



Franklinville Central School
Guide to
Building/Facility Use

General Rules for Facility Use

In an effort to foster community relationships, the Franklinville Central School District invites usage of its' facilities by internal and external organizations. The District expects that its' facilities and property will be treated with respect so as to continue to allow its' facilities to be used by the community.

1. All events for external groups must have a Franklinville Central School District employee or designee if the event occurs beyond the normal operating hours of the facility. The person should not be part of the event, but should be available in case of emergency while site is being used. No employee should be paid directly by the group, as the district will pay the employee and invoice the group as designated by the fees outlined.
2. All Board of Education Policies and regulations should be consulted by groups before requesting facility use.
3. The group/user shall prohibit the use of alcohol and tobacco, gambling devices, or other drugs of any kind on all Franklinville Central School District property.
4. Property of the Franklinville Central School District shall not be removed by any group during use of its' facilities.
5. It is the groups'/users' responsibility to supervise all participants in events hosted by the group/user.
6. If you need any additional information not found in this guide or online, please contact the District office at (716) 676-8059 or Business office at (716) 676-8028.



General Instructions

For the safety of all staff, students and community members, the Franklinville Central School District requires that proper procedures are followed for use of its facilities.

1. Facility use must be done through the District’s online “Building and Room Use Request” Software. You may access the software at the following website: <https://ny28.mlschedules.com/Login.aspx>. (If you do NOT have access to a computer to request use, please contact the main office of the building where you wish to use the facilities for assistance).

2. If you are not a school employee or have not previously created an account, you must “Create a New Account”. Be sure to complete the required information as requested. (Requests without all the required information may be denied). Account information required is:

- a. Name (First & Last)
- b. Phone Number (Individual)
- c. Email Address
- d. Group Name (That will be requesting use)
- e. Phone Number (of Group Contact)
- f. Address (of Group Contact)
- g. Group Classification - Please review the groups listed and choose the one that fits your group best (The District reserves the right to change a group classification based upon request submitted)
- h. ALL external/outside groups must include the Group’s Certificate of Insurance & its expiration date

3. If an account for a group already exists, but the primary contact person has changed, please contact the school to update the account information and link the group to the appropriate contact.

Franklinville CSD Middle/High School	(716) 676-8060
Franklinville Elementary School	(716) 676-8020
Franklinville District Office	(716) 676-8059
Franklinville Business Office	(716) 676-8028
Franklinville CSD Fax Number	(716) 676-8041

4. Events that need to be cancelled should be cancelled through the online facility use site. The group/user cancelling the event should also notify the district when an event is cancelled by calling one of the numbers above.

Required Insurance Coverage

1. All external groups must have a Certificate of Liability Insurance as evidence that the minimum amount of insurance as required is in place at the time the facility is used. Certificate may be denied if requirements are not complete.

- a. Governmental Agencies may provide a statement of self-insurance in lieu of a Certificate of Liability Insurance
- b. PTO or School Booster group meetings do NOT need a Certificate of Liability Insurance form
- c. A copy of the group's insurance form must be received prior to approval of usage
- d. Franklinville Central School District must be names as the Certificate Holder
- e. The certificate must specify the effective date of the group's General Liability Policy, and the dates must cover the dates of usage requested.

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

- a. 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 nor more than \$500 and \$2,000,000.00 aggregate combined single limits covering bodily injury, property damage, personal injury and liability.
- b. The Certificate Holder and Franklinville Central School District must be named as an additional insured on the certificate.

Group Classifications and Related Fees

Class 1 – School Based & Extended School Day Activities

- This group is typically employees/groups of the district requesting facility use that provide programs that service district students that are consistent with the Mission and Vision of the Franklinville Central School District.
- Fees: No Fees

Class 2 – Youth Organizations & Youth Athletic Groups

- This group is typically groups that serve the students of the Franklinville Central School District. Such organizations may include: Youth Basketball, Youth Football, Boy Scouts of America, Girl Scouts of America, etc. Youth Organizations are defined as secular and non-secular organizations that provide moral and character development programs that are consistent with the Mission and Vision of the Franklinville Central School District.
- Fees: Fees may be assessed for the following:
 - Salary/Benefit Costs (when outside normal personnel work hours)
 - Security and Damage Deposit (as requested)
 - Sales Tax (if applicable)

Class 3 – Not for Profit Community & Government Organizations

- This group includes organizations that actively contribute to the community such as PTO, Maple Festival Committee, Recreation programs, churches, other municipal groups, etc.
- Fees: Fees may be assessed for the following:
 - Salary/Benefit costs (when outside normal personnel work hours)
 - Equipment use fees (if applicable)
 - Security and Damage Deposit (as requested)
 - Sales Tax (if applicable)

Class 4 – Community Private Interest or Non-Government Organizations

- This group includes community agencies which provide programs for community members, students and families. These groups may include (but are not limited to): local businesses offering professional development classes at our facility.
- Fees: Fees may be assessed for the following:
 - Salary/Benefit Costs (when outside normal personnel work hours)
 - Equipment use fees (if applicable)
 - Facility Use Fees (as needed)
 - Security and Damage Deposit (as requested)
 - Sales Tax, if applicable

Class 5 – Non-Resident Groups & Activities

- This group includes citizens, associations, clubs or other organizations whose majority membership resides outside the district and wish to use the school facilities for commercial or profit purposes. These groups may include (but are not limited to): Recreation, Education, Political, Economic, Artistic and Adult Athletics.
- Fees: Fees may be assessed for the following:
 - Salary/Benefit Costs (when outside normal personnel work hours)
 - Equipment use fees (if applicable)
 - Facility use fees (as requested)
 - Security and Damage Deposit (as requested)
 - Sales Tax, if applicable

The following tables indicate the fees that may be assessed for most FCSD facilities

Salary & Benefits



Position	Rate (with Benefits)
Maintenance/Custodial Staff	\$32.00 / hour
School Food Service	\$30.00 / hour
Instructional Staff	\$40.00 / hour
Technology/Video Staff	\$50.00 / hour
Other Staff	To be determined as necessary

NOTE: The above rates may not be the rate paid to district employees.

Equipment Use Fees



Equipment	Rate
Athletic Scoreboard	\$50.00 / event
Athletic Equipment	\$25.00 / event / item
PA System / Podium/Microphone/Lectern	\$25.00 / event / item
Projectors / Computers / AV Equipment	\$25.00 / event / item
Risers (per set)	\$25.00 / event / item
General Equipment (not listed)	To be determined as necessary

Facility Use Fees

(Including utility costs)



Equipment	Rate
Auditorium (High School)	\$25.00 / hour
Gymnasium (Elementary or High School)	\$25.00 / hour
Kitchen (Elementary or High School)	\$25.00 / hour
Cafeteria (with no Kitchen)	\$15.00 / hour
Athletic Field	\$15.00 / hour
Pool (Elementary School)	\$20.00 / hour (no lifeguard)
*Must provide proof of Lifeguard certification for group use of own lifeguard. If school provides lifeguard, additional cost may be incurred.	\$35.00 / hour (with lifeguard)
Classroom / Conference Room	\$10.00 / hour
General Facilities (not listed)	To be determined as necessary

Sales Tax



Sales tax equal to the Cattaraugus County Sales Tax Rate may be charged to User groups on the Equipment Use Fees and/or Facility Use Fees, unless an organization provides a valid Certificate that exempts them from paying New York State sales tax. Note: Federal tax exemption does not apply to New York State Sales Tax Exemption.

Security / Damage Deposit



The Franklinville Central School District may charge a security / damage deposit for use group. A security deposit of \$150.00 may be required for first time users and/or user groups larger than one hundred in attendance. A security deposit of \$100.00 may be required for prior users based on any past damage occurring during prior use. The District will hold deposits for the length of the contract. Deposits will be returned in full in no damage or replacement of district property is required. The District will provide receipts to the group for proof of any repairs or replacements made during the groups' use that requires the district to keep the deposit to cover the costs.

Payment Guidelines



The District's online facility use request system will generate an invoice to the group for fees associated with the groups' request. Payments should be submitted to the District's Business Office prior to the event date in the form of check, money order or cash. The district does not have the ability to accept credit cards at this time.

Outstanding Balances



Organizations or groups with outstanding balances greater than thirty (30) days may not be permitted to use facilities until balance is paid. Past due invoices will be emailed to the contact person of the group and school personnel will be notified of groups who have not paid.