

# PEEKSKILL CITY SCHOOL DISTRICT

1031 Elm Street Peekskill, NY 10566  
914-737-3300

## REQUEST FOR USE OF FACILITIES

**SUBMIT TO BUILDING PRINCIPAL OR ATHLETIC DIRECTOR AT LEAST 3 WEEKS PRIOR TO THE EVENT**

Complete and return the entire application. The applicant's copy will be returned upon approval and must be available for inspection at all times the permit is in force.

Name of Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**SEE PAGE 2 FOR FEE SCHEDULE:**

Email: \_\_\_\_\_

SCHOOL		ROOMS REQ'D		EQUIP. REQ'D		
Administration	<input type="checkbox"/>	Classroom	<input type="checkbox"/>	None	<input type="checkbox"/>	<b>ANTICIPATED</b>
PHS	<input type="checkbox"/>	Cafeteria	<input type="checkbox"/>	Microphones	<input type="checkbox"/>	<b>ATTENDANCE</b>
PMS	<input type="checkbox"/>	Kitchen*	<input type="checkbox"/>	Piano	<input type="checkbox"/>	
Uriah Hill	<input type="checkbox"/>	Auditorium**	<input type="checkbox"/>	Projectors/Screens	<input type="checkbox"/>	Adults _____
Hillcrest	<input type="checkbox"/>	Gym	<input type="checkbox"/>	Lecterns	<input type="checkbox"/>	
Woodside	<input type="checkbox"/>	Pool	<input type="checkbox"/>	Chairs – Qty	<input type="checkbox"/>	Children _____
Oakside	<input type="checkbox"/>	Field	<input type="checkbox"/>	Tables – Qty	<input type="checkbox"/>	
		Other	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>	

\* Kitchen use may require hiring of food service personnel (see District policy)  
\*\*Auditorium use may require hiring of lighting/sound personnel (see District policy)

- ❖ Insurance Certificate (see District policy for requirements)

Attached \_\_\_\_\_ On File \_\_\_\_\_ Will be submitted by: \_\_\_\_\_

- ❖ Day & Date of Activity: \_\_\_\_\_ (For multiple dates/days attach listing)

- ❖ Set-up Time: \_\_\_\_\_ Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

- ❖ Is there an admission fee? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ How Much? \_\_\_\_\_

If "YES", what will proceeds be used for: \_\_\_\_\_

Agreement: The undersigned certifies that they are over 21 years of age and are authorized by the named organization to enter into this agreement. He/she certifies that they have read this form and the District Use of Facilities policy and agree to comply all the terms and conditions. He/she, on behalf of the above named organization does hereby covenant and agree to indemnify and hold harmless the Peekskill City School District from and against any and all liability, loss, damages, claims or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permitted by law, arising out of or in connection with the actual use of the Peekskill City School District's property, facilities and/or services by the above named organization.

Signature of Organization's Representative \_\_\_\_\_

Date of Submission (must be at least 3 weeks before event) \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

**DISTRICT APPROVALS:**

Building Principal _____	Date: _____
Athletic Director _____	Date: _____
Security _____	Date: _____
Operations & Maintenance _____	Date: _____
Assistant Superintendent _____	Date: _____

# Peekskill City School District

## Fee schedule per hour

Location (circle)	PHS	PMS	Elementary	Admin. CTR
Gym, showers & lockers	\$100.00	\$100.00	\$75.00	\$75.00
Auditorium	\$125.00 an hr.	\$125.00 an hr.	N/A	\$125.00 an hr.
Music Suite	\$75.00 an hr.	\$75.00 an hr.	N/A	N/A
Cafeteria	\$60.00 an hr.	\$60.00 an hr.	\$60.00 an hr.	N/A
Library	\$30 an hour	\$30.00	\$30.00	N/A
Classrooms	\$30an hour	\$30.00	\$30.00	\$30.00
Home economic room	\$30 an hour	\$30.00	\$30.00	N/A
Kitchen	\$50 an hour	\$50.00	\$50.00	N/A
Athletic Field	\$50 an hour	N/A	\$50.00	\$50.00
Pool	N/A	\$150.00 an hour	N/A	N/A
Security	\$21.00 - \$48.00	\$21.00 - \$48.00	\$21.00 - \$48.00	\$21.00 - \$48.00
Custodian	\$35.00 - \$68.00	\$35.00 - \$68.00	\$35.00 - \$68.00	\$35.00 - \$68.00
Sound and Lighting Technician	\$40 per hour	\$40 per hour	\$40 per hour	\$40 per hour
Projector	\$40 (per day)	\$40 (per day)	\$40 (per day)	\$40 (per day)
Tape recorders	\$40 (per day)	\$40 (per day)	N/A	40 (per day)
Music stand & chairs	\$50 an hour	\$50 an hour	\$50 an hour	N/A
Piano (not to be moved)	\$90 (per day)	\$90 (per day)	\$90 (per day)	N/A
<b>Normal Custodial Hours of Operation</b>	<b>Mon-Fri 7:30a-10p/Sat. 8a-3:30p</b>	<b>Mon-Fri 7:30a-10p/Sat. 8a-3:30p</b>	<b>Mon-Fri 7:30a-10p/Sat. 8a-3:30p</b>	<b>Mon-Fri 8a-7:30p</b>

**Pool cost can be shared with organizations, each organization will be charged \$25.00 per lane, per hour. If there is only one organization scheduled then that organization will have to pay the full fee.**

**Note: Amount of security personnel ratio to spectators: 1 person for 50 - 100 ; 2 persons 100 -200; etc. It should also be noted that hours of operation are subject to change without notice.**

Adopted June 3, 2008

Revised - First Reading: November 17, 2009  
Second Reading: March 9, 2010

Adopted: March 16, 2010 Revised: December 21, 2010