



East Greenbush Central Schools

ADMINISTRATION CENTER

29 Englewood Avenue, East Greenbush, New York 12061

Phone (518) 477-2759 • Fax (518) 477-4833

Paul M. Daley, Buildings and Grounds Supervisor

April 24, 2009

Dear Community Group Representative:

Please be advised that the District has modified the facilities use forms and the schedule of fees charged, **effective July 1, 2009**. Listed below is detail information regarding the changes, how to request use, and what fees may be applicable to your organization. Once you have reviewed the information, if you still have questions, please contact Vicki Spring at 518-477-2759 ext. 121 for clarification.

APPLICATION REQUIRED

Based on the change in the facilities use forms, community groups are required to complete one of the following forms for any requested use subsequent to July 1, 2009:

- A) School Facilities Use Application
- B) Field and Gymnasium Use Application
- C) Artificial Turf Field Rental Application

Forms are located in the main office of any school building and in the maintenance office within the administration center. If you are unable to obtain a form in person, please contact Vicki Spring in the maintenance office at 518-477-2759 ext. 121 for assistance.

CERTIFICATE OF INSURANCE REQUIRED

In addition to completing one of the above forms, an original certificate of insurance is required. Fax and e-mail copies are not accepted. All certificates must name East Greenbush Central School District as an additional insured for at least \$1,000,000 of coverage.

FEE SCHEDULES – BUILDINGS & FIELDS (except artificial turf field)

The new fee schedules in effect on July 1, 2009 contain the following provisions:

- A) No refunds for cancellation by the community group
- B) Payment due, in full, two weeks prior to the scheduled event
- C) **Custodial fee charges for ALL groups (when custodians are not regularly scheduled to be on duty)**
- D) Additional fees as described below

Fees in addition to custodial fees are charged dependent upon group classification:

Class I – School Group

The facility or field is being used by District residents only. No charges are assessed, other than custodial fees. Continuing education is included in this class. Groups maintaining fields, paying utility fees, and not requesting other facility use and/or services are also included in this class.

Class II – School Groups & Non-School Related Community Groups

The facility or field is being used by District residents only AND an admission, participant, or registration fee is being charged.

Class III – Mixed Community Use

The facility or field is being used by District residents and non-residents.

Class IV – Private Groups

The facility or fields is being used by non-residents only.

ADDITIONAL FEE SCHEDULE (Custodial Fees Not Included)

Facility	Group I	Group II & III	Group IV
Classroom	No Charge	\$10 Per Hour	\$25 Per Hour
Auditorium	No Charge	\$20 Per Hour	\$100 Per Hour
Lobbies & Hallways	No Charge	\$5 Per Hour	\$20 Per Hour
Cafeteria-Elementary	No Charge	\$15 Per Hour	\$50 Per Hour
Cafeteria – Goff & Columbia	No Charge	\$20 Per Hour	\$100 Per Hour
Library-Elementary	No Charge	\$10 Per Hour	\$20 Per Hour
Library-Goff & Columbia	No Charge	\$20 Per Hour	\$40 Per Hour
Gym-Elementary	No Charge	\$20 Per Hour	\$100 Per Hour
Gym-Goff & Columbia	No Charge	\$25 Per Hour	\$125 Per Hour
Fitness Center- Goff & Columbia	No Charge	\$25 Per Hour	\$125 Per Hour
Athletic Fields- Elementary	No Charge	\$15 Per Hour	\$100 Per Hour
Athletic Fields-Goff & Columbia	No Charge	\$25 Per Hour	\$125 Per Hour

HOLIDAY AND SCHOOL CLOSING DATES

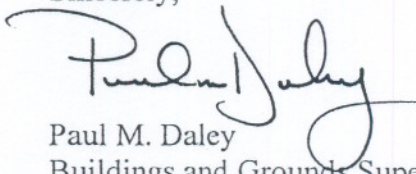
The buildings are closed, and NO facility and field use is permitted on the following dates during the 2009-2010 school year:

July 3	Day Before Independence Day
July 4	Independence Day
September 7	Labor Day
October 12	Columbus Day
November 11	Veteran's Day
November 25	Day Before Thanksgiving (After Noon)
November 26	Thanksgiving
November 27	Day After Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day
Dec. 26 to Jan. 3	Winter Recess
January 18	Martin Luther King Day
February 15	President's Day
April 2	Good Friday
May 31	Memorial Day

Gymnasiums in all buildings are closed between April 1, 2010 to June 30, 2010.

We appreciate your interest in using the District facilities and fields, and we welcome your questions and suggestions.

Sincerely,



Paul M. Daley
Buildings and Grounds Supervisor