

*How do I Use a
TBA & Franklinville
Central School District
Facility?*



*School Board of TBA & Franklinville Central School
District*

Supervision of students or other participants

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

1. TBA & Franklinville 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. TBA & Franklinville 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 Franklinville employees to supervise students outside of the scope of the school-sponsored event.

Schedule Activity

	Payment Received	Organization	Schedule ID	Schedule Date
FUA Received ☐	☐ Date:			
FUA Received ☐	☐ Date:			
FUA Received ☐	☐ Date:			
FUA Received ☐	☐ Date:			
FUA Received ☐	☐ Date:			
FUA Received ☐	☐ Date:			
FUA Received ☐	☐ Date:			
FUA Received ☐	☐ Date:			

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.
- For all 12-month contracts there is an administrative fee of \$50.00 which will be added to the invoice.



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 TBA & FCSD Business Office, 31 N. Main St. Franklinville, NY 14737. 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.



TBA & Franklinville Central School District Regulations

- The user shall prohibit the use of intoxicating beverages, smoking, harmful drugs or gambling devices of any kind on all TBA & FCSD property.
- 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.

Table of Contents

General Instructions for Facility Use.....	4
Insurance Coverage Required for a Facility Use.....	5-6
User Groups and Fees.....	7-9
Salaries and Benefits.....	10
Sales Tax	10
Utility Fees.....	11
Equipment Use Fees	11
Facility Use Fees	12
In-Kind Agreements	13
Security and Damage Deposit.....	13
Outstanding Balances.....	13
Site Supervisors.....	13
Changes and Corrections to Invoices.....	14
Payment Guidelines.....	14
TBA & Franklinville Central School District Regulations.....	14



General Instructions for Facility Use

The TBA & Franklinville 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

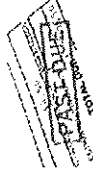
Organization must forward the following documents to the District Office at FCSD at least 10 business days prior to the event:

- ✓ **Signed Facility Use Agreement**
- ✓ **Certificate of Insurance**
- ✓ **New York State Tax Exemption Certificate** (Fax to: 716-676-8041)
- ✓ **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, FCSD
Phone: 716-676-8029 FAX: 716-676-8041



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.



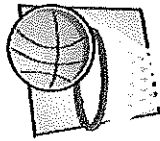
Site Supervisors

All events must have a TBA & Franklinville 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 FCSD site. If it is deemed necessary to have an FCSD employee chaperone, than no employee is paid directly by the organization, but through the invoicing process and their FCSD 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.



Facility Use Fees

User Groups 5 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.

Auditorium (High School)	\$15.00/hour
Ball Field (Elementary School)	\$5.00/hour
Cafeteria (Kitchen not included) (ES or HS)	\$5.00/hour
Classroom/Conference Room (ES or HS)	\$5.00/hour
Gymnasium (ES or HS)	\$5.00/hour
Kitchen (ES or HS)	\$10.00/hour
Playground (ES)	\$5.00/hour
Pool (Elementary School)	\$15.00/hour w/o lifeguard
Must provide proof of certification for use of own lifeguard. If school must provide lifeguard cost will be incurred as listed.	\$35.00/hour w/lifeguard
Track (Elementary School)	\$5.00/hour

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 TBA & Franklinville Central School District Office (by fax or courier), at least **ten business days prior to the event**.

The TBA & Franklinville Central School District must be named as the Certificate Holder as follows:

TBA & Franklinville Central School District
31 N. Main Street
Franklinville, NY 14737

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 FCSD 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 FCSD 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, TBA & Franklinville Central School District, must be named as an additional insured on the certificate.

Please Fax a copy of the Certificate of Insurance to TBA & Franklinville 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: 716-676-8041

Attention: District Office – Facility Use



Utility Fees

User Groups 4 & 5 will pay will pay Utility Fees. Outlined below are the Utility Fees that will be charged for the use of locations posted.

Facility	Elementary	High
Athletic Fields w/ lighting	\$15.00/hour	N/A
Athletic Fields w/o lighting	\$5.00/hour	\$5.00/hour
Auditorium	N/A	\$20.00/hour
Cafeteria	\$10.00/hour	\$10.00/hour
Classroom/ Conference Room	\$ 2.00/hour	\$ 2.00/hour
Gymnasium	\$15.00/hour	\$15.00/hour
Kitchen	\$15.00/hour	\$15.00/hour
Pool	\$5.00/hour	N/A



Equipment Use Fees

User Groups 3 through 5 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 & AV Screen	\$25.00/event/item
Risers (per set)	\$25.00/event/item

The following tables indicate the fees for most FCSD 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*
Clerical	\$25.00/hour
Custodian	\$23.00/hour
Monitor/Parking	\$20.00/hour
Paraprofessional	\$25.00/hour
School Food Service	\$21.00/hour
Technology/Video	\$39.00/hour
Exempt Positions**	Straight Time Rate with Benefits
Food Service Management	\$30.00/hour
Instructional	\$35.00/hour

*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.

**Note: Salary paid to Food Service Managers will be \$21.00 per hour and Instructional personnel \$25.00 per hour.

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

T, |
S, A, L, E, S,
X, |

Sales Tax

An 8.5% Sales Tax will be charged to User Groups 2, 3, 4 and 5. 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 716-676-8041.

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

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 TBA & Franklinville Central School District that provide programs that are consistent with TBA & Franklinville Central School District's Mission and Vision.

Fees:

- No fees

User Group 2 – Youth Athletics/Youth Organizations

User Group 2 includes organizations that serve the students of TBA & Franklinville Central School District. Such Organizations include: Youth Soccer club, Boy Scouts of America, Girl Scouts of America, & Youth for Christ. Youth Organizations are defined as secular and non-secular organizations that provide moral and character development programs that are consistent with TBA & Franklinville Central School District's Mission and Vision.

Fees:

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

User Group 3 – Not for Profit Community & Governmental Organizations

User Group 3 includes organizations that actively contribute to the community, such as the Maple Festival Committee, PTO, churches, village, town and county parks and recreation programs, or others who have signed agreements with the District Office.

Fees*:

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

*Fees based on contract on file at the District Office

Activities exempted include: town meetings sponsored by a municipality, voter precincts and public town meetings. These exempt activities are assessed at a User Group 1 level.

User Group 4 –Community Private Interest or Non-Government Agencies

User Group 4 includes community Agencies which provide programs for community members, students and parents. These groups include but are not limited to: local business offering professional development classes at our facilities.

Fees:

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

User Group 5 – Non-resident Groups & Activities

User Group 5 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
- Utility Fees, as needed
- Salary/Benefit Costs, as needed
- Equipment Use Fees, if applicable
- Sales Tax, if applicable
- Security and Damage Deposit, as requested