

**Port Jefferson Union Free School District**  
**Use of School Buildings or Grounds**

1. **Complete the attached Application for the use of school buildings and grounds.**
  - **Be the application is complete**
  - **Application must be signed by an officer**
  - **Review the attached regulations.**
  - **Review the attached fee schedule a final cost for your event will be included with your permit**
  - **Review the attached Insurance agreement and requirements and submit an insurance certificate with the required CG endorsement with your application.**
  - **If you are charging an admission fee for your event, you must complete the attached affidavit and have it notarized.**
2. **Return the completed application, insurance certificate with the CG endorsement and if applicable the notarized affidavit to:**

**Port Jefferson UFSD**

**550 Scraggy Hill Road**

**Port Jefferson, NY 11777**

**Attn: Operations and Maintenance**

3. **If you have any question please contact:**  
**Chris Kauffmann at 631-791-4261**  
**Email [ckauffma@portjeff.k12.ny.us](mailto:ckauffma@portjeff.k12.ny.us)**



## **Application and Fee Schedule for Use of School Property - Administrative Regulation 1500-R**

These regulations have been established in conformance with the regulations stated in Section 414 of the Education Law of the State of New York.

1. All organizations that request the use of Port Jefferson's facilities must provide a certificate of insurance naming the Port Jefferson Union Free School District as additional insured under the organization's general public liability insurance policy. The limit of liability must be no less than \$1,000,000 combined single limit for bodily injury and property damage and must specify save and hold harmless to the school district. The Board of Education reserves the right to waive and to add to this requirement on a case-by-case basis.
2. An application for use of the school premises may be secured from the office of the Buildings & Grounds Administrator. Said application must be completed and returned at least thirty (30) days prior to the requested date of use.
3. If approval is granted, a permit will be presented to the applicant.
4. The permit shall not be transferable.
5. Organizations based within the School District boundaries will have preference on availability
6. The approved permit is valid only for use on the date or dates, at the hours, and for the purpose specified in the application.
7. The approved permit must be exhibited upon request to any representative of the District.
8. The District reserves the right to impose an additional charge for the use of the premises according to the services rendered.
9. No permit is valid unless signed by the Operations & Maintenance Administrator/designee.
10. The District reserves the right to cancel any approved application at any time for any reason that it may deem necessary.
11. The Superintendent reserves the right to make changes and/or additions to these regulations at any time.
12. A damage security deposit can be required for each event. The amount of this deposit is to be determined by the Operations & Maintenance Administrator.
13. A detailed financial statement showing total receipts and expenses for each use of building(s) or grounds for which admission is charged must be available upon request.
14. Regular gym shoes must be worn when sports or games are conducted on the gymnasium floors.
15. The custodian on duty is to be regarded as a representative of the District. In no case may a school facility be used unless a district/BOCES employee is present.
16. A minimum charge, established by the Board of Education, will be paid to the custodian/security guard on duty for the performance of any duties above and beyond his/her regular work load.
17. Facilities use after 10:30 pm will not be permissible on days that school is in session.
18. Special arrangements for the use of building equipment, such as audio visual equipment, public address systems, stage lighting systems, pianos, technology, etc., shall be made with the Operations & Maintenance Administrator or designee prior to the date of the first use of facility. Arrangements shall also be made with the

Operations & Maintenance Administrator or designee for a qualified stage manager or operator, with costs paid by the organization or group. The District shall determine the fee for services for audio-visual, technology and stage facilities. All details and arrangements shall be made with the Operations & Maintenance Administrator

19. In case of an emergency, all buildings will be available to the American Red Cross, the Police Department, and the Fire Department
20. Organizations claiming not for profit status must submit proof of status.
21. To claim Port Jefferson status organizations must have 50% district resident participation and submit rosters (name and address) as proof.
22. In the case where additional custodial coverage is needed, there will be a two hour minimum.
23. All fees are to be paid within ten (10) days of the event.

*Prohibited Uses of School Buildings and Property*

State Education Law and the New York State Constitution specifically prohibit the following uses of school buildings and property:

1. for any purpose that will in any way interfere with the use of school buildings, grounds, or other school property by the school;
2. by any person or profit-making organization for personal or private gain, financial or otherwise;
3. for holding a social, civic or recreational meeting or other use pertaining to the welfare of the community, unless such meeting, entertainment or use shall be non-exclusive and open to the general public;
4. for a meeting, entertainment, or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or charitable purpose approved by the Board; and/or
5. for a meeting, entertainment or occasion where admission fees are charged, if such meeting, entertainment or occasion is under the exclusive control and the proceeds are to be applied for the benefit of a society, association, or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization, other than any organization of veterans or of volunteer firemen or volunteer ambulance services.

**Schedule of Fees**

In addition to the charges listed below, any custodial, cafeteria, and security wages and benefits deemed necessary by the Assistant Superintendent of Business can be assessed.

The District shall have the right to require a cleanup bond based on the activities to be conducted on the school district premises, which sum will be applied to any charges necessitated by the activity for cleaning of the facility as a result of the activity.

Reference: Facilities Use Schedule

<b>Fees Schedule for Single Event</b>	<b>Port Jefferson Not for Profit's where <u>NO</u> entrance fee is charged</b>	<b>Non Port Jefferson Not for Profit's where <u>NO</u> entrance fee is charged</b>	<b>Port Jefferson Not for Profit's where a entrance fee is charged</b>	<b>Non Port Jefferson Not for Profit's where a entrance fee is charged</b>	<b><u>Other Organizations</u></b>
Classroom	\$0	\$10	\$100 per event	\$150 per event	\$240 per event
Auditorium	\$0	\$25	\$240 per event	\$300 per event	\$800 per event
Gymnasium	\$0	\$25	\$240 per event	\$300 per event	\$800 per event
Pool	\$0	\$25	\$240 per event	\$300 per event	\$400 per event
Lifeguards	\$15	\$15	\$15 per hour	\$20 per hour	\$25 per event
Cafeteria (excluding use of kitchen facilities)	\$0	\$25	\$150 per event	\$200 per event	\$360 per event
Fields (+ \$120 for lights, if needed)	\$0	\$25	\$190 per day	\$250 per day	\$360 per day
Parking Lot	\$0	\$10	\$120 per day	\$150 per day	\$240 per day
Library	\$0	\$25	\$150 per event	\$190 per event	\$360 per event
Large Group Rm/ Multi-purpose Rm	\$0	\$25	\$150 per event	\$190 per event	\$360 per event
Service Fee for Custodial Service fee weekends when Custodians are not on duty in the building	\$46 per hour	\$50 per hour	\$66 per hour	\$68 per hour	\$76 per hour
Service Fee for Spring Street Custodial Service fee weekends when Custodians are not on duty in the building	\$45 per hour Sat \$60 per hour Sun	\$50 per hour Sat \$65 per hour Sun	\$65 per hour Sat \$75 per hour Sun	\$70 per hour Sat \$80 per hour Sun	\$80 per hour Sat \$90 per hour Sun
<b>Fee Schedule for Season (Assumes One day per week)</b>	<b>Port Jefferson Not for Profit's where <u>NO</u> entrance fee is charged</b>	<b>Non Port Jefferson Not for Profit's where <u>NO</u> entrance fee is charged</b>	<b>Port Jefferson Not for Profit's where a entrance fee is charged</b>	<b>Non Port Jefferson Not for Profit's where a entrance fee is charged</b>	<b><u>Other Organizations</u></b>
Classroom	\$0	\$100	\$500	\$600	\$1,500
Auditorium	\$0	\$250	\$1,000	\$1,200	\$3,000
Gymnasium	\$0	\$250	\$1,000	\$1,200	\$2,000
Pool	\$0	\$250	\$1,000	\$1,200	\$2,000
Lifeguards	\$150	\$1,000	\$1,000	\$1,200	\$2,000
Cafeteria (excluding use of kitchen facilities)	\$0	\$250	\$1,000	\$1,200	\$2,000
Fields (+ \$120 for lights, if needed)	\$0	\$250	\$750	\$900	\$1,500
Parking Lot	\$0	\$100	\$500	\$600	\$1,000
Library	\$0	\$250	\$1,000	\$1,200	\$2,000
Large Group Rm/ Multi-purpose Rm	\$0	\$250	\$1,000	\$1,200	\$2,000
Service Fee for Custodial Service fee weekends when Custodians are not on duty in the building	\$46 per hour	\$50 per hour	\$66 per hour	\$68 per hour	\$76 per hour
Service Fee for Spring Street Custodial Service fee weekends when Custodians are not on duty in the building	\$45 per hour Sat \$60 per hour Sun	\$50 per hour Sat \$65 per hour Sun	\$65 per hour Sat \$75 per hour Sun	\$70 per hour Sat \$80 per hour Sun	\$80 per hour Sat \$90 per hour Sun

## **Glossary of Terms**

*Event:* A single occurrence or use of a facility up to a 4 hour period, when school is not in session.

*Classroom:* Charge for a single room

*Pool:* Includes use of the swimming facility, (lifeguards are not included)

*Lifeguards:* Must possess a valid Lifeguard certification as well be CPR/AED certified.

*Fields:* The use of a single field, e.g. baseball, softball, soccer, lacrosse, football, etc.

*Season:* There are three seasons as defined by the school calendar, 1<sup>st</sup> semester, 2<sup>nd</sup> semester, summer. A separate season fee must be paid for each time period.

*Port Jefferson Organization:* An organization whose membership consists of at least 50% residents.

*Not for Profit:* An charitable organization as recognized by IRS 501(c)(3) status or other IRS non-profit tax code.

*Entrance Fee:* Where monies are charged for admission

*School organizations:* PTA, PTSA, and Royal Education Foundation are considered school not for profit organizations, and therefore not subject to facility usage fees.

THE NEW YORK SCHOOLS INSURANCE RECIPROCAL

377 OAK STREET, Suite 101 - Garden City, NY 11530-6542 - 1-800-ISNYSIR - (516) 227-3355 - Fax (516) 227-2352

## Insurance Agreement - Use Of Facilities

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of the District as an additional insured on the permittee's insurance policies.
2. The policy naming the District as an additional insured shall:
  - a. Be an insurance policy from an A.M. Best rated "Secure" or better insurer, licensed in New York State.
  - b. State that the organization's coverage shall be primary and non-contributory coverage for the District its Board, employees and volunteers.
  - c. The District shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with the District. A completed copy of the endorsement must be attached to the certificate of insurance.
  - d. At the District's request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.
3. The permittee agrees to indemnify the District for any applicable deductibles and self-insured retentions.
4. Required Insurance:
  - a. **Commercial General Liability Insurance**  
\$1,000,000 per occurrence/ \$2,000,000 aggregate, with no exclusions for athletic participants.
  - b. **Excess Insurance**  
\$ \_\_\_\_\_ each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.
5. Permittee 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 permittee is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.
6. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The permittee further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also the NYSIR, as the District's insurer.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

**SCHEDULE**

Name of Person or Organization:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.





# PORT JEFFERSON UNION FREE SCHOOL DISTRICT

Offices of Transportation, Operations & Maintenance  
550 Scraggy Hill Road  
Port Jefferson, New York 11777

## USE OF FACILITIES AFFIDAVIT

I, \_\_\_\_\_, \_\_\_\_\_, am seeking to use the Port Jefferson School  
District facilities located at the \_\_\_\_\_,  
\_\_\_\_\_ through \_\_\_\_\_, for the purposes of \_\_\_\_\_. Participants/Attendees will  
be charged an admission fee for this event, the proceeds of which will be expended for the following  
educational or charitable purpose: \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date