



# Building(s)/Grounds Permit for Rome City School District

ROME CITY SCHOOL DISTRICT, 409 BELL ROAD, ROME, NEW YORK 13440, (315) 338-6500

Sponsoring Agency: \_\_\_\_\_

Name of School/Grounds Requested: \_\_\_\_\_

Requested By: \_\_\_\_\_

Room Requested: \_\_\_\_\_

Address: \_\_\_\_\_

Date(s) and Time(s) Needed: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Approximate Number of People: \_\_\_\_\_

Profit       Not-for Profit

Admission Charged:     Yes     No

*Please specify which Package is required by placing a ✓ in the appropriate box below. For more detailed/specific information and/or questions regarding either Package 2 or Package 3 below, please contact Entertainment Services at 335-4645.*

<input type="checkbox"/> Package 1...included in building charge	<input type="checkbox"/> Package 2 ..... \$23.00/hour/person	<input type="checkbox"/> Package 3 ..... \$28.60/hour/person
• No outside assistance needed	• Stage Technician	• Sound Engineer/Operator
• Meeting room w/standard lighting	• Spotlight Operator	• Monitor Engineer/Operator
	• Fly Men	• Lighting Engineer/Operator
	• Loader	• Supervisor (Working)
	• Electrician	• Emergency Call-In Technician
	• Laborer	

### SUMMARY OF CHARGES

Package Cost	Shaded areas below for District Use Only	
_____ X _____ = _____	<b>Building Use Fee*</b> <i>District will calculate</i>	<b>Total Charge</b>
(Rate) (see above)      (# of Hours)	+ _____ = _____	_____
	<i>*Based on Board Policy</i>	

1. The Sponsoring Agency must have in force Commercial General Liability Insurance, with limits of \$1,000,000 per occurrence, \$2,000,000 aggregate. The insurance company providing the coverage must be a New York admitted, A.M. Best rated "sccured" insurer. The Rome City School District must be named as an additional insured. A certificate of insurance, providing 30 days notice of cancellation, must accompany this request.
2. The Sponsoring Agency must submit this completed request to the Director of Business and Finance at least four weeks prior to the scheduled event.
3. If food, beverages, etc. are to be served, all arrangements must be made through the School Lunch Director – (315) 338-6556.
4. All Building Use Permits are cancelled if the school district cancels or closes early due to inclement weather.
5. Report damages to the custodian immediately.
6. School events have preference and supersede any permission granted for use.
7. Buildings/Grounds Permit and applicable billing will be sent to the Sponsoring Agency by the Director of Business and Finance.

***It is clearly understood by the Sponsoring Agency that the Rome City School District will be held safe harmless from any and all liability for injury or damage resulting from this group's requested activity.***

#### FOR DISTRICT USE ONLY

Approval Level:	<b>Building</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Central Office</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Board of Education</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Approval Signature: _____
Bill:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certificate of Insurance Received:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date: _____		Approval Signature: _____

**Routing Copies:**  
White/Sponsoring Agency, Yellow/Custodian, Pink/Secretary, Gold/Business Office

## FEES FOR THE USE OF SCHOOL FACILITIES

- I. Fee for the Use of Facilities Where Admission is Charged:\*\*
  - A. Auditorium:
    1. Strough and Staley - \$100.00 per four hour period till 10.00 p.m. and \$30.00 per hour thereafter.
    2. Rome Free Academy - \$520.00 per four-hour period and \$130.00 for each hour thereafter.
  - B. Gymnasium:
    1. Strough, Staley and Stadium Support Facility - \$100.00 per four hour period till 10:00 p.m. and \$30.00 per hour thereafter.
    2. Rome Free Academy - \$420 per four hour period till 10:00 p.m. and \$30.00 per hour thereafter.
  - C. Gymnasiums and Multi-Purpose Rooms (Elementary Schools):

\$60.00 per four hour period till 10:00 p.m. \$20.00 per hour thereafter.
  - D. Pool:
    1. Rome Free Academy - \$300.00 per four hour period till 10:00 p.m. and \$50.00 per hour thereafter.
- II. Fee for the Use of Facilities Where No Admission is Charged and staff is available:\*\*
  - A. All Facilities: \$15.00 per hour (Minimum \$30.00)
  - B. When participants are students of the Rome City School District, fees will be waived for the following groups for use of the above facilities when no admission is charged:
    1. School children groups, such as:
      - a. Boy Scouts
      - b. Girl Scouts
      - c. Teenage Clubs
      - d. 4-H club Meetings
    2. Parent-Teacher Organizations, such as:

REGULATION

COMMUNITY RELATIONS

1020.2

FEEES FOR THE USE OF SCHOOL FACILITIES

- a. Rome Teachers' Association
  - b. Association for Childhood Education
  - c. PITA, PTG, PTO, etc.
3. Education, Civic, and Religious Organizations, such as:
- a. Rome Art Association
  - b. Civic Chorus
  - c. Rome City Recreation League
  - d. American Legion Baseball
- C. When participants include non-residents of the district or adults who reside within the district, an insurance certificate must be provided naming the district as an additional insured. Additionally, any expenses which would not normally be incurred by the district would be paid by the sponsoring agency; i.e., additional custodial, technical, security cost, etc.

\*\* When additional staffs are required, fees will be increased accordingly.

III. Base Stadium Field Use Fees\*\*\* (turf or baseball field)

- 1. Practice without lights \$50/hr.
- 2. Practice with lights \$100/hr.
- 3. Games or scrimmages without lights \$275/event.
- 4. Games or scrimmages with lights \$500/event.

\*\*\* In addition to the base stadium field use fee, all outside organizations will be charged on an hourly basis for a stadium operations supervisor who will be present during the activity and has expertise in all areas of plant operations.

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Rome City School District

Adopted: 07/02/80

Readopted: 05/20/92

Revised: 07/12/95, 05/17/02, 07/10/02, 11/14/07