

# *Auburn Enlarged City School District*

## **BUILDING/FACILITIES FIELD USAGE REQUEST**



**Dear Building and Grounds Use Requestor:**

Enclosed you will find the paperwork necessary for requesting use of the Auburn Enlarged City School District buildings and grounds. Included are procedures for buildings and grounds use, and a request application. Please return the completed application to Buildings and Grounds at 78 Thornton Avenue, Auburn, NY 13021.

**\*\*\*EACH REQUEST WILL NEED A NEW FORM\*\*\*  
\*\*\*ONLY ONE CONTACT PER ORGANIZATION FOR REQUESTS\*\*\***

Please refer to the “Submission Schedule” below as to when your application may be submitted:

**Internal Use – Return page 2**

**Outside Organizations – Return pages 2, 3 & 4**

### **BUILDING/FACILITY/FIELD REQUEST SUBMISSION SCHEDULE**

<b>Season</b>	<b>Calendar Date For Request</b>	<b>Application Deadline</b>
<b>Summer</b>	<b>7/1-8/31</b>	<b>May 1st</b>
<b>Fall</b>	<b>9/1-10/31</b>	<b>July 1st</b>
<b>Winter</b>	<b>11/1-2/28</b>	<b>September 1st</b>
<b>Spring</b>	<b>3/1-6/30</b>	<b>February 1st</b>

*Notification of final approval will be given after all required documentation is received: Agreement for Use of School Facilities, Certificate of Insurance, Security Deposit (\$100.00)*

*Attachment*

**Type of Event: (please circle)**

<b>Athletics</b>	<b>Community Use</b>	<b>Fine Arts</b>	<b>School Activity / Meeting</b>
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An Agreement Between \_\_\_\_\_ and the Auburn Enlarged City School District

Name of Organization \_\_\_\_\_ Date Submitted \_\_\_\_\_

Contact Person \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Purpose \_\_\_\_\_

E-mail Address \_\_\_\_\_

<b>School Building(s) (please circle)</b>							
Casey Park	Genesee	Herman Avenue	Owasco	Seward	Auburn Junior High	Auburn High	Harriet Tubman Admin Bldg.

<b>Day(s) of The Week (please circle)</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Date & Time Requested:** Outside organizations that have been approved to use school facilities, are *required to be out of the building by 11:00 p.m.*

From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_

Requested Set-Up Time: **Start** \_\_\_\_\_ **End** \_\_\_\_\_

Actual Time of Event: **Start** \_\_\_\_\_ **End** \_\_\_\_\_

**Please Identify Building Areas Needed: (Circle)**

**SPECIFY WHICH PLAYING FIELD(S):**

\_\_\_\_\_

Auditorium	Stage lighting	Audio or video monitor	Gym(s) # Specify at AHS
Dressing Rooms	Sound system	Speaker's podium	<b>Full or # 1-2-3</b>
Classroom(s)#	Projection equip.	Library	
Cafeteria	Music stands	Kitchen	

**Setup instructions:** \_\_\_\_\_

Field Lining → By School District  **or** Requestor

**SPECIFY SPECIAL NEED(S):** \_\_\_\_\_

*Please note: If the lighting and sound equipment is needed, the organization using the building must hire an experienced person to run it at its expense.*

**Breakdown Instructions:** \_\_\_\_\_

**Total number of Auburn students participating** \_\_\_\_\_

**Total number of participants** \_\_\_\_\_

**Total number of spectators** \_\_\_\_\_

Is admission to be charged? \_\_\_\_\_ Price per ticket \_\_\_\_\_

If a profit organization, name of non-profit organization to receive proceeds from admission fees

(documentation must be attached to this effect): \_\_\_\_\_

Supervision required at expense of Requestor: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

**Senior Custodial Offices:**

**Please contact the senior custodian of requested building two (2) weeks prior to the event:**

Auburn High 255-8334	Auburn Junior High 255-8492	Casey Park Elementary 255-8763	Genesee Elementary 255-8643
Herman Ave. Elementary 255-8688	Owasco Elementary 255-8723	Seward Elementary 8608	

**We, the undersigned, agree to the following terms and conditions in accordance with the use of buildings and grounds in the Auburn Enlarged City School District, as per this agreement. We also attest that we have read and shall abide by the attached policy stipulations:**

1. No association or organization is entitled, as a matter of right, to use school facilities, but must apply in writing and in advance to the discretion of the Board of Education. The Superintendent of Schools or his designee may grant provisional permission for use of school facilities, pending action by the Board of Education at its next regular meeting.
2. Organizations must provide an adult, 21 years of age or older, to preserve order, supervise their functions and also agree to be liable for all costs for injury or damages to persons or property due to lack of proper and adequate supervision. To this end, the organization will provide a **Certificate of Liability for a minimum amount of \$100,000 for non-physical activities and \$1,000,000 for physical activities** with the Auburn Enlarged City School District named as an additional insured. Supervision may incorporate policemen and firemen on location, if necessary. ***The Superintendent of Schools, or his designee, shall determine the number of personnel such as firemen, policemen, custodians, cafeteria workers, etc., which may be required for a particular function or functions.***
3. Organization hereby agrees to hold District harmless from all claims and actions for personal injury or property damage which may arise by reason of organizations use of 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.
4. In cases of scheduling conflicts, Auburn Enlarged City School District Events take precedence over a community rental. Priority for the use of facilities will be as follows:
  - a. School District Sponsored Activities
  - b. Local Community Sponsored Groups
  - c. Other Civic Groups
5. All buildings and grounds, unless otherwise specified shall be left in the same condition in which they were found.
6. The right to revoke an agreement at any time is reserved by the Board of Education. The Superintendent may suspend the agreement pending action by the Board of Education at its subsequent meeting.
7. The rental fees shall be in accordance with the rates established by the Auburn Enlarged City School District. During after school hours, or when custodians are normally not in the building, or when the Superintendent or his designee determines additional custodians' necessary, the organization hereby agrees to pay for the use of school custodians (and any other district employees) at the rates established by the Auburn Enlarged City School District.

8. The rates are as appears on the attached *fee schedule*. Fees for required outside personnel, such as policemen or firemen, shall be borne by the organization using the school facility.
9. The undersigned have read the attached fee schedule and we agree to abide with such, as well as with the conditions specified in the fee schedule.

**Upon preliminary approval of the use of the building facilities, a security deposit in the amount of \$100.00 made payable to the Auburn Enlarged City School District, a copy of your Certificate of Insurance, indicating the Auburn Enlarged City School district as an additional insured for a minimum of \$100,000 liability, and a letter documenting all proceeds being forwarded to a non-profit organization (if applicable) must be forwarded to the District Business Office.**

**\*\*The organization agrees that payments shall be made within 60 days of the day of billing\*\***

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*Signature and Title of Representative*

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*Certification of Signature by Another Officer*



## AUBURN ENLARGED CITY SCHOOL DISTRICT – FEE SCHEDULE

School	Auditorium Capacity	Auditorium Fee	Gym Capacity	Gym Fee	Cafeteria Capacity	Cafeteria Fee
Auburn High	935 & 11 Wheelchair Spaces	\$250	1140	\$200	485	\$50
Auburn Jr. High	1153 & 20 Wheelchair Spaces	200	326	\$100	208	\$40
Casey Park	275 & 5 Wheelchair Spaces	50	268	\$40	112	\$30
Genesee	255	50	136	\$40	95	\$30
Herman	249	50	245	\$40	145	\$30
Owasco	166 & 7 Wheelchair Spaces	50	500	\$40	246	\$30
Seward	N/A	N/A	720	\$50/use	146	\$30

*In the instance of a gym and cafeteria combination, the word "combo" will appear in the fee column. A double rate will not be charged in "combo" categories.*

**\* There is no food or drink allowed in the auditoriums and gymnasiums. Thank you.**

### REHEARSALS – AUDITORIUMS

Auburn High School	\$40/hour – maximum charge of \$120 per use
Auburn Junior High School	\$40/hour – maximum charge of \$120 per use
Elementary School	\$30/use

### PRACTICE SESSIONS – GYM

High School	\$40/hour – maximum of \$120/use
Junior High and Elementary w/shower facilities	\$30/use
Elementary w/o shower facilities	\$25/use

### HOLLAND STADIUM – CAPACITY 5200

	Night	Day
School Groups	\$300	\$125
Others	\$600	\$200
Practice – stadium	\$ 40/hour	\$ 30

### OTHER INDOOR FACILITIES

	Night
Classroom	\$20/hour
Media Center	\$35/hour
Locker Room	\$125/use

### CUSTODIAL FEE - \$43/hour

*Based on current CSEA contract for custodian on step 2 of the salary schedule. Overtime will be charged where applicable.*

### ATHLETIC FIELDS (per contest prep charge)

#### First Time Marking:

Cross Country	Football	Lax Boys	Lax Girls	Baseball	Soccer	Softball	Field Hockey
\$425	\$175	\$85	\$125	\$90	\$130	\$60	\$125

#### Re-Markings:

Cross Country	Football	Lax Boys	Lax Girls	Baseball	Soccer	Softball	Field Hockey
\$410	\$65	\$30	\$50	\$90	\$55	\$60	\$50

Updated: 7/5/2012