



# Building and Pool Rental Application

City School District of Albany

Tony Clement Center for Education

Attention: Nancy Viggiani, Coordinator

395 Elk St., Albany, NY 12206

Telephone: 518-475-6525 FAX: 518-475-6527



**Full payment and proof on insurance is required no later than ten (10) days prior to the date of the event. If the activities run longer than planned, the District will follow-up with an invoice for any outstanding balance.**

**Liability insurance is required as outlined on page 4, Selection Process and Insurance Requirements section.**

**Applications for use are required 30 days in advance. It is recommended that use for the spring, summer, and fall seasons should be submitted no earlier than February 1st or later than February 28<sup>th</sup> of the calendar year.**

Organization Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Contact Person at Event: \_\_\_\_\_  
 Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
 Are you charging admission? \_\_\_\_\_ Admin. Fee Charged: \_\_\_\_\_

Activity (Include time requested for set-up and cleanup.)	Date	Day	Start Time	End Time	Total Hours

Facility Desired: (1<sup>st</sup> Choice) \_\_\_\_\_ (2<sup>nd</sup>) \_\_\_\_\_ (3<sup>rd</sup>) \_\_\_\_\_

Equipment/SpecialRequest(s): \_\_\_\_\_

**HOURLY RATES**

**Basic Hourly Rate Charge - \$60.00/Hour.**

*This fee may be waived for programs and events exclusively serving students of the City School District of Albany when the building is already scheduled to be open.*

Additional charges are applicable for the following items, rates are hourly per staff member assigned:

___ Audio Visual Staff (set-up and equipment rental)	\$40/Hour
___ Custodial Staff (waived if building is scheduled to be open)	\$40/Hour
___ Food Service Staff \$25/Hour	___ Lifeguard Staff \$25/Hour
___ Security Staff	\$40/Hour
___ Supervisory Staff	\$40/Hour
___ Technical Staff (District staff required to operate lights, score boards, and sound)	\$35/Hour
___ Auditorium Space	\$15/Hour ___
Gymnasium Space	\$15/Hour ___
Outdoor Space	\$15/Hour ___
Swimming Pool Space (District provided or preapproved life guard)	\$25/Hour

*Please indicate above the number of staff and space that you are requesting.*

**For District Use Only:**

Date Received: \_\_\_\_\_ Group # \_\_\_\_\_ Approval # \_\_\_\_\_

Notifications

Use Dates Approved: \_\_\_\_\_ Director: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Building Principal: \_\_\_\_\_

Insurance Certificate Received: \_\_\_\_\_ Director of Security: \_\_\_\_\_

Director of Bldg. & Grounds: \_\_\_\_\_  
Building Head Custodian: \_\_\_\_\_

## **Building and Pool Use Rules**

All applicants must review District Policy 1500 prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicants signature the application shall attest to the group or organization's intent to comply wit all Board policies and regulations and to use District facilities strictly in accordance with the use described in the application. Additionally, the following items are prohibited.

1. Animals
2. Burning materials of any kind
3. The use of sharp objects
4. Profane language, boisterous behavior, or other objectionable behavior is prohibited

I have read the rules relating to building use.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Definition of Groups for Selection Process**

### **Group 1 District Related Groups**

Examples: School sponsored teams, intramurals, PTA, Booster Clubs

### **Group II Albany Community Based Groups**

Example: Student and adult recreational groups, local town events, YMCA, PAL  
(Must have at least **75%** of home team participates residing in Albany School District)

### **Group III Non-residents**

Examples: Recreational groups, towns and other agencies, not located within Albany boundaries. (Colleges are in this group)

## **Availability, Selection Process and Insurance Requirements**

The Board of Education recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities or disrupt district operations such as renovation or maintenance.

The district reserves exclusive and non-reviewable judgment to determine if a requested use would interfere with or disturb the district's educational programs or operations, or be difficult to schedule adequate staffing, and if so to deny the request.

The requests for field usage will be reviewed and approved with preference given to Group I, Group II, and Group III, respectively. A preference will also be given to student groups. Submittals will be reviewed with preference to the Groups in the order given above, student groups and the date of the submission.

A liability policy naming the City School District of Albany as an additional insured, in the amount of one million dollars (\$1,000,000.00) for personal injury, and two hundred and fifty thousand dollars (\$250,000.00) for property damage, must be forwarded to the Facilities Use Coordinator at the above address upon receiving approval of this application.

Revised: 7/19/2018