

Rensselaer City School District
Use of School Facilities Request Form

Remit to: The District Clerk in the Office of the Superintendent

The District Clerk is responsible for the approval and scheduling of the use of school facilities. The Supervisor of Buildings and Grounds is responsible for monitoring use of school facilities. In order that we may consider your use of school facilities request, kindly complete the following information.

Board of Education Environmental Clean Air Policy

The Rensselaer City School District Board of Education regulation prohibits smoking, chewing or any use of tobacco products in buildings, facilities, or on the grounds of the school district property. Violation of this policy will negate permission to use the facilities. The NO SMOKING regulation shall be announced before each activity.

1. Request:

The _____ requests use of the grounds/facilities _____
(Name of organization)
_____ for the purpose of _____
(Area of campus to be used)

on _____, _____ from _____ to _____.
(Specify days) (Specify dates/days if seasonal) (Time) (Time)

2. Admission will/will not be charged. Proceeds will be used for _____
(Circle one)

Anticipated price of admission: _____

3. Estimate the number of district staff that will be required to be present at the function.
_____ Staff Member(s) and # of hours needed _____

4. Insurance information: [Required minimum limits of general liability \$1,000,000 per occurrence, \$2,000,000 aggregate, and \$500,000 property damage.] The insurance certificate **must** name the Rensselaer City School District as an additional insured with the CG 2026

endorsement. Coverage also needs to be primary and non-contributory in favor of the District. Certificate is required to be submitted to the Board of Education for approval.

5. Number of people expected _____

6. Special arrangements required (if any): _____

7. Provide number of chairs, tables, etc. required: _____

8. Special equipment required (gym mats, stage lights, sound system, microphones, etc.) _____

9. Name of Organization: _____

Person responsible during event (Group Supervisor): _____

Address: _____

Phone Number(s): _____

I agree on behalf of the _____ organization that all members and guests will observe the rules and regulations of the Rensselaer City School District and that we, individually and as an organization, will assume full financial responsibility for any and all damage(s) done to School District property during the indicated period of time. Additionally, the organization does covenant and agree to defend, indemnify and hold harmless the Rensselaer City School District from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of the Rensselaer City School District property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of the organization.

The organization understands and agrees that its use of Rensselaer City School District's property and facilities includes, but is not limited to, all areas identified in the application and/or permit, and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as "incidental areas"). The organization agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

Fee Schedule for Use of School Facilities and Grounds

- Group 1 RCSD Related Groups (School Athletic Teams, RAA, PTA, PTSA, School Clubs); and Civic Groups (City of Rensselaer, Rensselaer Fire Department, Rensselaer Police Department)
- Group 2 RCSD Community Groups/Athletic Groups (Rensselaer Little League, Rensselaer Pop Warner, Rensselaer AAU Basketball); Community Groups within the District; and Adult Groups from the Community
- Group 3 Outside/private groups comprised of non-district residents and groups having less than 50% of district residents as participants.

*A minimum of 50% of users must be district residents.

**The District will charge fees based on the Fee Schedule.

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Facility	Group 1	Group 2	Group 3
Auditorium	No Charge	\$125 per use	\$250 per use
Classroom	No Charge	\$25 per hour	\$25 per use
Cafeteria	No Charge	\$25 per hour	\$50 per hour
Lobby	No Charge	\$25 per hour	\$50 per hour
Library	No Charge	\$25 per hour	\$50 per hour
Parking Lot	No Charge	No Charge	\$50 per hour
Gymnasium(North or South)	No Charge	\$75 per use	\$125 per use
Gymnasium(Main)	No Charge	\$100 per use	\$200 per use
General Purpose Field	No Charge	\$25 per use	\$50 per use
Baseball Field	No Charge	\$35 per use	\$75 per use
Softball Field	No Charge	\$35 per use	\$75 per use
Football/Soccer Field	No Charge	\$50 per use	\$100 per use
Tennis Courts	No Charge	\$35 per use	\$75 per use
Outdoor Basketball Courts	No Charge	\$35 per use	\$75 per use
Track	No Charge	\$35 per use	\$75 per use

- **Custodial and Security Charges** - An hourly rate per staff member will be charged for any custodial or security services that are in addition to any such services provided by the school district as part of its regular course of business. Minimum charge is 3 hours, including ½ hour before and ½ hour after use. The custodial rate will be calculated each year based upon the current labor agreement.
- Season-long use of athletic facilities will be charged as follows: Group 2-\$400;Group 3-\$2,000
Note: A season is considered to be 12 weeks. Use of facilities that runs beyond 12 weeks will be charged accordingly.
- Only district personnel are authorized to operate stage and field lighting.
- Only district personnel are authorized to operate auditorium and field sound systems.

Proof of Insurance Submitted

Rental Fee

\$ _____

Estimated Custodial Fee* \$ ____/Hour \$ _____

(*Exact fee will be calculated after the event)

Other Fees: \$ _____

TOTAL AMOUNT DUE: \$ _____

Payment method:

Cash _____ Check# _____ Money Order: _____

Signed: _____ **Date:** _____

(Requesting Officer of Organization)

For School District Use Only

Received by District Clerk: _____ Date received: _____

Athletic Director: _____ Date received: _____

Buildings/Grounds Supervisor: _____ Date received: _____

Superintendent: _____ Date received: _____

Date Board Approved: _____