
**USE OF SCHOOL BUILDINGS, GROUNDS AND FACILITIES**  
*Application For Building / Facilities Use 2017-2018*

Please submit applications a minimum of 10 days prior to use. The School District reserves the right to override an approved Building Use Application for a School District function. Incomplete applications will not be accepted or processed.

\_\_\_\_\_  
 Name of Organization

\_\_\_\_\_  
 Date Submitted

\_\_\_\_\_  
 Person Responsible for Group / Contact (Print or Type)

\_\_\_\_\_  
 Email address (for request confirmation)

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 City State ZIP

\_\_\_\_\_  
 HPE NES NPE RRS VAS HMS FDR  
 Circle the School/ Location

**Purpose of Use:** \_\_\_\_\_

**Room/s:** \_\_\_\_\_ **Day** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Times:** From: \_\_\_\_\_ To: \_\_\_\_\_

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check here if additional times are listed on attached page:

**Special Needs:** Lighting: \_\_\_\_\_ Spot Light \_\_\_\_\_, bathrooms, tables, projection screen  
 Other \_\_\_\_\_

**Number of Students Expected:** \_\_\_\_\_ Adults \_\_\_\_\_

Will a fee be charged (admission, registration, tuition, etc.) for this activity? Circle One  
Y N

Is this activity for profit? Explain: \_\_\_\_\_ Y N

Is this activity: (circle one) Exclusive to members of the organization Or Open to the public

**Certificate Of Insurance must state the following:** "The Hyde Park Central School District, its board, volunteers and employees are additional insureds on a primary and non-contributory basis."

COI is attached: (circle) Y N

**FEES:** Organizations requesting building use may be responsible for appropriate rental fees in addition to all staff costs for any event which requires custodial, food service or other school district staff to be present. Fees will be based on facility required and time of use as defined in Appendix A. A bill will be sent prior to the event and payment is due in full, 10 days prior to the event date.

Upon signature of the building use application, the applicant verifies that they have received a building use packet and agrees to have read and intends to abide by the district's facility use policy, rules and regulations.

**I have read and accept these terms:** \_\_\_\_\_  
Signature Date

For district use only: **Date Rec'd** \_\_\_\_\_ **FSDirect Event #** \_\_\_\_\_  
 Approver's Name: \_\_\_\_\_ Approver's Signature: \_\_\_\_\_  
 (All Athletic Area/Field Use Must have the Athletic Director's Approval)

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Appendix A: Facility Use Criteria & Fee Schedule**

**Custodial or other fees may NOT be charged if all of the following criteria are met:**

1. The use is for regularly sponsored school activities and events, which directly relate to K-12 educational or extracurricular school programs. These include music performances, plays, and athletic events, parent orientation meetings, and parent teacher organization meetings.  
**OR** the group is a nonprofit, community-based organization, such as a before/after school program, and can provide us with a not-for-profit, tax exempt certificate.
2. The event occurs during normal work hours, when a custodian is on duty and no additional staff is needed.

**Rental, custodial or other fees will be charged:**

1. When group is a "for profit entity."
2. For community group events or performances where admission fees are charged.
3. When organizations use the facilities on the weekend or any other time outside of regularly scheduled staff work hours.
4. When additional custodial/ other staff is required.
5. **All** use of kitchen facilities must hire kitchen staff to oversee the kitchen area.
6. When any damage to district facilities are incurred.

**FEE SCHEDULE for Building Use and Grass Fields -**

<b>Rental Fees:</b>	Classroom	\$ 3.00/hr	Music Room	\$ 6.00/hr
	Auditorium	\$ 20.00/hr	Kitchen	\$ 15.00/hr
	Gymnasium	\$ 15.00/hr	Fields	\$ 15.00/hr
	Parking Lot	\$ 15.00/hr		
<b>"The Oval Office" Track &amp; Turf Arena has a separate building use application.</b>				

**STAFF CHARGES**

<b>Custodial / Cafeteria / Additional Staff:</b>	<b>\$ 35.00/ Hour</b>
<b>Auditorium Light Operator:</b>	<b>\$ 10.00/ Hour / Operator</b>

**Note:** Prices may vary from year to year based on the status of the budget. In the event the school district is operating under a contingency budget, per NYS Law, all applicable custodial costs, heat, utilities and building use fees shall be charged for ALL non-school organizations using school facilities.

***You can find this Building Use packet and the "Oval Office" Application on line at: [hpcsd.org](http://hpcsd.org), under the Community tab, Buildings & Grounds Use***