



*How do I Use an
Allegany Limestone CSD
School District Facility?*

*School Board of Allegany Limestone Central School
District*

Supervision of students or other participants

Supervision of students or other participants in activities conducted on Allegany Limestone Central School District property by organizations using Allegany Limestone Central School facilities is the responsibility of the organization. The following statements specify the responsibility of Allegany Limestone School staff in supervising students:

1. Allegany Limestone Central School District employees are not responsible for supervising students not in attendance at school or students not authorized to participate in school sponsored activities.
2. Allegany Limestone Central School District employees shall not be responsible for supervising students arriving on these premises earlier than 30 minutes before school sponsored activities or those remaining on these premises for longer than 30 minutes at the end of school sponsored activities.
3. Under no circumstances should parents or guardians rely on Allegany Limestone employees to supervise students outside of the scope of the school-sponsored event.

Table of Contents

General Instructions for Facility Use	4
Insurance Coverage Required for a Facility Use	5-6
User Groups and Fees	7-8
Salaries and Benefits	9
Sales Tax	9
Equipment Use Fees	10
Facility Use Fees	11
In-Kind Agreements	12
Security and Damage Deposit	12
Outstanding Balances	12
Site Supervisors	12
Changes and Corrections to Invoices	13
Payment Guidelines	13
Allegany Limestone Central School District Regulations	13-15



General Instructions for Facility Use

The Allegany Limestone Central School District requires that proper procedures are followed for use of its facilities. The Facility Request form must be submitted to the District Office. A Facility Use Agreement will be issued by the District when all parties are in agreement with the proposed terms.

Be sure to complete all information with special attention to the following:

- ✓ Name, address, phone number and e-mail address of organization
- ✓ School or location requested
- ✓ Rooms being used
- ✓ Dates of intended use
- ✓ Time of use
- ✓ Insurance Information
- ✓ Sales tax exemption number

Organization must forward the following documents to the District Office at ALCSD at least 10 business days prior to the event:

- ✓ **Facility Use Agreement** submitted through ML Schedules
- ✓ **Certificate of Insurance**
- ✓ **New York State Tax Exemption Certificate** (Fax to: 716-375-6629)
- ✓ **Payment with Invoice** – total charges covering expenses for the use of the facility – is due 10 business days prior to the event
- ✓ **Contact Numbers: Facility, Contract, & Insurance Issues District Office, ALCSD**
Phone: 716-375-6600x2006 FAX: 716-375-6629

Insurance Coverage Required for Facility Use

All groups using school facilities must have a Certificate of Liability Insurance as evidence that the minimum amount of insurance as required is in full force at the time the facility is used.

- Governmental agencies may provide a statement of self-insurance in lieu of a Certificate of Liability Insurance.
- PTO and school booster group **meetings** do not need a Certificate of Liability.

A copy of the certificate or statement must be forwarded to the Allegany Limestone Central School District Office (by fax or courier), at least **ten business days prior to the event.**

The Allegany Limestone Central School District must be named as the Certificate Holder as follows:

Allegany Limestone Central School District
3131 Five Mile Road
Allegany, NY 14706

Unless the certificate reads as above, the certificate will be denied.

The certificate must specify the effective date of the general liability policy. These dates must cover the date or dates being requested for the use of ALCSD facilities. An organization or group should submit only one copy of its Certificate of Liability Insurance to document sufficient insurance coverage, even if the organization or group is applying to use several different ALCSD facilities.

The cancellation section of the Certificate of Liability Insurance must be completed and signed by the authorized representative since this section insures that the group's policy is active at the time of the event.

Limits of coverage shall be indicated on the Certificate of Insurance as follows:

Comprehensive General Liability: general liability coverage under an occurrence basis policy, with minimum limits of \$1,000,000.00 per occurrence with a deductible of no more than \$500 and \$2,000,000.00 aggregate combined single limits covering bodily injury, property damage, personal injury and liability. **The Certificate Holder, Allegany Limestone Central School District, must be named as an additional insured on the certificate.**

Please Fax a copy of the Certificate of Insurance to Allegany Limestone Central School District Office at least 10 business days before the first event: the District Office will review the certificate to ensure that it meets the necessary requirements.

FAX: 716-375-6629

Attention: District Office – Facility Use

User Groups and Fees

The groups are listed in order of the priority given to each group. That is, an organization classified as a User Group 1 applicant would be given priority over an organization classified as a User Group 2 applicant. The types of fees assessed for each group are also listed.

User Group 1 – School Based & Extended School Day Activities

User Group 1 includes organizations that serve the students of Allegany Limestone Central School District that provide programs that are consistent with Allegany Limestone Central School District's Mission and Vision.

Fees:

- No fees

User Group 2 – Youth Athletics/Youth Organizations, Not for Profit Community & Governmental Organizations

User Group 2 includes organizations that serve the students of Allegany Limestone Central School District, organizations that actively contribute to the community and are consistent with Allegany Limestone Central School District's Mission and Vision. Such Organizations include: Youth Sports clubs serving primarily Allegany Limestone District students, Boy & Girl Scouts of America, PTO, Sports Boosters, Academic Boosters, Music/Arts Boosters, village, town and county parks and recreation programs.

Fees:

- Salary/Benefit Costs, as needed
- Sales Tax, if applicable
- Security and Damage Deposit, as requested

User Group 3 –Community Private Interest or Non-Government Agencies

User Group 3 includes community Agencies which provide programs for community members, students and parents. These groups include but are not limited to: business offering professional development classes at our facilities.

Fees:

- Facility Use Fees
- Salary/Benefit Costs, as needed
- Sales Tax, if applicable
- Security and Damage Deposit, as requested

User Group 4 – Non-resident Groups & Activities

User Group 4 includes those citizens, associations, clubs or other organizations who's majority reside outside the district wish to use school facilities for commercial or for profit purposes. Organizations include but are not limited to: Recreation, Education, Political, Economic, Artistic, Adult Athletics

Fees:

- Facility Use Fees
- Salary/Benefit Costs, as needed
- Equipment Use Fees, if applicable
- Sales Tax, if applicable
- Security and Damage Deposit, as requested

The following tables indicate the fees for most **ALCSD** facilities.



Salary and Benefits

Listed below are the hourly expenses that could be incurred (including benefits) during the agreement term. This expense will be included in the agreement.

Classified Positions	Overtime Rate with Benefits*
Custodian	\$30.00/hour
Paraprofessional & Clerical	\$25.00/hour
School Food Service	\$25.00/hour
Technology/Video	\$39.00/hour
Exempt Positions**	Straight Time Rate with Benefits

*Note: The above charges are the charge rates to the users and may not be the amount paid particularly to classified employees. Hours worked during a pay period determine whether a user is charged at time and one-half or double-time for classified employees. All figures are rounded to the nearest dollar.

**Usage requiring a custodian when non are scheduled to be on duty, or if the needs of the group are likely to distract the custodian from their regular duties will be charged \$30.00/hour per staff member.

***Must provide proof of certification for use of own lifeguard. If school must provide lifeguard cost will be incurred at \$20/hour.



Sales Tax

An 8.5% Sales Tax will be charged to User Groups 2, 3, and 4. Sales Tax will be charged on the following fees: facility use, utilities and equipment unless an organization provides a valid New York Consumer's Certificate of Exemption to the District Office. Fax a copy to 716-375-6629.

Note: A Federal Tax Exemption number does not apply to New York State Sales Tax Exemption.

Equipment Use Fees

User Groups 4 may incur equipment cost during the use of district property.

Athletic Scoreboard	\$50.00/event
Athletic Equipment	\$25.00/event/item
General Equipment, not listed	\$25.00/event/item
Lectern/Podium/Microphone	\$25.00/event/item
P.A. System	\$25.00/event/item
Projectors & A/V Screen	\$25.00/event/item
Risers (per set)	\$25.00/event/item



Facility Use Fees

User Group 3 & 4 will pay Facility Use Fees. These fees are to offset the cost of general maintenance and upkeep the facility and are based on an average square footage.

<p>Turf Athletic Fields</p> <p>*Reminder that Salary costs and Equipment use fees may also apply.</p> <p>** Allegany Limestone CSD facility use events take precedence over scheduling for any other user group.</p>	<p>\$75/hr up to 3 hours (add \$50 each additional hr)</p> <p>\$25/hr for lights</p>
<p>Auditorium/Theater (HS)</p> <p>Cafeteria (ES or HS)</p> <p>Pool (HS)</p> <p>Must provide proof of certification for use of own lifeguard. If school must provide lifeguard cost will be incurred as listed.</p> <p>Gymnasium (ES or HS)</p>	<p>1st 5 hrs: \$20/hr</p> <p>2nd 10 hrs: \$15/hr</p> <p>16+ hrs: \$10/hr</p>
<p>Auxiliary Gym/Weight Room</p> <p>Classroom/Conference Room (ES or HS)</p> <p>Concession Stand/Press Box (HS)</p>	<p>1st 5 hrs: \$10/hr</p> <p>2nd 10 hrs: \$5/hr</p> <p>16+ hrs: \$3/hr</p>
<p>Grass Athletic Fields/Track</p> <p>Tennis Courts/Basketball Courts</p>	<p>\$0 hour</p>



Security and Damage Deposit

All User Groups will pay a security and damage deposit. A Security and Damage Deposit of \$150.00 will be required for all first time users and user groups larger than one hundred in attendance. A Security and Damage Deposit of \$100.00 for previous users may be required based on past damage occurring during their contract. The School will hold deposits for the length of the contract. The deposit will be returned in full if no damage or replacement is required. The school will provide receipts to the organization for proof of repairs or replacements.



Outstanding Balances

Agencies or organizations with outstanding balances greater than 30 days shall not be permitted to lease facilities until the balance is reconciled. Past due notices will be e-mailed to the organization and schools will be notified of those groups that have not paid.



Site Supervisors

All events must have an Allegany Limestone Central School District employee or designee if the event occurs beyond the normal operating hours of the facility. This person must not be part of the event, is to be available in case of an emergency, while overseeing the ALCSD site. If it is deemed necessary to have an ALCSD employee chaperone, than no employee is paid directly by the organization, but through the invoicing process and their ALCSD payroll check.



In-Kind Agreements

In-Kind Agreements may be used to offset Rental/Facility Use Fees and is valid only for the current fiscal year. All paperwork must be started and negotiations completed before the event begins.



Changes & Corrections to Invoices

- If an event has not taken place, corrections, cancellations or changes for existing charges must be verified by the district's Facility Use contact person. The district will send verification, via e-mail, to the District Office at least one business day prior to the scheduled start of the event.
- Adjustments or cancellations of charges for any event after the scheduled date must be made in writing to the District Office **within 30 days** of the scheduled occurrence.



Payment Guidelines

- All first time or single event Facility Users must submit payments in the form of cash, cashier's check or money order prior to the event.
- Organizations with long term agreements may also pay by check which must be mailed or delivered to the ALCSD Business Office, 3131 Five Mile Rd, Allegany, NY 14706. No checks will be accepted less than 10 business days prior to the event. Payments are due by the first of the month for the upcoming month.



Allegany Limestone Central School District Regulations

- The user shall prohibit the use of intoxicating beverages, smoking, harmful drugs or gambling devices of any kind on all ALCSD property. Any person deemed to be under the influence of controlled substances or alcohol will be excluded from the buildings and grounds.
- School District equipment and supplies shall not be removed from any District property.
- All board policies and regulations should be consulted by requesting parties before application process.

- In case of an accident resulting in injury to any person, or damage to any property, it must be immediately reported to the Business Official @ 716-375-6600, ext. 2012.
- Admission fees may be charged only when the proceeds are to be expended for an educational or charitable purpose. Exceptions are provided by law for veteran organizations and volunteer firemen.
- All costs resulting from careless use of school property, or damage to school property, will be assessed against the organization.
- Only the facilities/equipment requested and approved in this agreement will be used, and they must be used at the time designated. When necessary, the authorizing administrator will make arrangements to assign qualified personnel to operate school equipment necessary for the activity. Unless authorized, NO non-school personnel are to operate any school equipment.
- Pets are not permitted on Allegany-Limestone school grounds
- In case the person in charge has changed, the organization must report that fact in writing immediately to the authorizing administrator.
- In the event the organization changes its schedule or cancels the planned activity, please notify the affected facility as soon as possible.
- The Board of Education reserves the right to alter or change any or all provisions of this agreement or to cancel it in its entirety at any time. Notice of such action shall be given in writing to the organization concerned.
- The person/groups requesting our facility is responsible to abide by these guidelines.

Allegany-Limestone takes great pride in its facilities and consider us fortunate to have them. ALCS is thoughtful of your interest in using them and has formulated some guidelines for all to follow. Please respect them and use them safely.

Artificial Turf:

Failure to follow the rules and policies of the Allegany-Limestone Central School District for use of ALCS and its Turf Sports Field may result in forfeiting use of our facilities.

- Use of sports drinks is prohibited on the Turf Field (WATER ONLY) Empty all coolers outside the fence.
- No peanuts or sunflower seeds or food of any kind is allowed on the Turf
- No spitting, use of tobacco products or chewing gum allowed on the Turf
- Turf cleats and molded rubber cleats are acceptable to wear on the Turf field.
- NO METAL CLEATS OR SHOES WITH METAL OF ANY KIND!
- Please ensure all shoes are free of mud/grass
- All batting practice will be taken in the batting cages
- Locker Rooms will not be accessible
- No unauthorized vehicles of any kind
- Pickup ALL trash on and around the Turf field

Fred G. Grace Stadium/Track:

- All EMS vehicles should stay off track. In an emergency, athlete would be transported via Gator (med bed) vehicle from field to EMS.
- Spectators should be no closer than the outside of the track. Spectators are not permitted to stand or sit on the track.
- All athletes wearing cleats must walk across mat that is provided to cross the track.

Pool:

- Make sure CPR/lifeguarding card are presented and on file.
- Secure keys to pool area and lights
- Pool area should be kept clean.
- Storage area in pool facility should be kept clean and orderly.
- All certified lifeguards should be on pool deck at all times.

Concession Stand:

- Key is in the Middle-High School office
- Only use your supplies
- Remove your trash

**Theater/Chorus Room/Gym/Classroom/Library/Cafeteria/
Restroom:**

- Watch your requested time – someone may have requested the room after you
- Clean-up area when finished
- In classrooms be respectful of supplies, books, etc. in the rooms
- No one is permitted on gym floors for athletic purposes unless wearing gym shoes or socks.
- Do not use the soundboard/light board in Theater unless prior permission has been granted and specific instructions gone over on how to operate it.
- Any adjustments to stage curtains and lights must be done by a school official.

Additional Information:

- In case of an accident resulting in injury to any person, or damage to any property, it must be immediately reported to the Business Administrator @ 716-375-6600, ext. 2012.
- Admission fees may be charged only when the proceeds are to be expanded for an educational or charitable purpose. Exceptions are provided by law for veteran organizations and volunteer firemen.
- All costs resulting from careless use of school property, or damage to school property, will be assessed against the organization.
- Only the facilities/equipment requested will be used and they must be used at the time designated. When necessary, the authorizing administrator will make arrangements to assign qualified personnel to operate school equipment necessary for the activity. Unless authorized, NO non-school personnel are to operate any school equipment.
- All school facilities and grounds are DRUG FREE and ALCOHOL FREE ZONES. Any person deemed to be under the influence of controlled substances or alcohol will be excluded from the buildings and grounds.
- All school facilities are designated as SMOKE FREE. Please refrain from tobacco use on school property.
- Pets are not permitted on Allegany-Limestone school grounds
- In case the person in charge has changed, the organization must report that fact in writing immediately to the authorizing administrator.
- In the event the organization changes its schedule or cancels the planned activity, please notify the affected facility as soon as possible.
- The Superintendent reserves the right to alter or change any or all provisions of this agreement or to cancel it in its entirety at any time. Notice of such action shall be given in writing to the organization concerned.
- The person/groups requesting our facility is responsible to abide by these guidelines.