

GROUP I

School Related Groups

Examples: President's Council, Booster Groups

GROUP II

**Town of Bethlehem Parks & Recreation, Fire Department,
Continuing Education**

GROUP III

All Other Groups (Resident)

Examples: Student and Adult Recreational Clubs, Profit Organizations

GROUP IV

Non-Resident/Non District Groups

Examples: Groups not located within the Bethlehem School District

- *Federal/ State funded programs are not required to pay use of facility fees*
- *All School groups/ school functions have priority over all community groups*
- *A community group must be made up of 75% residents of the community*
- *Groups must fill out use of facility form and coordinate with building secretary for availability*
- *Groups must have a certificate of insurance in place prior to use of facility*
- *Groups must cancel use of facility 24 hours prior to use or they will be invoiced*
- *Groups are invoiced monthly, unless other arrangements are made*
- *Groups must use the facility space they have requested (i.e. renting gym space, use gym space)*

**BETHLEHEM CENTRAL SCHOOL DISTRICT
DELMAR, NEW YORK 12054**

**Fee Schedule for Use of School Facilities
(effective July 1, 2010)**

- GROUP I School Related Groups** (President's Council, Booster Clubs)
- GROUP II Town of Bethlehem Parks & Recreation, Fire Department, Continuing Education**
- GROUP III All Other Groups (Resident)** (Recreational Clubs, Profit Organizations)
- GROUP IV Non-Resident/Non District Groups** (not located in the Bethlehem School District)

FACILITY	GROUP I *	GROUP II & III *	GROUP IV *
Classroom	No Charge	\$7.00/hr.	\$ 25.00/hr.
Auditoriums	No Charge	\$15.00/hr.	\$ 100.00/hr
Lobbys	No Charge	\$5.00/hr.	\$25.00/hr.
Cafeteria Elementary	No Charge	\$12.00/hr.	\$50.00/hr.
Cafeteria Secondary	No Charge	\$17.00/hr.	\$100.00/hr.
Library Elementary	No Charge	\$9.00/hr.	\$25.00/hr.
Library Secondary	No Charge	\$12.00/hr.	\$100.00/hr.
Gym - Elementary	No Charge	\$12.00/hr.	\$100.00/hr.
Gym - Secondary	No Charge	\$14.00/hr.	\$125.00/hr.
Fitness Center - Secondary	No Charge	\$10.00/hr.	\$125.00/hr.
Pit - Secondary	No Charge	\$5.00/hr.	\$25.00/hr.
Wrestling Room - Secondary	No Charge	\$5.00/hr.	\$25.00/hr.
Athletic Fields	No Charge	\$12.00/hr.	\$75.00/hr.
Tennis Courts/Track Field	No Charge	\$17.00/hr.	\$125.00/hr.
Parking Lot (1 hr. min)	No Charge	\$5.00/hr.	\$5.00/hr.
Pool (September - March)	N/A	Group II \$20.00/hr. Group III \$40.00/hr.	\$125.00/hr.
Pool (April - August)	N/A	\$2500/mth + \$40.00/hr	\$2500/mth. + \$125.00/hr

** All groups will incur fees when additional costs are incurred by the district (e.g. custodial OT for weekend events, fund raisers, custodial regular time for large evening events) - Custodial OT charges: \$20.00 per hour for Regular Overtime and \$30.00 per hour for Holiday Overtime.*

“Special Event” or Tournament Set-up Fee - To be determined on a case by case basis

BETHLEHEM CENTRAL SCHOOL DISTRICT

USE OF FACILITIES – GENERAL GUIDELINES

July 2010

INTENT

The following provides general guidelines regarding the use of District facilities throughout the year. This is not intended to be a complete listing of the rules and regulations surrounding building use. We strive to make our facilities as available as possible, but not to the detriment of the district's academic, athletic, maintenance and custodial programs.

FACILITY SCHEDULING

Any group wanting to utilize the school facilities outside of the normal school day must submit a Request For Use of School Property form to the school's main office for approval. The scheduling of rooms or fields at a school is the responsibility of the school's main office. This is typically done in conjunction and consultation with the head/lead custodian at the building. The forms can be received from the main office and should be submitted to the school office at least ten (10) days in advance of the requested date. Appropriate time is necessary for the approval process to be completed, the overtime posted (if necessary) and the coordination of staff.

SCHOOL YEAR

The district facilities are NOT permitted to be used during the school day by outside or town groups. Also, facilities are typically not to be scheduled and used by groups during dances, exam weeks, election days, plays and open houses. In addition, the High School Gyms will be made available and must be scheduled around the school's competitive sports program. The following times are established based upon the custodial coverage and the time necessary to clean and open/secure the facility before and after an activity. Please note that the general start times listed below may vary depending upon season, school activities and athletic events. Users should check with the Main Office.

General Start Time:

<u>High School</u>	<u>Middle School</u>
Pool can be used after 6:00pm	Pool can be used after 6:00pm
Gyms can be used after 7:00pm	Gyms can be used after 6:00pm
Classrooms can be used after 6:00pm	Classrooms can be used after 6:00pm

Elementary – Many areas of the school can be used after 3:30pm. Due to the Schools Out Program, Café and Gyms typically are not available until 5:30pm-6:00pm.

Allowed End Time:

All activities must be completed and users out of the facility by:

- High School - 10:30pm
- Middle School - 9:30pm
- Clarksville, Eagle, Elsmere, and Slingerlands - 9:00pm
- Hamagrael - 8:00pm
- Glenmont - 8:15pm

Saturdays & Sundays

Outside groups are allowed to use the schools but will be charged the facility fee AND the flat custodial overtime rate of \$20/hour (2010-11 School Year). All group activities must be completed and users out of the facility by 9:30pm. Field usage is allowed

Elementary - No outside groups are allowed in the school facilities during this time. Field usage is allowed

National Observed Holiays; (Thanksgiving, Christmas Eve, Christmas Day, New Years Eve/Day, Good Friday, Memorial Day, July 4)

No outside groups are allowed in the school facilities during this time

District Observed Holidays; (Labor Day, Columbus, Veterans, Day after Thanksgiving, MLK, Presidents Day)

Outside groups are allowed to use the schools but will be charged the facility fee AND the flat custodial holiday overtime rate of \$30/hour (2010-11 School Year). All group activities must be completed and users out of the facility by 9:30pm. Field usage is allowed.

Break Weeks

Except for National Observed Holidays (listed above) where facilities are closed, other days in a break week are available for use. Since all custodial staff is scheduled during the day, the flat custodial overtime custodial rate of \$20/hour (2010-11 School Year) will apply for any facility use after 4pm.

Snow Days

No groups (including internal school groups) are allowed to use the school facilities. Schools are closed even though custodial staff has to report to work.

Early Dismissal (due to inclement weather or other emergency)

No groups (including internal school groups) are allowed to use the school facilities. Schools are closed even though custodial staff has to report to work.

No School – District and School Offices Open Days; (Election Day, Yom Kippur, Supt. Conf Day.)

No groups (including internal school groups) are allowed to use the school facilities during the day. Night time use is allowed.

SUMMER TIME;

Elementary – No groups are allowed to use the school facilities other than the Town's summer camp day programs. Weekend use of the buildings is also not allowed.

High School & Middle School - Outside groups are allowed to use the schools. Since all custodial staff is scheduled during the day, the flat custodial overtime custodial rate of \$20/hour (2010-11 School Year) will apply for any facility use after 4pm. All group activities must be completed and users out of the facility by 9:30pm. Weekend use of the building is not allowed. Field usage is allowed Monday through Sunday.

Special Requests

Any special requests for facility use that deviate from these general guidelines can be considered by the district. Submit the request to the school's Main Office.

Bethlehem Central School District

Use of Facilities

Indemnification and Hold Harmless Agreement

Dated: _____

_____ agrees to conduct its
(Name of Applicant)

activities so as not to endanger any person lawfully thereon and agrees, to the fullest extent permitted by law, to indemnify, exonerate, defend and hold harmless the Bethlehem Central School District, it's officers, employees and agents, against any and all costs, losses, expenses, damages, claims, suits, or any liability whatsoever, including attorney's fees, resulting from injury, including death, to person or damage to property arising out of, or in any manner connected with, their use of Bethlehem Central School District property for _____.
(purpose as detailed on submitted use of facilities form)

(Sign Name): _____

(Print Name): _____

Title: _____