



Auburn Enlarged City School District Facilities Agreement

Harriet Tubman Administrative Offices-78 Thornton Ave- Auburn, NY 13021

Name of Organization _____ Person Responsible: _____

Circle applicable	Non for Profit	Profit	Community	Non Community
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Address _____ Day time phone number _____

City _____ State _____ Zip _____ Email address: _____

Description of event _____

Date (s) ____/____/____ To: ____/____/____

Requested Set-up Time: Start _____ End _____

Actual Time of Event: Start _____ End _____

Outside organizations are required to exit by 11:00 PM

Please circle Building and Days of the week

Set up Notes:

CASEY PARK	GENESEE	HERMAN	OWASCO	SEWARD	JUNIOR HIGH	HIGH SCHOOL	HARRIET TUBMAN
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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Number of Auburn students participating in event _____ Total number of participants _____

Will admission be charged? Yes or No Person responsible during event _____

Will District supervision be required? Yes No Number of attendees _____

Please circle below those areas and equipment requested:

Auditorium	Stage lighting	Audio or video monitor	Gym Full or 1-2-3	Stadium Lights
Dressing Rms.	Sound system	Speaker's podium	Locker Room	Stadium Scoreboard
Classroom(s)#	Projection equip	Library	P.A .system@ Stadium	Other
Cafeteria	Music stands	Kitchen	Press Box @ Stadium	

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.

Playing fields(s) **SPECIFY WHICH FIELDS:** _____

Field to be lined by School District _____ or Requestor _____

Insurance Certificate

Insurance certificate showing a minimum liability of \$100,000, product liability limit of \$1,000,000. Or personal injury and property damage insurance for \$500,000. must be received along with this application.

Auburn Enlarged City School District must be named as an additional insured.

I have read and understand the guidelines for facility use, and agree on behalf of the above indicated organization that all members and guests will observe all rules, regulations and policies, and that we individually and as an organization will assume full financial responsibility for any and all damages caused by our use of the facility.

Please return Completed Usage form, Certificate of Liability and \$100. deposit to the Facility Office at 78 Thornton Ave.

AUBURN ENLARGED CITY SCHOOL DISTRICT – FEE SCHEDULE

School	Auditorium Capacity	Auditorium Fee	Gym Capacity	Gym Fee	Cafeteria Capacity	Cafeteria Fee
High School	950	\$250	1100	\$200	450	\$50
Junior High	1200	\$200	500	\$100	350	\$50
Casey Park	250	\$40	250	\$30	250	\$25
Genesee	250	\$40	200	\$30	200	\$25
Herman	250	\$40	250	\$30	250	\$25
Owasco	255	\$40	250	\$30	250	\$25
Seward	N/A	N/A	720	\$50	165	\$25

Custodial fee \$45. Minimum two hours per contract

REHEARSALS – AUDITORIUMS

High School	\$35/hour – maximum charge of \$100 per use
Junior High School	\$35/hour – maximum charge of \$100 per use
Elementary School	\$25/use

PRACTICE SESSIONS – GYM

High School	\$35/hour – maximum
Junior High, Elementary w/shower facilities	\$25/use
Elementary w/o shower facilities	\$20/use
Locker room	\$125./use

Holland Stadium may be utilized with all amenities, or by individuals selecting items ala carte that will meet their organization’s needs. Roles that are required are listed below as are costs for all types of rentals

Costs: Rates per hour

Holland Stadium	Community & Not-For-Profit	Outside of Community or For-Profit
	Auburn Out-of-Season(ie alumni game) Auburn Community Not-For-Profit(ie College, Pop Warner)	For- Profit Groups Outside Community (ie Author) Community (ie Auburn semi Pro football)
Supervisor	\$30/hour	\$30/hour
Field	\$0	\$150/hour
Lights	\$50/hour	\$100/hour
Scoreboard	\$50/hour	\$50/hour
Ticket Taker	\$50/hour	\$50/hour
Total Package w/ all above	\$150 / hour	\$350/hour

Upon preliminary approval of the use of building facilities, a security deposit needs to be submitted in the amount of \$100,000 made payable to the Auburn Enlarged City School District. You also need to include 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 with a letter documenting all proceeds being forwarded to a non-profit organization (if applicable). These documents must be forwarded to Donna.Porter@auburn.cnyric.org

Please contact the Senior Custodian of requested building two (2) weeks prior to the event.

Senior Custodial Offices:		Genesee Elementary	315-255-8643
Auburn High School	315-255-8334	Herman Avenue Elementary	315-255-8668
Auburn Junior High	315-255-8492	Owasco Elementary	315-255-8723
Casey Park	315-255-8763	Seward Elementary	315-255-8608

Upon receipt of the above-mentioned items, final approval may be given, and a copy of the approved building use form will be forwarded via email to the organization.

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. Request for building use shall contain the **signature of the individual** who shall indicate, by virtue of his/her signing this agreement, that they (a) **represent the organization indicated above** and (b) **personally guarantee payments and all other obligations of this agreement.**
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. **Outside organizations that have been approved to use school facilities, are required to be out of the building by 11:00 P.M.**
4. 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. 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.
5. **The organization agrees that payments shall be made within 60 days of the day of billing.**
6. Requests for use of school facilities must be submitted to the Board or its designee at least two weeks prior to the anticipated activity. Authorization to use school facilities will be granted on a first-come, first-served basis.

7. A custodian will be on duty at all times when facilities inside a school building are in use. This supervision will be provided at no cost during regular working hours. When overtime services are required, an additional fee will be assessed to reimburse the District for this service.
8. The District may not aid or perpetuate discrimination on the basis of race, creed, color, country of national origin, religion, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, or use of a service animal. Community groups and organizations should review their use of school facilities request for conformity. The District reserves the right to require evidence of compliance with civil rights law. However, in accordance with law, the District will not discriminate in its community use of school facilities against any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code, nor will the District deny such access or opportunity for reasons based on the membership or leadership criteria or oath of allegiance to God and country. However, the use must be in accordance with the District's community use of school facilities guidelines.
9. All activities conducted on school property must conform to federal and New York State laws, municipal ordinances, and District policies and regulations.
10. Organizations authorized to use school facilities assume responsibility for the conduct of both participants and spectators. Each group must designate a responsible adult representative who will be present at all times. Arrangements for supervision of anticipated crowds must receive prior approval of the Board or its designee.
11. School facilities must be left in the same condition as they are found. Desks, displays, etc. should not be disturbed. All electrical equipment or movable properties owned by the District will at all times remain under the control of the District.
12. The District will assume no responsibility for equipment or property belonging to a community group or organization. This property may not be stored on school property, unless specifically approved by the Board or its designee.
13. Community groups will be liable for any damage to school property resulting from activities they sponsor. A check of the school facility will be made before and after each activity by the person in charge and the custodian assigned.
14. Kitchen facilities are only available by prior arrangement with the Food Service Supervisor and only when a Food Service employee is on duty. When overtime pay for these services is required, an additional fee will be assessed to reimburse the District for this service.
15. Vehicles are not allowed on grassed areas or athletic fields. Parking for any large event should be controlled by sufficient personnel. Use of auxiliary police for this purpose may be required. Any and all charges associated with the use of these services will be assumed by the organization.
16. Admission charges, approved registration fees, or concessions may only be administered as stated on the request.

17. Except for rest room facilities, participants and spectators should remain in the area or room assigned for an activity.
18. The District assumes no liability for injuries resulting from community group activities. For certain activities, the District may require submission of a certificate of liability or insurance bond to the Board or its designee.
19. The District or its representative will have unrestricted access to all District facilities at all times.
20. The District reserves the right to revoke authorization to use school facilities at any time.
21. The District reserves the right to charge a fee for the use of its facilities by outside organizations in a manner consistent with law, and in the amounts specified in the fee schedule provided in Form #3280F.1.
22. The use of tobacco products on school grounds or within 100 feet of the entrance, exit, or outdoor area of a school is prohibited. The District also prohibits the use of electronic cigarettes or e-cigarettes on school grounds, as defined in Public Health Law. Likewise, no person may knowingly possess alcoholic beverages and/or illegal or non-prescribed "controlled substances," as defined by Penal Law Section 220.00, on school grounds.
23. Tobacco is defined to include any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clove cigarette, spit/spotless tobacco, and any other smoking or tobacco product (smokeless, dip, chew, snus, and/or snuff) in any form.
24. Electronic cigarettes or e-cigarettes include any refill, cartridge, and any other component of the device.