

NEW PALTZ CENTRAL SCHOOL DISTRICT
 196 Main Street, New Paltz, NY 12561
 Facilities Office: (845) 256-4090 FAX: (845) 256-4089

GUIDELINES FOR USE OF SCHOOL FACILITIES

PLEASE NOTE:

- **CLEAN UP:** ALL FURNISHINGS AND EQUIPMENT MUST BE SET BACK UP AS THEY WERE FOUND PRIOR TO YOUR ACTIVITY
- **GYMS USERS:** **THERE IS NO FOOD AND DRINK ALLOWED IN THE GYM.**
 - We can accommodate a food and drink safe area set up in the hallway with tables and chairs if your event in the gyms includes food and drink.

FACILITY USE FEE SCHEDULE

Base Hourly Fees

A minimum of 2 hours is charged for opening and closing a building.

The following hourly fees apply to **indoor events** which are scheduled during the following hours:

Monday – Friday	After 9 p.m.	\$45 per hour per custodian
Saturday	All Day	\$45 per hour per custodian
Sunday	All Day	\$60 per hour per custodian
Holidays	All Day	\$90 per hour per custodian
Additional building use fee	After 9 p.m., weekends & summers	\$10 per hour (for utilities)
Field/Outdoor Facilities Use Fee	All Day	\$10 per hour (per field), (per outdoor space) 2 hr. minimum

Hours when there is no charge for indoor facility use (custodial worker on duty): Mon. – Fri. 7:00 AM – 9:00 PM

- 1) No indoor facilities use will be scheduled on the following dates during the 2025-2026 school year:
 - a. **In 2025:** 7/4, 9/1, 9/23, 10/2, 10/13, 11/11, 11/26 THRU 11/30, 12/24 THRU 12/31
 - b. **In 2026:** 1/1-1/4, 1/19, 2/16-2/17, 3/30 - 4/3, 5/25, 6/19
- 3) Additionally, any requested Saturday that is adjacent to any break or holidays will be charged at the Holiday Rate.

PLEASE NOTE: You are assuming sole responsibility for additional charges related to any damages resulting from this group's facility usage.

Field Use / Outdoor Facilities Use Fees

The New Paltz Central School District has reopened the use of its fields and outdoor spaces for use by community groups when not in use by school sports or other school events.

1) Community Groups will pay a fee of \$10/hour (2 hr. minimum) for outdoor field/facilities usage during the 2025-2026 term.

2) This field use fee does not include any field painting, marking or special mowings. All fields are marked/painted as required for District athletics and outside groups or users are NOT allowed to mark, paint or mow fields without prior, written approval from the Facilities Department.

3) The New Paltz Central School District will not charge usage fees to any organized New Paltz parent-teacher organization, any Board recognized community educational organization for New Paltz school programs or any Board approved club or co-curricular activity.

4) Be advised that there are no refunds of outdoor field/facilities use fees regardless of whether or not an organization actually uses the outdoor fields/facilities that they have reserved. The New Paltz Central School District reserves the right to cancel a reservation at any time. If this occurs, the scheduled organization will receive a refund and/or the opportunity to reserve an alternate time slot.

5) Please kindly remember to dispose of any trash in its proper receptacles and return any field equipment that your group may have moved, to its original location. Abide by the rules and regulations established by the District, including the prohibition of pets on school property. The use of any alcohol, tobacco (including ecigarettes) and/or drugs on school grounds is also strictly prohibited.

SPECIAL SERVICES

HIGH SCHOOL SOUND SYSTEM/LIGHTING: The high school auditorium lighting and sound system may be available for use; however, the equipment may only be operated by technicians provided by the District. The fee is **\$25 per hour** if a student technician is available **or \$50 per hour** if the Stage Manager must provide the service. The Sound/Light request must be submitted in your space reservation request. Organizations must follow up by email to Karyn Morehouse at kmorehouse@newpaltz.k12.ny.us to confirm your needs and staffing are in place.

KITCHEN USE: Use of the District's kitchens require that a food service employee be present at the organization's expense. Please contact the Food Service Director's Office 256-4050 for further information.

TECH NEEDS (PROJECTORS/SCREENS):

Outside groups who request technology support such as use of projectors and screens should include all details of their request in their space request and follow-up by email to facdept@newpaltz.k12.ny.us no less than a week prior to the event to confirm the arrangements for your technology is in place.

INSURANCE REQUIREMENTS

THE FOLLOWING REQUIREMENTS ARE ESTABLISHED FOR USE OF THE SCHOOL FACILITIES:

ALL NON-SCHOOL GROUPS MUST SUBMIT THE REQUIRED CERTIFICATE OF INSURANCE AND CG2026 FORM BEFORE THEY CAN REQUEST SPACE THROUGH OUT ONLINE FACILITIES RESERVATION SYSTEM- THE DISTRICT MUST BE NAMED AS ADDITIONAL INSURED ON A PRIMARY AND NON-CONTRIBUTORY BASIS.

A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the facility user hereby agrees to effectuate the naming of the New Paltz Central School District/BOCES as an Additional Insured on the facility user's insurance policies, except for workers' compensation and N.Y. State Disability Insurance.
2. The policy naming New Paltz Central School District/BOCES as an Additional Insured shall:
 - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the District/BOCES, its Board, employees and volunteers including a waiver of subrogation in favor of the District/BOCES for all coverages including workers compensation.

c. Additional insured status for General Liability coverages shall be provided by standard or other endorsements that extend coverage to the District/BOCES (CG 20 26) or equivalent. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.

3. The facility user agrees to indemnify the District/BOCES for applicable deductibles and self-insured retentions.

MINIMUM REQUIRED INSURANCE:

4. The organization requesting to use District Facilities must provide the following:

a. Commercial General Liability Insurance

\$1,000,000 per occurrence/ \$2,000,000 aggregate, **with no exclusions for athletic participants.**
 \$2,000,000 Products and Completed Operations
 \$1,000,000 Personal and Advertising Injury
 \$100,000 Fire Damage
 \$10,000 Medical Expense

b. Automobile Liability (When an organization's vehicle is brought onsite)

\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.

c. Workers' Compensation and NYS Disability Insurance (For Organizations With Employees)

Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB- 120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

d. Umbrella/Excess Insurance

General Use

\$1 million each Occurrence and Aggregate. Umbrella/Excess coverage **shall be on a follow-form basis over the required General Liability coverages. (Be sure your policy documents state this)**

Organized Athletic Leagues

\$3 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.

Athletic and Recreational Camps

\$5 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.

Carnivals and Firework Displays, etc.

\$10 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.

5. The facility user acknowledges that failure to obtain such insurance on behalf of the District/BOCES constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the District. The facility user is to provide the District/BOCES with a certificate of insurance, evidencing the above requirements have been met, prior to the event.

Failure of the District to object to the contents of the certificate or absence of the same shall not be deemed a waiver of any and all rights held by the District.

**Insurance requirements are subject to change based on current NYSIR guidelines.*

GENERAL REQUIREMENTS

The regular school program and approved school activities have preemptive use of school facilities at all times;

District affiliated organizations as recognized under Policy 3260 (advisory committees) have priority for use over other community organizations and may use the facility free of charge;

Non-district affiliated, not-for-profit organizations whose membership is made up primarily of district residents may use the school facilities only when it does not interfere with school operations. **Preference will be given to community organizations serving youth.** All additional expenses incurred by the District for such use shall be charged to the organization (see facility use fee schedule).

Not-for-profit organizations using school facilities for public sales or charging admission may do so only when school is not in session; the event is a benefit to the general welfare of the community and the proceeds derived therefrom are to be expended for an educational or charitable purpose.

Facility use for the purpose of instruction in any branch of higher education may be permitted for a fee (see facility use fee schedule) or, in lieu of a fee, reciprocal use of facilities, at the discretion of the Superintendent of Schools.

The use of school district property for private commercial purposes is prohibited unless the private benefit is “incidental” to a public educational or school purpose.

All organizations must comply with all applicable federal, state and local laws. In addition, the District expects all organizations to:

1. Assure the protection of school property. **In accordance with this requirement, the District reserves the right to charge for supervisory staffing when deemed necessary.** This would be charged to the organization per the Facility Use Fee Schedule
2. Provide for the health and safety of all people involved in the activity
3. Payment for any damage or loss whether or not a fee has been charged.
4. Recognize that all approvals for the use of any school facility will be issued for specified hours, are nontransferable, and are restricted to the specified purposes for which issued
5. A chaperone must be 18 years of age and responsible in character
6. **As per New York State Law Smoking Is Not Permitted on School District Property**
7. Prior to the start of the event, an announcement must be made to your group regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, how to respond to fire alarms, etc.