

**USE OF FACILITIES
FEE SCHEDULE**

DEPEW HIGH SCHOOL, 5201 S. Transit Road, Depew, NY

Current Fee Schedule				
Building/ Area of Use	Not for Profit (per hour)	For Profit (per hour)	Suggested Fee Per Hour Weekday	Suggested Fee Per Hour Weekend
Swimming Pool	\$24.00	\$48.00	\$40.00	\$60.00
Sports Complex	\$375.00	\$375.00	\$200.00	\$250.00
Full Gymnasium	\$44.00	\$88.00	\$40.00	\$58.00
Each Section (1/2)	\$24.00	\$48.00	\$25.00	\$38.00
Small Gymnasium	\$24.00	\$48.00	\$25.00	\$38.00
Media Center	\$24.00	\$48.00	\$40.00	\$60.00
Auditorium	\$24.00	\$48.00	\$42.00	\$60.00
Cafeteria (whole)	\$24.00	\$48.00	\$40.00	\$60.00
Each section (1/2)	\$12.00	\$24.00	\$25.00	\$38.00
Kitchen	\$15.00	\$30.00	\$42.00	\$60.00
Classroom	N/A	\$10.00	\$15.00	\$15.00

DEPEW MIDDLE SCHOOL, 5201 S. Transit Road, Depew, NY

Current Fee Schedule				
Building/ Area of Use	Not for Profit (per hour)	For Profit (per hour)	Suggested Fee Per Hour Weekday	Suggested Fee Per Hour Weekend
Full Gymnasium	\$30.00	\$60.00	\$40.00	\$60.00
Each Section (1/2)	\$22.00	\$44.00	\$25.00	\$38.00
Media Center	\$24.00	\$48.00	\$40.00	\$60.00
Cafeteria	\$24.00	\$48.00	\$40.00	\$60.00
Kitchen	\$15.00	\$30.00	\$42.00	\$60.00
Classroom	N/A	\$10.00	\$15.00	\$15.00

CAYUGA HEIGHTS ELEMENTARY SCHOOL, 1780 Como Park Blvd., Depew, NY

Current Fee Schedule				
Building/ Area of Use	Not for Profit (per hour)	For Profit (per hour)	Suggested Fee Per Hour Weekday	Suggested Fee Per Hour Weekend
Full Gymnasium	\$30.00	\$60.00	\$40.00	\$60.00
Each Section (1/2)	\$22.00	\$44.00	\$40.00	\$60.00
Media Center	\$24.00	\$48.00	\$40.00	\$60.00
Cafeteria	\$24.00	\$48.00	\$40.00	\$60.00
Kitchen	\$15.00	\$30.00	\$40.00	\$60.00
Classroom	N/A	\$10.00	\$15.00	\$15.00
Multi-Purpose Rm	\$24.00	\$48.00	\$40.00	\$60.00

Liability - It is understood and agreed that the applicant assumes responsibility for the preservation of order in said building and liability for any damage or loss of school property and for the District observance of all regulations of the Board of Education with reference to the buildings and grounds.

The District will require that all users of the gymnasiums, pool, or athletic fields must have a copy of documentation of liability insurance with a minimum amount of \$500,000 on file in the Athletic Office prior to use of facilities, naming the District as an additional insured.

Use of the High School pool will require a copy of documentation of a certified lifeguard, with current certification in First Aid and CPR, which must be on file in the Athletic Office prior to use of the pool. A copy of the District's Pool Safety Plan will be sent to each group approved to use the pool. All current certifications must also be with the lifeguard at the pool location.

The use of school equipment (computers, overhead projectors, film projectors, VCR's, etc.) should involve an authorized school supervisor or a designee of the District.

Any personal injury, damage to the facility or its equipment, or unusual occurrence happening in connection with the organization's use of school facilities must be reported to school authorities immediately or at the start of the next school day. Groups are responsible for payment of damages incurred by their participation and are required to obtain property damage insurance naming the District as an insured. A minimum level of \$10,000 is required.

Supervision - No organization or group shall be granted the use of any school building facilities unless the organization satisfies the Superintendent of Schools or his/her designee that there will be a responsible person in charge and that there will be adequate supervision provided.

Assigned supervisor(s) must be responsible adults, 21 years of age or older, and must be in attendance throughout the entire scheduled time, and shall be required to:

- Start and end the activity.
- Report to the building custodian before and after the activity.
- Keep unauthorized persons out of the assigned area.
- Confine the activity to the assigned area.
- Enforce good conduct.
- Prevent misuse and/or damage to school facilities.
- Enforce appropriate District rules and procedures as they are listed on the back of the application form, i.e., no smoking, etc.
- Return assigned equipment in good condition to its proper place.
- Leave all facilities clean, neat and orderly and in good condition for use the following school day.
- If locker rooms are used, they must be supervised.
- If the gym is used, proper footwear must be worn.

Responsibility for order and safety must be assured by the applicant. Any damage to school property shall be reimbursed by the organization using the same.

If it is determined that a group using school facilities does not have adequate supervision, then the District will assign supervisory personnel at the District's contractual rate per hour for supervisory personnel. If the group does not wish to pay, then its approval will be revoked.

Designated Parking - In order to maintain lawns, edges of roads, safety, etc., all visitors and users of school facilities will be directed not to park along the District's roadways or on grassy areas adjoining parking lots.

Designated parking locations for outdoor facilities:

SOFTBALL FIELDS:

Bus Garage Diamond #1: Parking is located in front of the Bus Garage.

Bus Garage Diamond #2: Parking is located at the rear of the High School.

Cayuga Diamond #1: Parking is located at the rear of the Middle School.

Cayuga Diamond #2: Parking is located in front of Cayuga Elementary School and at the rear of Cayuga Elementary School.

BASEBALL DIAMONDS:

Cayuga Baseball Diamond: Parking is located in front of Cayuga Elementary School. No parking at the rear of Cayuga Elementary School.

Absolutely no cars should be parked on the access road next to the diamonds. This road must be kept open for emergency vehicles. Coaches or managers who are dropping off heavy equipment, etc. should do so and then proceed to park in the designated areas.

Coaches and Managers who are holding permits to use District ball diamonds and fields are responsible for directing cars associated with their teams to the proper designated parking areas.

The Superintendent of Schools or his/her designee may revoke permits if parking procedures as outlined above are not observed.

- 21.
- 22.
- 23.
- 24.
- 25.
- 26.
- 27.
- 28.
- 29.
- 30.
- 31.
- 32.
- 33.
- 34.
- 35.
- 36.
- 37.
- 38.
- 39.
- 40.
- 41.
- 42.
- 43.
- 44.
- 45.

Signed: