

**Arlington Central School District**  
*144 Todd Hill Road*  
*LaGrangeville, NY 12540*

**1500-R Public Use of School Facilities**

In accordance with Board of Education Policy 1500 “Public Use of School Facilities”, the following regulations are established for the approval and use of all school facilities. These regulations, which include fees and rental rates, are to be presented to the Board for approval annually at the reorganization meeting along with Policy 1500.

**A. Contact and Correspondence**

1. All requests for use of school facilities are first to be received by:

Facility Scheduler  
Arlington Central School District  
144 Todd Hill Road  
LaGrangeville, NY 12540

*Telephone:* (845) 486-4460  
*Fax:* +1 845 350 4214  
*Email:* facilities@acsdny.org  
*Website:* [www.arlingtonschools.org](http://www.arlingtonschools.org)

2. All uses of school facilities must be preceded by registration with the Facility Scheduler, and the submission of a Use of Facility Requests. All requests are then reviewed by the school principal. Confirmation of room reservations is required in advance of any use of a school facility. Payment in full in advance is required except for municipal recreation organizations.

**B. Registration and Reservation**

1. All potential users of school facilities must register with the School District prior to any consideration for the use of school facilities. To register go to the Community Portal and on the login screen select create an account, fill in the form and submit, this form should be filled in by an officer of the group requesting use of a school facility. We ask if you are a Regional Athletic Group to send a roster with participant names and their school for determination of acceptance.
2. Upon evaluation of the registration information, the requestor’s organization will be classified by the School District as one of the following groups for purposes of determining priority access, and rental charges.

- Group 1:* Internal School Groups
- Group 2:* School Support Organizations
- Group 3:* Local and Nationally Affiliated Youth Groups and Municipal Recreation
- Group 4:* Adult Local and Regional Government, Service, and Cultural Organizations
- Group 5:* Regional Youth Art, Athletic and Educational Organizations (Not for Profit)
- Group 6:* Adult Local and Regional Recreation, Theatre, Arts (Not for Profit)
- Group 7:* Commercial Agencies, Institutions, and Schools

**C. Classification of User Groups**

All users will be issued a classification upon registration. This classification will determine the priority of access as well as the fees to be charged. Higher classification position will also determine “bumping” rights in the event of schedule conflicts. Disputes regarding classification will be determined by the Superintendent of Schools.

Special consideration will be given to specific events and activities in which members of the Arlington Central School District are taking a critical, direct, leadership role in educational, cultural, and athletic requests by outside groups. Such consideration will be in effect only for the single designated event and is not ongoing and require the approval of the Superintendent of Schools.

Group classifications will be as follows:

1. Group 1: Highest Priority No Fees Full “Bumping” Rights
2. Group 2:
3. Group 3:
4. Group 4:
5. Group 5:
6. Group 6:
7. Group 7: Lowest Priority All Fees No “Bumping” Rights

**D. Principal Review**

All requests for facility use will be reviewed by the Principal of the designated school to ascertain the following information:

1. Any/all conflicts with previously scheduled school events and activities,
2. Any negative past experiences with the organization requesting facility use including but not limited to:
  - a. Damage or destruction of school property,
  - b. Lack of supervision and control of participants and/or spectators,
  - c. Excessive debris, trash, and insufficient clean up by the group
  - d. Uncooperative with school staff

In conjunction with the Director of Facilities and the Assistant Superintendent of Business, School Principals will identify any athletic fields and other play surfaces that are deemed unsafe or in need of rehabilitation. These areas, upon approval of the Superintendent of Schools will be taken out of service for non-school groups for a designated period.

**E. Scheduling of Reservation Requests – Threshold Dates**

Use of facility requests for:

- Recreation Departments due August 1<sup>st</sup> for Fall and December 1<sup>st</sup> for Spring
- All other groups can submit by August 15 for Fall and December 15<sup>th</sup> for Spring

***F. Availability (Appendix I)***

School facilities are generally available between September 1<sup>st</sup> and June 30th. Appendix II lists all School District facilities available throughout the school year. After hours, weekend, and holiday use will be accommodated only if custodial, grounds, and/or security staff are available to cover the event. In all such circumstances, the User Groups 3 through 7 will be required to pay overtime personnel cost rates.

Summer availability of indoor school facilities is severely limited due to the disruption caused by summer cleaning, repairs, and storage.

***G. Premier Areas and Facilities***

Special limitations and conditions are established for particularly valuable or high cost venues. These “premier field areas and school facilities” will only become available for outside group use (Groups 3-7) upon special occasion and for limited purposes. In all cases, except when waived by the Superintendent of Schools, user rental fees shall be paid for the use of these facilities. Use of these facilities will normally not be available to any groups not directly serving Arlington Central School District students or their interests. Premier field areas and school facilities are herein designated as:

- AHS Auditorium
- ASM Auditorium
- AHS Artificial Turf Fields
- AHS Stadium Lights

Groups 3-5 may have access to Arlington High School artificial turf fields for games only; they will not be available for practices. Room use fees and staffing fees will always apply.

***H. Local Priority***

In all cases of advanced registration, local municipal recreational groups and organizations will take precedence over local Not for Profit Athletic Groups/Organizations and Local Youth Recreation for Houses of Worship (Group 3, sections E and F).

***I. Requests from Commercial Entities***

Requests for school facilities by commercial entities which are suggested by school administration or staff for the health, welfare, or education of students or staff will be reviewed by the Superintendent of Schools or his designee. The potential benefits derived by students or staff will be weighed against the costs to the School District and the profit margin of the commercial entity in considering approval and fees. Under most circumstances, such commercial entities operate within the Arlington Central School District Evening and Adult School Program.

In all questionable requests, the Facilities Scheduler will seek the advice and judgment of the Superintendent of Schools or his designee.

***J. Special Cooperative Investments***

The Arlington Central School District has entered into joint capital development projects with independent municipalities to construct, improve and/or maintain certain physical recreational areas. These joint efforts may be reflected in long-term leases between the Arlington Central School District which have enabled the municipal entities to continue to dedicate public resources toward the improvement and maintenance of those facilities. Such facilities may not be available for other uses.

To date, these assets include the following:

- ASM Tennis Courts – Town of Poughkeepsie
- West/D'Aquanni Baseball fields – Town of Pleasant Valley

These facilities are not available to entities other than the Arlington Central School District and the municipal partner without special arrangement.

***K. Insurance***

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of Arlington Central School District as an additional insured on the permittee's insurance policies.
- II. The policy naming Arlington Central School District as an additional insured shall:
  - Be an insurance policy from an A.M. Best rated "secure" or better insurer, licensed in New York State.
  - State that the organization's coverage shall be primary and non-contributory coverage for the district it's Board, employees and volunteers.
  - Arlington Central School District shall be listed as an additional insured by using endorsement CG 2026 or equivalent. A completed copy of the endorsement must be attached to the certificate of insurance.
  - At Arlington Central School Districts request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.
- III. The permittee agrees to indemnify Arlington Central School District for any applicable deductibles and self-insured retentions.
- IV. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
- V. Required Insurance:
  - **Commercial General Liability Insurance**  
\$1,000,000 per occurrence/ \$2,000,000 aggregate.
- VI. Permittee acknowledges that failure to obtain such insurance on behalf of Arlington Central School District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the district. The permittee is to provide Arlington Central School District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.
- VII. Required
  - Hold Harmless Agreement

- VII. Arlington Central School District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only Arlington Central School District but also NYSIR, as the district's insurer.

A request to waive insurance must be submitted by the owner/chairperson of the organization requesting the facility and requires the approval of the Superintendent of Schools or his designee.

***L. Kitchen Facilities***

Any request for Kitchen Facilities will be submitted directly to the Director of Food Services for approval. Due to the Department of Health Regulations, a food service worker must always be present when the kitchen is used. Billing for this service will come directly from the Food Service Department.

***M. Clean Up Required***

All users are required to leave the school facility as it was found and required to conduct cleanup of any debris, trash, spills and other litter. School custodial and grounds staff will be primarily responsible for final mopping, sweeping, and servicing of facility after use.

***N. Audio Visual Equipment***

All requests for the use of Audio Visual Equipment will be reviewed by the Director of Technology. Any/all uses of Audio Visual Equipment will require the presence of a School District employee at a standard labor cost to be determined by the School District.

***O. Determination of Equitable Distribution***

Facility availability for municipal use is required to be fair and equitable among the nine (9) towns that comprise the Arlington Central School District. Equitable access, therefore, shall be determined by taxes paid from each component municipality with consideration for the tax exempt land used for schools within each municipality. Prior year tax data will be used to determine the facility availability in the upcoming school year. Data effective May 1 of each year shall be used.

***P. Equitable Availability***

In order to implement the expectations of the Board of Education for equitable availability of school facilities, an annual survey of available facilities will be conducted no later than May 1<sup>st</sup> of each year for the upcoming year. Utilizing the survey of available spaces and applying the Facility Availability percentage, each municipality will be provided with an opportunity to reserve those spaces identified by the School District. Unreserved spaces will then be made available to other municipalities in the order of the size of school tax contribution. Conflicts will be resolved by the Superintendent of Schools. His decisions will be appealable to the Board of Education.

**Q. Fees ( Appendix II)**

Fees will be required for all non-school users, Groups 3-7. These fees are intended to cover the costs borne by the Arlington Central School District taxpayers for non-school uses and, in the case of Groups 6 and 7, the inherent wear and tear of school facilities. All fees must be paid in advance except for municipal recreation organizations. Four categories of fees shall be established annually:

- a. **Room Use Fees** -Nominal charges intended to offset the additional cost to School District taxpayers for facility use including but not limited to lighting, heat, facility oversight, grounds care, etc. Groups 1 and 2 will not be charged room use fees.
- b. **Staffing Fees, After Hours and Extra Hours** - Groups 2-7 will be responsible for paying the costs of custodial, kitchen and/or security personnel specifically attributable to their usage of the facilities. These fees will most commonly be required after normal hours of assigned staff including nights, weekends and holidays. In addition, however, Group 2-7 will also be required to pay staffing fees for any additional staff required for a particular event or activity beyond the staff normally on duty.

**Additional support** may be needed depending on the number of participants at an event. Security as determined by the District.

1 – 100 people = 1 custodian and 1 security guard\*    \*security as determined by District  
100 – 500 people = 2 custodians & 2 security guards\*  
500+ people = 3 custodians & 3 security guards\*

Personnel charges for Group 2 events conducted strictly as student activities may be waived by the Superintendent of Schools or his designee; however, Group 2 administrative and fund raising events will not be exempt from such fees.

- c. **Rental Fees** - Market rate rental fees will be charged for Groups 6 and 7.

All fees may be adjusted annually to correspond with the fiscal year (July 1 to June 30<sup>th</sup>) and will be revised for special adjustments for utility and labor rates.

**R. Refunds**

Refunds of paid fees will not be issued due to inclement weather, emergency conditions, or unanticipated school events. The School District will reschedule the facility upon availability on an alternate date.

**S. Cancellations**

When anticipated unscheduled school events conflict with previously scheduled non-school use, the school will advise the Facilities Scheduler as soon as possible but no later than one week in advance of the events upon which the non-school institution will be notified of the unavailability of the facility. In the event of school cancellations or early dismissal, all use of facilities are also cancelled. Weekend events will be cancelled as may be determined by the Director of Facilities and posted on the School District website and inclement weather hotline phone system.

***T. Field Cancellations***

In order to avoid injury to players and damage to fields due to poor conditions, the Facility Scheduler will issue directions as to the availability of player fields. School principals and the Athletic Director will provide guidance to the Facility Scheduler on such conditions and recommendations for playability. In the event of inclement weather or other cause for cancellation of field use, all users must obey directive issued by the Facility Scheduler. Failure to abide by the directive of the School District will result in the revocation of all privileges.

***U. Supervision of Students***

Students may only use facilities when under the direct supervision of their sports coach, director, or teacher. Unauthorized use of facilities will be grounds for discipline.

***V. Vandalism***

All non-school groups (Groups 2-7) will be responsible for damage, destruction or vandalism to school property, equipment, or supplies. Reimbursement to the School District will be required prior to any continued use of school facilities.

***W. Law Enforcement***

School personnel are instructed to request law enforcement for immediate assistance and intervention with any individuals or organizations that do not comply with their instructions.

***X. Gratuities***

No tipping or payment of gratuities is permitted to any School District staff member.

**APPENDIX I**

**Major Facility Availability 2015-2016 School Year**

<b><u>School</u></b>			<b><u>Availability</u></b>
<b>1. A. S. May School</b>	Interior:	One Full Size Gym	Yes
		One Small Gym	Yes
	Exterior:	One Baseball/Softball Field	Yes
<b>2. Beekman Elementary:</b>	Exterior:	One Baseball Field	Yes
		One Soccer Field	Yes
	Interior:	One Full Size Gym	Yes
		One Auxiliary Gym (Café)	Yes
<b>3. Joseph D'Aquanni/ West Road</b>	Interior:	One Full Size Gym	Yes
	Exterior:	One Baseball Field "A" <sup>1</sup>	N/A
		One Baseball Field "B" <sup>2</sup>	N/A
		One Baseball Field "C" <sup>2</sup>	N/A
		One Baseball Field "D" <sup>2</sup>	N/A
		One Soccer Field "A"	Yes
		One Soccer Field "B"*	Yes
		* One Soccer Field inside the Track	
<b>4. Noxon Road Elementary</b>	Interior:	One Full Size Gym	Yes
	Exterior:	One Small Baseball Field	Yes
<b>5. Overlook Elementary</b>	Interior:	One Full Size Gym/Auditorium	Yes
	Interior:	One Small Gym	Yes
	Exterior:	One Baseball Field	Yes
<b>6. Titusville Intermediate</b>	Interior:	One Full Size Gym	Yes
	Exterior:	One Baseball Field	Yes
<b>7. Traver Road Elementary</b>	Interior:	One Full Size Gym	Yes
<b>8. Vail Farm Elementary</b>	Interior:	One Gymnasium (Dividable)	Yes

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<sup>1</sup> Refer to Pleasant Valley Agreement



<u>School</u>			<u>Availability</u>
<b>11. LaGrange Middle School</b>	Interior:	One Full Size Gym	Yes
	Interior:	One Small Size Gym	Yes
	Exterior:	One Baseball Field	Yes
		One Soccer Field "A"	Yes
		One Soccer Field "B"*	Yes
		One Softball Field	Yes
		Tennis Courts	Yes
	*One Soccer Field inside the Track		
<b>12. Union Vale Middle School</b>	Interior:	One Full Size Gym	Yes
	Interior:	One Small Size Gym	Yes
	Exterior:	One Soccer Field "A"	No
		One Football Field	Yes
		One Baseball Field	Yes
		One Softball Field	Yes
		Tennis Courts (Daylight Only)	Yes
<b>13. Arlington High School</b>	Interior:	Gymnasium, 1 (Original)	Yes
		Gymnasium, 2 (Original)	Yes
		Gymnasium, 5	Yes
		Gymnasium, 6	Yes
		Gymnasium, 7	Yes
		Gymnasium, 8 (new)	Yes
		Gymnasium, 9 (new)	Yes
		Wrestling Room (Temp)	Yes
		Dance Studio (New)	Yes
	Weight Room	No	
	Exterior:	Premier Artificial Turf Field	See Fee Schedule
		Softball (JV, South) Grass	No
		Softball (V, North) Grass	Yes
		Baseball (JV, North) Grass	Yes
		LaCrosse/Field Hockey/ Soccer/Multi - Grass	Yes
		Tennis Courts (Daylight Only)	Yes
Track		Yes	

**APPENDIX II**

**FEE SCHEDULE**

*Hourly Rate Facility & Room Use      Hourly Rate Rental Fees*

Groups 3 - 5

Groups 6 - 7

**Arlington High School**

Cafeterias A, B, C, or D	\$ 6.50	\$ 100.00
Cafeterias C/D/Stage	25.00	200.00
Classrooms	3.00	25.00
Dance Studio (T/B/A)	10.00	100.00
Grass Playing Fields	N/C	50.00
Gymnasiums	6.50	100.00
Large Group Instruction (only)	10.00	200.00
Lobby	5.00	50.00
Parking Lot	N/C	200.00
Computer Rooms	The HS rooms to the left will only be made available when a separate agreement is entered into between the School District and the requesting agency.	
Kitchen		
Library		
Tennis Courts		
Track		
Science Laboratories		
Weight Room		

**Middle Schools – Including Arthur S. May School - except for Auditorium - see pg. 12**

Cafeterias/Auditorium (LMS & UMS)	\$ 4.50	\$ 80.00
Cafeterias	4.50	80.00
Classrooms	3.00	25.00
Grass Playing Fields	N/C	25.00
Gymnasiums	6.50	100.00
Library	3.00	50.00
Lobby	5.00	50.00
Parking Lot	N/C	200.00
Computer Rooms	The MS rooms to the left will only be made available when a separate agreement is entered into between the School District and the requesting agency.	
Kitchen		
Tennis Courts (UVM, LMS)		
Track		
Science Laboratories		
Weight Room		

**Elementary Schools – Excluding Arthur S. May School**

Cafeterias/Auditorium	\$ 2.50	\$ 50.00
Classrooms	3.00	25.00
Fields	N/C	25.00
Gymnasiums	2.50	50.00
Library	3.00	50.00
Lobby	5.00	50.00
Parking Lot	N/C	200.00
Art Room	The Elementary rooms to the left will only be made available when a separate agreement is entered into between the School District and the requesting agency.	
Science Laboratories		
Computer Rooms		
Kitchen		
Weight Room		

**Labor Rates Per Hour**

	<b><u>Rate</u></b>
Audio Visual Personnel (Adults)	\$51.00
Audio Visual Personnel (Students)	\$26.00
Custodial Personnel	\$51.00
Security Personnel	\$51.00

**Custodial Hours:**

**Weekends**

**Arthur S. May School & Vail Farm Elementary** Saturday 7:00 am – 3:00 pm (No Sundays)

**All Other Elementary Schools** No Saturdays or Sundays

**Middle Schools –** Saturday 7:30 am – 3:30 pm (No Sundays)

**High School -** Saturday 7:00 am – 11:00 pm  
Sunday 7:00 am – 4:00 pm

**Weekdays**

**Elementary Schools –** 7:00 am – 10:00 pm

**Middle Schools –** 7:00 am – 11:00 pm

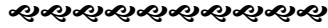
**High School –** 7:00 am – 11:00 pm

Custodial fees will not be charged if event occurs when custodians are on duty & no additional staff is needed.

Custodial fees will be charged for hours of event, plus ½ hour before event, and 1 hour after event. Custodians need to be at the building prior to event, during event, and to clean after the event.

**Additional support** may be needed depending on the number of participants at an event. Security as determined by the District.

- 1 – 100 people = 1 custodian and 1 security guard
- 100 – 500 people = 2 custodians & 2 security guards
- 500+ people = 3 custodians & 3 security guards



**PREMIER VENUES**

**Security and Custodial Fees are mandatory.**

	<b><i>Rate Facility &amp; Room Use <u>Groups 3 – 5</u></i></b>	<b><i>Rate Rental Fees <u>Groups 6 – 7</u></i></b>
<b><u>AHS Auditorium</u></b>		
<i>Four (4) Hours or Less</i>	\$300.00	\$1,200.00
<i>Full Day/Eight (8) hours, Maximum</i>	\$600.00	\$2,400.00
<b><u>ASM Auditorium</u></b>		
<i>Four (4) Hours or Less</i>	\$150.00	\$600.00
<i>Full Day/Eight (8) hours, Maximum</i>	\$300.00	\$1,200.00
<b><u>AHS Artificial Turf Fields</u></b> (Maroon, Gold or Baseball)		
<i>2 Hours/Event Minimum</i>	\$25.00	\$1,000.00
<i>4 Hours/Event</i>	\$50.00	\$2,000.00
<i>Full Day/8 Hours Maximum</i>	\$100.00	\$4,000.00
<b><u>AHS Stadium Lights</u></b>		
<i>Per Hour Charge</i>	\$50.00	\$200.00
<i>2 Hours/Event Minimum</i>	\$100.00	\$400.00