

# **Building(s)/Grounds Permit** for Rome City School District

to the scheduled event.  It is clearly understood by the Sponsoring Agency that the Rome City School District will be held safe harmless from any and all liability for injury or damage resulting from this group's requested activity.  FOR DISTRICT USE ONLY  Approval Level:  Building  Central Office  Fyes  No  Approval Signature:  Tyes  No	ROME CITY SCHOOL	DISTRICT, 409 BELL RO	OAD, ROME, NEW YO	PRK 13440, (315) 338-6500	
Requested By: Address: Date(s) and Time(s) Needed:  Phone Number:  Type of Organization: Approximate Number of People: Admission Charged: 「Yes 「No  Pleate specify which Package is required by placing o / in the appropriate box below. For more detailed/specific information and/or questions regarding either Package 2 or Package 3 below, please contact Entertainment Services at 333-4645.  Package 1meduced in building charge   Package 2	Sponsoring Agency:		Name of School/Grounds Requested:		
Address:   Date(s) and Time(s) Needed:			Room Requested:		
Type of Organization:    Profit			Date(s) and Time(s) Needed:		
Type of Organization:  Profit  Not-for Profit  Not-for Profit  Please specify which Package is required by placing a / In the appropriate box below. For more detailed/specific information and/or questions responding either Package 2 or Package 3 below, please contact Entertainment Services at 333-34645.  Package 1 metuded in building charge  Package 2 or Package 3 below, please contact Entertainment Services at 333-34645.  Package 1 metuded in building charge  Package 2 or Package 3 below, please contact Entertainment Services at 333-34645.  Package 1 package 2 or Package 3 below, please contact Entertainment Services at 333-34645.  Package 3 services at 333-34645.  Sound Engineer/Operator  Monitor Engineer/Operator  Monitor Engineer/Operator  Monitor Engineer/Operator  Monitor Engineer/Operator  Electrician  Elect					
Profit Not-for Profit	Phone Number:				
Profit Not-for Profit	*				
Profit   Y   Not-101 From	Type of Organization:				
Package 1	Profit Not-for Profit		Admission Charged: Yes No		
No outside assistance needed     Meeting room w/standard lighting     Neeting reported room w/standard lighting     Neeting reported room supported reports will culculate      Neaded areas below for District Use Only      Neeting room w/standard lighting room w/standard lighting lighting room lighting room w/standard lighting room w/standard lighting lighting room w/standard lighting room w/standard lighting lighting room w/standard lighting lighting lighting room w/standard lighting lighting room w/standard lighting lighting lighting lighting room lighting lighting room lighting lighting room lighting lighting lighting lighting lighting room lighting lighting room lighting lighting room lighting lighting lighting lighting lighting room lighting lighting lighting room lighting light	Please specify which Package is required by plo regarding either Package 2 or Package 3 below	ncing a  in the appropriate, please contact Entertain	te box below. For more ment Services at 335-464	detailed/specific information and/or questions 45.	
Meeting room w/standard lighting	F Package 1included in building charge	T Package 2	\$23.00/hour/person		
Fly Men   Lighting Engineer/Operator   Supervisor (Working)   Einergency Call-In Technician				A STATE OF THE PARTY OF THE PAR	
Summary of Charges   Summary of Charges	Meeting room w/standard lighting				
SUMMARY OF CHARGES    Package Cost					
SUMMARY OF CHARGES    Package Cost   Building Use Fee*   District will culculate   Total Charge			_		
Package Cost    Package Cost   Building Use Fee*   District will culculate		Laborer			
Package Cost    Control	SUMMARY OF CHARGES				
The Sponsoring Agency must have in force Commercial General Liability Insurance, with limits of \$1,000,000 per occurrence, \$2,000,000 aggregate. The insurance company providing the coverage must be a New York admitted, A.M. Best rated "secured" insurer. The Rome City School District must be named as an additional insured. A certificate of insurance, providing 30 days notice of cancellation, must accompany this request.  2. The Sponsoring Agency must submit this completed request to the Director of Business and Finance at least four weeks prior to the scheduled event.  It is clearly understood by the Sponsoring Agency that the Rome City School District will be held safe harmless from any and all liability for injury or damage resulting from this group's requested activity.  District will calculate  #Based on Board Policy  3. If food, beverages, etc. are to be served, all arrangements must be made through the School Lunch Director - (315) 338-6556.  4. All Building Use Permits are cancelled if the school district cancels or closes early due to inclement weather.  5. Report damages to the custodian immediately.  6. School events have preference and supersede any permission granted for use.  7. Buildings/Grounds Permit and applicable billing will be sent to the Sponsoring Agency by the Director of Business and Finance.  It is clearly understood by the Sponsoring Agency that the Rome City School District will be held safe harmless from any and all liability for injury or damage resulting from this group's requested activity.  FOR DISTRICT USE ONLY  Approval Level: Building				v for District Use Only	
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Central Office Yes No			OT USE ONLY		
Central Office	Approval Level: Building	Yes No	Approval Signatu	re:	
- Vec F No	Central Office	Γ Yes Γ No			
Board of Education 7 188 1 NO	Board of Education	r Yes r No			
Bill: Tyes TNo	Bill:	Tyes TNo			
Certificate of Insurance Received:		Γ <sub>Yes</sub> Γ <sub>No</sub>	Approval:	Yes T No	
Date: Approval Signature:			• •	re:	
	Routing Conies:				

r-2/2011

White/Sponsoring Agency. Yellow/Custodian, Pink/Secretary, Gold/Business Office

#### **COMMUNITY RELATIONS**

1020.2

## FEES FOR THE USE OF SCHOOL FACILITIES

I. Fee for the Use of Facilities Where Admission is Charged:\*\*

#### A. Auditorium:

- 1. Strough and Staley \$100.00 per four hour period till 10.00 p.m. and \$30.00 per hour thereafter.
- 2. Rome Free Academy \$520.00 per four-hour period and \$130.00 for each hour thereafter.

# B. Gymnasium:

- 1. Strough, Staley and Stadium Support Facility \$100.00 per four hour period till 10:00 p.m. and \$30.00 per hour thereafter.
- 2. Rome Free Academy \$420 per four hour period till 10:00 p.m. and \$30.00 per hour thereafter.
- C. Gymnasiums and Multi-Purpose Rooms (Elementary Schools):

\$60.00 per four hour period till 10:00 p.m. \$20.00 per hour thereafter.

#### D. Pool:

- 1. Rome Free Academy \$300.00 per four hour period till 10:00 p.m. and \$50.00 per hour thereafter.
- II. Fee for the Use of Facilities Where No Admission is Charged and staff is available:\*\*
  - A. All Facilities: \$15.00 per hour (Minimum \$30.00)
  - B. When participants are students of the Rome City School District, fees will be waived for the following groups for use of the above facilities when no admission is charged:
    - 1. School children groups, such as:
      - a. Boy Scouts
      - b. Girl Scouts
      - c. Teenage Clubs
      - d. 4-H club Meetings
    - 2. Parent-Teacher Organizations, such as:

## FEES FOR THE USE OF SCHOOL FACILITIES

- a. Rome Teachers' Association
- b. Association for Childhood Education
- c. PITA, PTG, PTO, etc.
- 3. Education, Civic, and Religious Organizations, such as:
  - a. Rome Art Association
  - b. Civic Chorus
  - c. Rome City Recreation League
  - d. American Legion Baseball
- C. When participants include non-residents of the district or adults who reside within the district, an insurance certificate must be provided naming the district as an additional insured. Additionally, any expenses which would not normally be incurred by the district would be paid by the sponsoring agency; i.e., additional custodial, technical, security cost, etc.
- \*\* When additional staffs are required, fees will be increased accordingly.
- III. Base Stadium Field Use Fees\*\*\* (turf or baseball field)
  - 1. Practice without lights \$50/hr.
  - 2. Practice with lights \$100/hr.
  - 3. Games or scrimmages without lights \$275/event.
  - 4. Games or scrimmages with lights \$500/event.
- \*\*\* In addition to the base stadium field use fee, all outside organizations will be charged on an hourly basis for a stadium operations supervisor who will be present during the activity and has expertise in all areas of plant operations.

Rome City School District

Adopted: Readopted:

07/02/80 05/20/92

Revised:

07/12/95, 05/17/02, 07/10/02, 11/14/07