

HUDSON CITY SCHOOL DISTRICT  
HUDSON, NY  
USE OF SCHOOL FACILITIES REQUEST FORM

Remit to Buildings and Grounds Office  
828-4360 Ext. 2132 or  
www.hudsoncityschooldistrict.com (building and grounds)

THE BUILDING AND GROUNDS SUPERINTENDENT IS RESPONSIBLE FOR THE USE OF SCHOOL FACILITIES. IN ORDER THAT WE MAY CONSIDER YOUR USE OF SCHOOL FACILITIES REQUEST, KINDLY COMPLETE THE FOLLOWING INFORMATION.

1. REQUEST

The \_\_\_\_\_ requests the use of the grounds or school  
(requesting organization)  
\_\_\_\_\_ at \_\_\_\_\_ for the purpose of  
(area of rooms) (school)  
\_\_\_\_\_ on \_\_\_\_\_,  
(day) (date)  
from \_\_\_\_\_ to \_\_\_\_\_.  
(time)

2. Admission will/will not be charged. Proceeds will be used for: \_\_\_\_\_  
(circle one) Anticipated price of Admission: \_\_\_\_\_

3. Will you require District staff: Yes/No (circle one) If yes, please estimate number of people \_\_\_\_\_ and hours \_\_\_\_\_ (District retains the option to assign staff)

4. NAME OF ORGANIZATION: \_\_\_\_\_ Person responsible on this occasion: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone# \_\_\_\_\_

5. INSURANCE INFORMATION: Required minimum limits of liability - \$1,000,000 bodily injury, \$500,000 property damage. Certificate is required before approval can be granted. (See on back)

6. SPECIAL ARRANGEMENTS REQUESTED:  
Number of people expected \_\_\_\_\_  
Provide number of chairs, tables, etc. required: \_\_\_\_\_  
Any special equipment required, i.e. gym mats, stage lights, microphones, etc.  
\_\_\_\_\_

	High School	Middle School	John L. Edwards	Greenport	Claverack
Auditorium**	125	75	50	50	50
Gymnasium	125	75	50	50	50
Cafeteria					
Large	50	25	Playroom	All Purpose	-----
Small	25		25	25	
Classroom	25	25	25	25	25
Field	50	150*	50	50	50
Tennis Courts		100*			

#### Seasonal Use

\* If lights are used, an extra charge will be added.

\*\* Only district approved personnel are authorized to operate stage lighting. Names of personnel will be provided upon request. Requesting organization should make own arrangements from this list.

The above fees are for the facilities only. Special arrangements must be made for any other equipment, etc. In addition to the above, a custodial charge shall be made for staff required to be on duty and for the time necessary to clean up. (Rate: \$25.00 per hour/per person, \$50.00 per hour/per person for holiday.)

If kitchen facilities are requested, a fee must be paid for the services of the cafeteria staff at the above hourly rate.



BRIEF RULES GOVERNING USE OF FACILITIES:

- A. No smoking is allowed in any District building or on school property. Must be announced before each activity.
- B. No alcoholic beverages permitted on District property.
- C. Activity shall be restricted to that area for which permission is granted.
- D. Activity shall not extend beyond the hours approved in the request.
- E. Programs shall be planned so they do not interfere with the school schedule.
- F. Organization using the building shall be responsible for moving its equipment into and out of the building.
- G. Supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- H. In the absence of the building principal or administrative personnel, the custodian is in charge with the responsibility for the building.
- I. School authorities must have free access to all rooms at all times.
- J. Where custodial assistance must be hired, (District retains the option to assign staff if deemed necessary) a charge will be made and must be in advance.
- K. Room(s) or facilities used by applicant will be carefully examined after use. Applicant will make good any loss or damage occurring as a result of use of District property.
- L. No school property or equipment is to be altered or removed from the premises.
- M. Organization shall be required to furnish public liability and property damage insurance with limits at least equal to those of the school (see Item 5).
- N. A Certificate of Insurance, with proper limits of liability, shall be submitted as evidence of insurance coverage at the time of the request of the event and must designate both the using organization and the City School District of the City of Hudson as insured. Absence of such a certificate will preclude use of the facility.
- O. This permit is revocable at any time by school authorities.
- P. No reservations will be made until this application is returned, approved and paid.
- Q. The activity must be open to the public. (Excluding pool parties).
- R. Food and drink are limited to restricted areas. **AUDITORIUMS AND GYMS ARE PROHIBITED.**

BOARD OF EDUCATION POLICY FOR  
USE OF SCHOOL FACILITIES

1. The Superintendent is authorized to delegate the responsibility for the use of a school building or property to the Building and Grounds Department.
2. The following guidelines will govern the use of school facilities:
  - a. Only local community organizations may be allowed to use school facilities within the limits of the law and insofar as such usage shall not conflict with the regular school program or a school event.
  - b. All meetings, entertainment and use shall be non-exclusive and shall be open to the general public. Admission fees only may be charged if all proceeds are used for educational or charitable purposes.
  - c. Requests for use of a facility shall be made at least four (4) weeks in advance. An approval is not official until written confirmation has been received from the District.
  - d. Use of school facilities will be allowed for community organizations which may sponsor political debates, forums and information sessions provided that insofar as possible, all political parties are represented. Individual political parties are not allowed to use public school facilities for rallies, campaigns or other purposes designed to promote such a party of its candidates.
  - e. Education Law, Section 414, sub-division 4 prohibits the exclusive control of meetings where proceeds are to be applied for the benefit of a religious sect or denomination, fraternal, secret or exclusive society/organization.
  - f. An unofficial group of individuals is not to be construed as an organization and will not be allowed to use school facilities.
  - g. Children's groups, clubs and organizations must have an adult sponsor and ample adult supervision when using a facility.
  - h. All damage or breakage must be reported by the organization to the custodial staff or Principal. The Principal or custodial staff will notify the Superintendent of Buildings and Grounds who, in turn, will bill the organization for the necessary repairs and/or replacement.
  - i. An organization will not be allowed to use a facility until all prior school bills are paid or satisfactory provisions have been made with the business office to have the situation rectified, and current request is paid in advance.

- j. The using organization shall be required to furnish public liability and property damage insurance with limits at least equal to those of the Hudson City School District and based upon recommendation of the District's insurance advisor.
- k. Use of a facility is a privilege. Any misuse will seriously jeopardize future use of the building by a specific organization.
- l. Final authority in granting use of a public school facility and setting a fee is reserved by and at the discretion of the Board of Education.
- m. If in doubt about any request, contact the Clerk of the District.
- n. One copy of the request form (Hudson City School District - Use of Facilities form) is to be completed by the organization and submitted to the Buildings and Grounds Department for approval.
- o. Alcoholic beverages and/or smoking is not permitted on District property. An announcement to this effect shall be made before each activity.
- p. Education Law Section 414 empowers the Board of Education to permit use of a facility where admission fees are charged when proceeds thereof are to be expended for educational or charitable purposes. The renting of a facility for which admission is charged and not used for educational purposes, is forbidden by this section. A notarized financial statement shall be required for all events that charge admission fees.
- q. The following fees shall be charged per use when facilities are used by organizations,
- r. The Building and Grounds office shall maintain a monthly calendar listing all approved requests for the use of school facilities.

Adoption date: February 11, 2008