

**PINE VALLEY CENTRAL SCHOOL  
OUTSIDE ORGANIZATIONS FACILITIES USE AGREEMENT  
RULES AND REGULATIONS**

It is the responsibility of the Board of Education to assure that the use of school buildings, equipment and grounds will at all times meet the regulations prescribed by the State Board of Regents, local Fire District, and health and sanitation regulations of the Board of Health.

Your assistance and cooperation in following the rules identified below will assist the Board in fulfilling their responsibility to the community. Please be aware that any group unable to comply with these rules may be assessed for damages that occur to District facilities during use or have their building use privileges suspended or discontinued.

**All groups requesting the use of Pine Valley Central School District facilities must agree to the following conditions:**

1. The possession, consumption or use of **alcohol** or **drugs** is strictly **PROHIBITED** on school grounds. PV is a smoke-free campus in accordance with state law. Use or possession of **tobacco** and **tobacco-related products (including smokeless/chewing tobacco and e-cigarettes)** is **PROHIBITED** by students, staff and public.
2. Fighting or other violent acts are not permitted on school district property.
3. Any individual or group that damages school district property shall be responsible for all costs required for repair. Groups are responsible to report items damaged during use.
4. Groups are responsible to return the facilities to the same safe condition in which they were found. This includes desks, chairs, audio visual equipment and athletic facilities (pitching rubber and home plate on the baseball diamonds, volleyball nets. etc.) Nothing will be removed from any building at any time.
5. Groups are responsible to provide their own on-site supervision and shall remain with the group until all participants have left the premises. **Participants should remain in the area that was approved for their use on their building use form.**
6. Groups that have not received proper authorization from the District to use District facilities will not be permitted in/on school properties. Proper authorization includes a Board-approved building use form.
7. A **Certificate of Insurance** must be obtained with the Pine Valley Central School District as the certificate holder on the sponsoring group's liability policy, along with this signed form. In the description of the operations box the following must be included:
  - a. The group name and activity
  - b. The school must be named as Additional Insured on a **primary and non-contributory** basis including the following statement: *"The Pine Valley Central School District and its employees, interim administrators, volunteers and committee members, student teachers, auxiliary instructors and members of the Board of Education are hereby named as Additional Insured."* The Certificate **MUST** reference the policy form(s) being used to effect this **PRIMARY AND NON-CONTRIBUTORY** coverage.
8. **Certificate of Insurance** must have the **required** insurance coverage below with carriers with an A.M. Best rating of A- or higher and licensed as "admitted" carriers by NYS Insurance Department:
  - a. Occurrence based **Commercial General Liability** coverage to include bodily injury, personal injury and property damage liability.
 

General Aggregate	\$2,000,000
Products & Comp/Ops. Aggregate	\$1,000,000
Personal & Adv. Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (any one fire)	\$ 50,000
Medical Expense (any one person)	\$ 5,000
  - b. **Sexual Misconduct (Molestation or Abuse) Liability**

General Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
  - c. **Automobile Liability** insurance covering all owned, hired and "non-owned" vehicles with a minimum limit of:
 

Combined Single Limit	\$1,000,000
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  - d. **Umbrella or Excess Liability**

Per Occurrence	\$5,000,000
Aggregate	\$5,000,000
  - e. **Workers' Compensation** - evidence must be presented on form C-105.2 or U.26.3
  - f. **New York Disability Benefits** - evidence must be presented on form DB-120.1

I \_\_\_\_\_ agree on behalf of the organization indicated below that all members and guests will observe the above regulations and that we, individually and as an organization, will assume full financial responsibility for any and all damages done to Pine Valley Central School District property. We also agree that our organization will at all times hereafter indemnify the Pine Valley Central School District against any loss, damage or expense of any kind, which said school district may sustain or incur as a result of the attached approved Facilities use by our organization and we will further hold said school district harmless for loss of any kind in connection therewith.

\_\_\_\_\_  
Name of Group

\_\_\_\_\_  
Signature - Requesting Officer

\_\_\_\_\_  
Date

**PINE VALLEY CENTRAL SCHOOL**  
**Community Use of Facilities Fee Schedule**

The District’s facilities are used primarily to facilitate the education and development of school-aged children. The Board of Education recognizes it is beneficial to make the facilities available to others in the community when the use does not interfere with the school program. It is not the intent of the district to use building fees as a revenue source, but annual revenue from facility use should equal or exceed operation costs due to outside group use.

**Section 1 – Request for Use of School Facilities Form**

These forms are available in the main offices of each building and also available on the district’s website. This form should be submitted at least two weeks prior to the scheduled event. All groups are required to fill out the form and must provide a Certificate of Insurance. Please make sure you confirm approval prior to the event.

- Hourly custodial fees will be charged in addition to the fees listed below for any use of a facility when a custodian is not normally on duty or requires extra cleaning or maintenance. Technician fees will be charged when auditorium/cafeteria sound, lighting or staging equipment is needed. The same rates will also be charged for any extra time spent by district personnel to prepare a facility for use or to prepare it again for normal use after an activity.

**Section 2 – Classification of Groups**

<b><u>CHARGE</u></b>	<b><u>GROUP</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>EXAMPLES</u></b>
N/A	1	School-Related Groups	Athletics, intramurals, adult interest programs, school-wide activity planned by district
N/A	2	Non-Profit Community based organizations focusing on youth. Must have at least 60% of participants residing in the district.	Boy Scouts, Girl Scouts, community youth sports, swim team Community in Action/Booster
See Below	3	Non-Profit community-based organizations focusing on adults and families. Must have at least 60% of participants residing in the district.	Church groups (if adults – not youth)
See Below	4	Non-Profit organization not included in group 2 or 3, recreational groups, non-residents, for-profit organizations and all others.	Out-of-district Scouts, County Home Bureau

**Section 3 – Fee Schedule**

	<b><u>Minimum Charge</u></b>	<b><u>Hours Included</u></b>	<b><u>Additional Hourly</u></b>	<b><u>Maximum Charge</u></b>
Classroom	\$20	2hrs	\$5	\$40
Home Ec. Room	\$30	2hrs	\$10	\$60
Auditorium*	\$100	2hrs	\$50	\$200
Elem.Cafetorium (not kitchen)*	\$20	2 hrs	\$5	\$40
*Includes standard lighting only (not stage lighting), single microphone and screen. Additional equipment may be available, but a technician fee will be charged.				
Gymnasium	\$100	2hrs	\$50	\$200
Pool	\$100	2hrs	\$50	\$200
Outside Fields	\$25	2hrs	\$5	\$50
Football Field	\$25	2hrs	\$5	\$50
Field/Press Box/Score Board/PA System	\$100	2hrs	\$50	\$200

<b><u>Hourly Fees for ALL Groups</u></b>			
Technician \$40	Custodian \$25	Lifeguard \$15	Cafeteria Staff \$25

**AGREEMENT**

**For Use of School Facilities of the Pine Valley Central School District by Non-School Organizations**

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

Name of Representative \_\_\_\_\_

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

Contact Person (if different) \_\_\_\_\_ Phone \_\_\_\_\_

Requests use of the facilities at  Jr./Sr. High School  Elementary  Grounds

Other (specify) \_\_\_\_\_

Room(s):  Cafeteria  Classroom  Auditorium  Library  Conference Room  Gymnasium

Fields (Specify)  Other Specify: \_\_\_\_\_

Equipment  TV  Screen  Overhead  Microphone  Speaker System  Other (describe)

Supplies (describe) \_\_\_\_\_

Date(s) \_\_\_\_\_ Time(s) Start \_\_\_\_\_  AM  PM; End \_\_\_\_\_  AM  PM

Please describe activity/purpose of meeting \_\_\_\_\_

**It is mutually agreed that only the facilities listed above are to be used by the above named organization and only for the date(s) and time(s) requested. Note:** It may become necessary to displace a group/activity due to unforeseen circumstances. School district activities will at all times take priority over non-school district activities.

Further, I acknowledge that I have received a copy of the **Facilities Use - General Announcement sheet** and agree to assume the full responsibility for notifying the participants of my organization of these items.

Date \_\_\_\_\_ Signature of Organization Representative \_\_\_\_\_

Remarks \_\_\_\_\_

**RETURN THIS FORM TO THE BUSINESS OFFICE**

**FOR OFFICE USE:**

**System Approval**

Approved by Building Principal \_\_\_\_\_ Date \_\_\_\_\_

Insurance Certificate Required  YES  NO

Certificate Provided  YES  NO

60% Residency Requirement Verified?  YES  NO Remarks: \_\_\_\_\_

Fee(s) to be Charged: Use of Facilities: \$ \_\_\_\_\_ Staffing Fees: \$ \_\_\_\_\_ Total Charges: \$ \_\_\_\_\_

50% of total charges to be paid within one week of approval: \$ \_\_\_\_\_ collected on (date): \_\_\_\_\_

Remainder of charges to be paid one week prior to event or event will be cancelled:

\$ \_\_\_\_\_ collected on (date): \_\_\_\_\_

***Charges subject to change based on actual use.***

Copy to:  Superintendent  
 Custodians  
\_\_\_\_\_

Director of Facilities  
 Requester  
\_\_\_\_\_

Business Office  
\_\_\_\_\_  
\_\_\_\_\_

**In consideration of the use of the school facilities, the aforementioned organization on this form agrees to abide by the following rules and regulations established by this school district:**

1. Admission fees are not to be charged except when the proceeds are to be expended for educational or charitable purposes, except as provided by law.
2. Grounds and buildings must be kept clean, neat and orderly.
3. Organizations must assume responsibility for keeping order while they are using the facilities.
4. All costs resulting from careless use of school property or damage to school property will be assessed against the organization.
5. **Only the facilities provided in this agreement are to be used. They must be used only at the time(s) designated.**
6. Federal and State Education Department regulations prohibit the use of tobacco in/on school property at all times.
7. The possession, consumption or use of **alcohol** or **drugs** is strictly **PROHIBITED** on school grounds. PV is a smoke-free campus in accordance with state law. Use or possession of **tobacco** and **tobacco-related products (including smokeless/chewing tobacco and e-cigarettes)** is **PROHIBITED** by students, staff and public.
8. **No one is ever to be permitted on gym floors for athletic purposes unless he/she wears gym shoes or socks.**
9. Skateboards, rollerblades, bicycles, wagons and similar items may not be taken/used inside any school building.
10. No one is to sit on the edge of the jr./sr. high school stage.
11. **All schedules must be completed and approved by the principal, and no changes are to be made without his/her approval.**
12. In case of athletic organizations using the building, a complete list of all members (a roster of members which includes their names, addresses and the school district in which they reside) must be filed with the facilities use request.
13. No food or drink is allowed in the gymnasium or auditorium unless prior approval is on file.
14. In case the person in charge is changed, the organization must report that fact in writing immediately to the Superintendent/Designee.
15. **In case of an accident resulting in injury to any person or damage to any property, it MUST BE REPORTED immediately to the building representative in charge, nurse or building principal. All reports MUST be in writing.**
16. In order for a non-school organization to use school property and equipment no less than 51% of the participants (active members) must reside within the Pine Valley Central School District (See Fee Schedule) unless specifically approved by the Board of Education.
17. The Superintendent/Designee reserves the right to alter or change any or all provisions of this agreement or to cancel it in its entirety at any time providing that notice of such action be given in writing to the organization concerned.
18. When a **Certificate of Insurance** is requested from the organization, it must have the required insurance coverage(s) as identified in the Facilities Use Agreement Rules and Regulations affixed to this application **before** this application will be considered.
19. Groups will be required to enter/exit the school building(s) promptly at the time designated and approved.

**PINE VALLEY CENTRAL SCHOOL DISTRICT  
FACILITIES USE – GENERAL ANNOUNCEMENT**

**Directions:**        **the group representative should make the following general announcement to the group participants.**

**1.0    Safety Rules**

The safety and well being of building occupants is of the utmost importance to the Board of Education. Group representatives are required to inform all participants of the following items:

- 1.1    Designated parking areas.
- 1.2    Emergency exits and evacuation routes. Exit directions/signs are posted in each room.
- 1.3    Construction activities and other “stay clear” areas for the buildings and grounds.
- 1.4    Adherence to all Facility Rules and Regulations.
- 1.5    **IN CASE OF EMERGENCY, FIRST DIAL “9” THEN “911”.**

**2.0    Fire Alarm**

If the fire alarm sounds while your group is present in the building, all participants must leave the building immediately. Prior to the start of your activity, the group should familiarize itself with the nearest exit routes and the quickest means of evacuation. Remember to evacuate the school immediately when you hear the audible fire alarm!

**3.0    Cancellation of Program**

In the event the building (or District) is closed due to some unforeseen circumstance (inclement weather, power failure, etc.) your group will be unable to meet on that day. Should this occur the District will make every effort to make a general announcement on the local radio stations. Please advise your participants should this situation arise.