

MATTITUCK-CUTCHOQUE UFSD
USE OF FACILITIES POLICY

1) Staff/Student Use of Facilities:

- Groups of students (residents of the School District) supervised by current MUFSD staff members, will be allowed to use the facilities of the MUFSD at any time (subject to availability) for a District sanctioned event, without charge. No custodial presence is needed unless specifically requested.
- Staff members will assume responsibility for the facilities being left in the same condition as it was found. Staff members are responsible for securing the facilities upon completion of the event. Use of facilities may be denied to any applicant who violates this policy.

2. General Guidelines for Application for the Use of Facilities:

- a) Requests for facility use will be accepted no earlier than 6 months prior to start date.
- b) All requests for a club shall be made by the club President, Treasurer etc. (one person representing the club).
- c) All indoor weekend requests shall be paid in advance.
 - Week days shall have 2hr time limits.
 - Weekends shall have 3hr time limits, weekend use shall pay 1/2hr more than time requested, 15 minutes prior and 15 minutes after for custodial needs.
- d) All requests are for a season (fall, winter, spring, summer).
- e) Outdoor requests during the week have 2 hour increments i.e. 4-6, 6-8; weekend requests have 4 hour increments i.e. 8-12, 12-4.
- f) Outdoor facility space shall be divided by the Director of Athletics i.e. the Laurel Fields on the school property can be divided into 3 separate spaces; Cutchogue West may be divided into 2 separate spaces; the high school has multiple areas.
- g) Any club or organization may only reserve one time slot per day. If other time slots are still available 3 months prior to the start date, the club or organization may reserve additional time slots.
- h) In-district teams take priority over non-district teams. An “in-district” team is defined as having at least 70% of the players residing within the Mattituck-Cutchogue School District.

3) For-Profit Individuals or Groups

- Groups or individuals that operate for-profit, that are charging the participants a fee for an activity held on District property will be charged a usage fee. The length of use and the area of use will determine the fee.
 - Usage fee for large group areas **\$25.00 per hour**
 - Usage fee for classrooms is **\$10.00 per hour**
 - Any custodial time will be charged at **\$35.00 per hour (2 hour minimum)**.

4) Non-Profit Individuals or Groups (*An organization whose primary objective is to support some issue or matter of private interest or public concern for non-commercial purposes. Non-profits may be involved in an innumerable range of areas relating to the arts, charities, education, politics, religion, research, sports or some other endeavor*).

- Groups or individuals who operate non-profit, whether they charge participants or not, will not pay a usage fee, unless the District is functioning under a contingency budget.
- The District reserves the right to verify the non-profit status of an organization or individual.

5) Camps or Clinician Programs:

- Usage fee of \$50 per day/\$250 per week charge for any for-profit program using the fields, gymnasium, wrestling room or auditorium for two (2) or more hours.

6) Laurel Fields:

- Usage fee of \$1,500 per season for any for-profit organization using the property.

7) Custodial Charges for Both Non-Profit and For-Profit Individuals and Groups

- Any group or individual whether for-profit or non-profit will be responsible for any additional custodial services incurred by the District at the prevailing hourly rate as indicated above.
- If using the building during weekdays from 7:00 AM to 10:30 PM and no extra custodial services are needed, there will be no charge, unless under contingency budget.
 - If using the building during weekdays from 7:00 AM to 10:30 PM and custodial services are needed, the charge will be **\$35.00 per hour (2 hour minimum)**.
- Any other time the building needs to be opened and staffed (i.e. weekends); the charge will be **\$35.00 per hour**.

8) Air Conditioning, Sound and Lighting for Both Non-Profit and For-Profit Individuals and Groups

- Any organization requesting use of air-conditioning will be charged a **\$200.00** fee for turning on and using an air-conditioned facility (high school gym, auditorium, or library and the library of the Cutchogue East Elementary School) during any part of a day. This fee will be for each day of use.
- Only authorized school personnel will have access to the sound and lighting booth at Mattituck High School. There will be a **\$60.00 per hour** charge by the District for use of state lighting to cover the costs of lighting and operator personnel.

9) Technology Usage

- Any non-school related organization requesting assistance with internet access and use of District technology equipment will be charged **\$35.00 per hour** (minimum of two hours) to cover the costs of District personnel.

10) Insurance Requirements

- The user hereby agrees to name the District as an unrestricted additional insured on the user's policy.
- The policy naming the District as an additional insured shall:
 - ❑ be an insurance policy from an A.M. Best-rated "secured" New York state insurer, permitted to do business in New York State;
 - ❑ contain a 30-day notice of cancellation;
 - ❑ state that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers;
 - ❑ additional insured status shall be provided with ISO endorsement CG 20 26 11 85 or its equivalent;
- The user agrees to indemnify the District for any applicable deductibles;
- Required Insurance:
 - ❑ Commercial General Liability Insurance - \$1,000,000.00 per occurrence/\$2,000,000.00 aggregate;
- User acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The user is to provide the District with a certificate of insurance, evidencing the above requirements have been met. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.

11) Contingency Budget Condition's

- Education Law states that when establishing a "Contingency Budget," the public use of school buildings and grounds is prohibited, except where there is no cost to the District. The District may charge a fee that meets or exceeds its actual costs (§ 412(2)).
- Under a contingency budget, any group desiring long term use of facilities on weekends may request such time knowing that the group must provide the District with the total cost of the custodial services needed up front. The Board of Education reserves the right to accept or reject any application for weekend use, since the Board would have to resolve to change the budget upward by the expected cost of the custodial services, and could not consider such action unless the appropriate offsetting revenue had been already received.
- The fee for both non-profit and for-profit groups will be the same as indicated in #2 and #3.

**FOR USE OF MATTITUCK JR/SR
HIGH SCHOOL**

Please submit form to:

Jr./Sr. High School Principal
Mattituck Jr/Sr. High School
15125 Main Road
Mattituck, NY 11952
(631) 298-8460
(631) 298-8544 Fax

**FOR USE OF CUTCHOGUE EAST
ELEMENTARY SCHOOL**

Please submit form to:

Elementary School Principal
Cutchogue East Elementary School
34900 Main Road
Cutchogue, NY 11935
(631) 734-6049
(631) 734-4299 Fax

**REQUEST FOR USE OF SCHOOL FACILITIES
Part A**

Date Submitted _____

1. Name of Organization Requesting Facility _____
2. Individual Responsible for Organization _____
3. Address _____ Tel # _____
City/State/Zip _____
4. Facility Requested:
Building _____ Purpose _____
Room or Roms _____
Other _____
5. Time of Use:
Date _____ Is the date a non-school day? YES NO
Hours _____ If yes you must complete Part B # 1
6. Is the activity open to the public? YES NO If the activity has 50 or more participants or the activity is of a physical nature (i.e. basketball, wrestling, etc.) you must complete Part B # 1 & 2.
7. Is admission being charged? YES NO If yes please provide detailed explanation of use of proceeds.
8. Does the activity require bringing other equipment into the facility or moving existing equipment or furniture on the facility? YES NO If yes, please fill out Part B # 1, 2, and 3.
9. Is anyone associated with this activity receiving a stipend? YES NO

Part B

If you have been requested to fill out Part B, all or some of the items may apply to you.

1. If you have requested to use the facility on a non-school day, a \$35.00 per hour use of building fee for a custodian to open and monitor the building will be charged. There is a two (2) hour minimum for this charge. If there is a need for more than one custodian the fee will be an additional \$35.00 per hour for each custodian. See the Use of Facilities Policy that is attached for specific fees.
2. For the protection of your organization and the District from and against any liability, loss or damage, in the course of your organization using the facilities, the organization will, at its own expense, carry insurance which may be required to provide the necessary protection against such loss or damage. (See # 5 Insurance Requirements of the Use of Facilities Policy that is attached) .

All fees must be paid and proof of insurance must be provided five days prior to the activity. Please make all check payable to the: Mattituck-Cutchoogue UFSD

3. Please provide the District with a detailed explanation of your program, your need for assistance from the district personnel, schematic drawing, if necessary, and a list of chaperones.

(If additional space is needed please attach another sheet)

4. Chaperones:

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

(If necessary, submit additional names)

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the District for the use and care of the facilities. He/she, on behalf of their organization does hereby covenant and agree to defend, indemnify and hold harmless the District from and against any and all liability, loss, damages, claims or actions (including costs and attorney's 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 District's property, facilities and/or services by their organization.

Signature _____
(Person making application)

Title _____

Approved: _____

By: _____
(Building Principal)

Disapproved: _____

Date: _____

“For Profit” weekday: charge usage fee and no custodial fee
“For Profit” weekend/holiday: charge usage and custodial fee
“For Non-Profit” weekday: charge no fees
“For Non-Profit” weekend/holiday: charge only custodial fee

Comments:

You have the right, if disapproved, to appeal to the Board of Education whose decision is final.