

OSWEGO CITY SCHOOL DISTRICT

FACILITY USAGE AND FEE SCHEDULE



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USE OF SCHOOL FACILITIES:

It is the policy of the Board to encourage the greatest possible use of school facilities for community-wide activities. This is meant to include those uses permitted by New York State law. Our buildings, grounds, and equipment are the property of the public and may be used by the public in accordance with law, and in accordance with the rules and regulations set forth by the Oswego City School District. Organizations of the community may apply for the use of facilities if the function is open to the public, and if the function will contribute to the education, recreational or entertainment interests of the community. Because of limitations of time and space, administrative supervision and control requirements, and restrictions imposed by the State of New York, the Oswego City School District cannot allow the use of District facilities for all interested organizations. Accordingly, the facilities are available only to the groups or organizations identified in this document. Approval of request does not imply the endorsement or sponsorship by the Superintendent, the Board of Education, or the Oswego City School District.

The Superintendent and/or designee, and the Board of Education reserves the right to grant or deny any or all facility use requests at its sole discretion when such action is deemed in the best interest of the Oswego City School District. Denial of use of facilities may be appealed to the Board of Education within thirty (30) days. All such requests should be submitted at least thirty (30) days prior to the event.

All facilities are primarily for school purposes and will be scheduled for use after school hours in the following priority:

- Group A: Oswego City School District, Oswego City School District related, District Co-sponsored Activities, Approved Community Partners (with a Reciprocal Agreement completed)
- Group B: Non-school related community organizations or community partners with no Reciprocal Agreement, non-profit or private interest groups and private interest groups sponsoring a fund-raising benefit.
- Group C: Out-of-District Groups or For-Profit Groups

Included herein are rules and regulations that have been developed concerning supervisory requirements of all events and activities that bring together the youth, adults and/or senior citizens of this community within the facilities of our School District. The School District reserves the right to charge a fee for use of a facility in an amount sufficient to cover all resulting expenses. District facilities will not be used by any group or individual for private profit which includes tickets sold in advance both online and off-campus. A for-profit business can conduct not-for-profit events for which there is no charge for participants. Outside groups use the school facilities at their own risk.

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SECTION 1: ADMINISTRATIVE POLICIES FOR COMMUNITY USE

1.1 CANCELLATION, CLOSING AND EMERGENCY PROCEDURES:

1. The Oswego City School District reserves the right to invoice, and the Facility User will be held accountable, for 50% of quoted and approved facility use fee if an event is canceled with less than forty-eight (48) hours' notice.
2. "No Shows" are all groups who do not show for their scheduled time and who have not amended their request electronically to show the cancellation forty-eight (48) hours prior to their scheduled use (Thursday by noon for Saturday and Sunday groups). "No Shows" will still be responsible for all incurred costs including usage and personnel.
3. When the Oswego City School District is closed/canceled for the day or part of the day due to inclement weather or emergency situations, ALL events will be canceled, including facility rentals. If the weather takes a turn for the worse after 4:00PM or on the weekend, administration may cancel all late afternoon, evening, and weekend activities.
4. The District reserves the right to cancel or postpone an activity, due to conflict, regardless of policies, or other uncontrollable circumstances. If approval has been given to a group to use facilities and it is later determined that the facilities will not be available, notice of cancellation will be given to the applicant as soon as practicable with reasons for the cancellation.
5. The requester is responsible for notifying the Office of the Executive Director of Business and Finance when his/her group wants to change or cancel a confirmed request.

1.2 REQUESTING FACILITY USE PROCEDURE:

1. All groups wishing to use the facilities of Oswego City School District must submit a request using the Master Library software a minimum of thirty (30) days prior to the event. Please note that we cannot put a facility on "hold" until a fully executed application has been received. All external groups must submit a Certificate of Insurance to confirm use. Normally, facility usage may not be scheduled more than three (3) months in advance. Earlier requests must be approved by the Executive Director of Business and Finance.
2. Whenever more than one group desires the use of the same facilities, a district authority shall arrange an equitable distribution of the facilities in demand. The school principals have prior rights to use of the buildings and grounds. However, when requests of non-school groups have been approved and scheduled, such approval will not be withdrawn to allow use by school groups, except by mutual agreement of the groups involved. Variations in procedures outlined will be allowed in case of extreme emergency.

3. Any individual Oswego City School District employee wishing to use the facilities for work, or non-work, related events shall submit a "Facility Use Request Form". Any incremental costs resulting from that employee's usage will be borne by that employee or sponsoring organization. A Certificate of Insurance will still be required. (A Board Approved List of Organizations is maintained as a district [Google Doc.](#))

1.3 KEYS OR ELECTRONIC ACCESS CARDS

Issuance of keys to other than Oswego City School District employees is not permitted.

1.4 LIABILITY INSURANCE

1. The Oswego City School District requires a signed contract and Hold Harmless Agreement from all users of Oswego City School District facilities. All community groups are responsible for their own insurance coverage.
2. A Certificate of Insurance indicating liability insurance coverage with the minimum amount of \$1,000,000 combined single limit of bodily injury and property damage liability must be provided by any group wishing to use the facility. The Certificate must be submitted to the Executive Director of Business and Finance, a minimum of 14 days in advance of the event date. Failure to submit proof of adequate insurance may result in cancellation of the scheduled event. The Certificate of Insurance for General Liability should name "Oswego City School District" as an ADDITIONAL INSURED and include the specific date(s) of use. Each user will be liable for damages that require repair or replacement.

1.5 FACILITY USE

1. All users of the Oswego City School District facilities must comply with all federal, state, and municipal laws including equal opportunity laws and regulations prohibiting discrimination. All users of Oswego City School District facilities must comply with Board Policies, these Facility Use Guidelines, and any other appropriate guidelines.
2. Oswego City School District administrators, or the designated supervisor, on duty have the right to terminate any activity at any time if, in his/her judgement, there are violations of Board policies and rules, or federal, state, or municipal laws, or if the activity is deemed to be detrimental to people, buildings, facilities, or equipment.
3. The Oswego City School District may not aid or perpetuate discrimination based on race, creed, color, country of national origin, religion, sex, sexual orientation, age, marital status, or disability.
4. Unauthorized use of school facilities will result in an automatic suspension of the right to use facilities for a length of time determined by the Superintendent or designee, or the Board of Education.

5. Abusive, offensive, and obscene language or behavior will not be tolerated.
6. The Oswego City School District is not responsible for loss or damage to equipment or property owned by the user, its agents, employees, audiences, or guests. For selected events, liability limits may be increased.
7. The Oswego City School District reserves the right to review all advertisements of outside groups using the facility prior to publication. No group will indicate that the Oswego City School District is a sponsor of the event unless a written agreement is signed by the Board of Education in advance.
8. The Oswego City School District reserves the right to deny the use of its facilities to any organization whose goals and philosophies are not consistent with the Oswego City School District.
9. The Oswego City School District reserves the right to require additional security and/or personnel to events at the cost of the facilities use rental group.
10. Use of open flames, weapons and hazardous materials are NOT allowed on school property.
11. Users shall abide by all property rules as posted in the signs at the entrance to all properties.
12. The Oswego City School District reserves the right to deny the use of its equipment if that equipment or the technicians needed to operate the equipment are unavailable, or it is not in the best interest of the Oswego City School District to do so.

1.6 PROHIBITED CONDUCT

1. Intentionally causing physical injury to any other person(s) or threaten to do so for the purpose of compelling or inducing any other person to perform or refrain from performing any act.
2. Soliciting.
3. Use, possess or distribute smoking, tobacco products, e-cigs, vaping, illegal substances, and illegal drugs.
4. Use, possess or distribute alcohol and intoxicating substances.
5. Unauthorized explosives, fireworks, model rockets or BBQ's.
6. Engage in threats, intimidation and/or extortion by any other person.
7. Willfully damage or destroy property of the School District or property under its jurisdiction nor remove or use such property without authorization.
8. Engage in theft of, or damage to, or defacement of any School District property or property of any other person.
9. Enter or remain in any facility for any purpose other than its authorized users or in such manner as to obstruct its authorized use by others. Obstruction of the free movement of persons and vehicles in any place to which these rules apply.
10. Refuse to leave any facility after being required to do so by any person responsible for the maintenance of said facility.

11. Remaining in or near school facilities with no reason for being there and with no authority or written permission to remain – loitering.
12. Willfully set fire to School District property, tamper with or obstruct any safety measures such as fire extinguishers, alarm systems, posted fire regulations, water sprinklers, and fire doors, fail to conform to emergency procedures, or tamper with any communications, heating, lighting, or power systems.
13. Make or cause to be made bomb threats, false alarms, or false reports.
14. Physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain.
15. Knowingly have in his/her possession any weapon including firearm upon any premises to which these rules and regulations apply. A firearm is any weapon (including a starter gun) which can fire a projectile (bullet).
16. Snowmobiles, go carts, dirt bikes and ATV's.
17. Unauthorized motorized flying objects, including but not limited to drones, airplanes, and helicopters.
18. Unauthorized pets during school hours. All pets on school property must be on a leash. Clean up after your pet(s) and do not walk dogs/pets on or near playgrounds, athletic fields, or buildings.
19. Skateboarding, roller skating and rollerblading.
20. Bicycle riding on tennis courts, running tracks, athletic fields, grass areas, playgrounds, and bus loops.
21. Skiing, snowboarding, skating, and sledding.
22. Climbing on buildings and fences.
23. Activities after dark unless prior approval received.
24. Violate School District rules and regulations concerning the use of motor vehicles on School District property and School District parking regulations.
25. Facilities used by written authorization only.
26. Unauthorized methods of obtaining funds, including any form of gambling.
27. No hitting, kicking, or throwing any balls against the fence.
28. Fail to comply with direction of School District officials acting in the performance of their duties.
29. Sexual harassment of any person. Sexual harassment consists of subjecting an individual to unwelcome conduct which is either of a sexual nature or which is directed at an individual because of that individual's sex. Any alleged incident should be reported promptly.
30. Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.

1.7 SCHEDULING

1. Limited use of facilities on Sundays and holidays may be granted when it can be demonstrated that such activities serve a critical need of the school or community and cannot be scheduled at a different time.

2. School and school-related events will be scheduled with top priority no matter when community use requests are received. When conflicts arise, every effort will be made to assist community groups in finding suitable alternative location and/or date.
3. The Oswego City School District reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances.
4. Any emergency will have precedence over scheduled community events. In the case of inclement weather – snowstorm necessitates rescheduling of school sports – the school event will take precedence over community events. In the above instance, the Oswego City School District will assist parties with rescheduling.
5. If approval has been given to a group to use a facility and it is later determined that the facility will not be available, notice of cancellation should be given to the applicant as soon as possible.
6. Your confirmed rental time is your “entire” rental time, including any desired warm-up, setup, and cleanup times. Renters are not permitted on site until the beginning of the rental time and are to be cleaned up and off campus at the end of the rental time.

1.8 NORMAL HOURS OF OPERATION

1. SCHOOL YEAR CUSTODIAL SCHEDULE OUTSIDE FACILITIES (Monday through Friday)

Oswego High School: 7am until 9pm
Oswego Middle School: 7am until 9pm
Elementary Schools: 7am until 9pm

2. SUMMER CUSTODIAL SCHEDULE OUTSIDE FACILITIES (Monday through Friday)

Oswego High School: 7am until 4pm
Oswego Middle School: 7am until 4pm
Elementary Schools: 7am until 4pm

Please note: Summer custodial schedule begins immediately following the last day of school in June and extends until the first day of school in September. This excludes any Holidays. There are not custodians on regular duty on Saturdays, Sunday, school holidays or school breaks. Use of facilities on Sundays and school holidays is discouraged. Further information is available by calling the District office at (315) 341-2000.

1.9 HOLD HARMLESS AGREEMENT

The User(s) undertakes and agrees to indemnify and hold harmless the school, school board, school board elected and appointed officials, administrators, principals, teachers and all other school employees, volunteers or representatives, and all persons and bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of School premises by the User(s) (or the servants, agents or invitees of the User(s)), and for such further sums in excess of those contained in any insurance policy procured by User(s) relating to the use of the School premises or for such amounts as may not be payable under any such insurance policy.

1.10 ADDRESSES OF DISTRICT OWNED OUTDOOR ATHLETIC FACILITIES

Oswego High School
2 Buccaneer Boulevard
Oswego, NY 13126
Phone: (315) 341-2200

Frederick Leighton Elementary
1 Buccaneer Blvd
Oswego, NY 13126
Phone: (315) 341-2700

Oswego Middle School
Mark H. Fitzgibbons Drive
Oswego, NY 13126
Phone: (315) 341-2300

Charles E. Riley Elementary
269 E. Bridge Street
Oswego, NY 13126
Phone: (315) 341-2800

Minetto Elementary
2411 County Route 8
Minetto, NY 13115
Phone: (315) 341-2600

Fitzhugh Park Elementary
195 East Bridge St.
Oswego, NY 13126
Phone: (315) 341-2300

Kingsford Park Elementary
275 West 5th Street
Oswego, NY 13126
Phone: (315) 341-2500

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SECTION 2: FEE STRUCTURE:

2.1 FEES

1. The fees for the use of the property are fixed determined by cost of light, facilities overtime custodial service, etc. All fees for use of facilities must be paid directly to the business office. Only the Superintendent of Schools has the authority to waive a fee or establish a reciprocal and/or partnership agreement.
2. Under no circumstances is a fee to be paid to the custodian or any other school representative. Checks and money orders shall be made payable to the Oswego City School District.
3. Payments for the use of Oswego City School District facilities and charges for personnel assigned to the event, equipment and any additional services are in accordance with the pre-established fee schedule. Rates for technical and personnel services are set at the normal work week rate. Rates may vary if personnel services are required outside of normal work hours.
 - a. All groups must pay for all personnel costs involved before, during, and after the event. This may include costs for supervisor(s), custodian(s), technicians(s), and overtime hours incurred because of the facility use.
 - b. If permits are granted for groups to use the building during the hours when a custodian is not normally on duty, the organization shall pay a minimum of four (4) hours at the current District rate.
 - c. The need for personnel shall be determined by the Superintendent of Schools, Principal, Athletic Director and/or Superintendent of Buildings and Grounds. The need for security will be determined at this time.
 - d. The facility users will pay the costs of any District personnel providing services related to the use of District facilities.
 - e. District personnel may not accept any gratuities from facility users.
 - f. Whenever the use of the facility requires the return of a custodian or maintenance the following day, not a regular workday, or before the regular scheduled working hours of a regular workday, to clean the facility, an additional charge will be made at the current District rate.
4. The Oswego City School District invoices for rental space monthly. Invoices will be based on actual use and therefore will be processed after date of contracted use. Invoices that are more than thirty (30) days past due will be subject to a 5% late fee and, if account remains unpaid, it will be subject to an additional quarterly late payment until payment is fully accounted for. If an account is past due, the requester will be blocked from any further usage of District facilities until the past due invoice is paid in full. Further usage may require that all fees be paid up front.
5. The Oswego City School District reserves the right to require one or more part-time staff to oversee event logistics at the cost of the Facility User.

2.2 FEE DETERMINATION

1. A schedule of fees for the rental and use of school facilities.
2. When appropriate, additional fees may include:
 - a. Cleaning fees.
 - b. Change or cancellation charges.
 - c. Failure to cancel.
 - d. Replacement or repair for damage or theft.
 - e. Administrative costs.
 - f. Overtime or holiday pay for District employees.
 - g. Employment of an event manager.
3. The Oswego City School District reserves the right to require a nonrefundable deposit. A deposit may be required if:
 - a. There is reasonable doubt that the group will pay or be able to pay costs incurred.
 - b. The group has the potential to incur excessive wear and/or damage to the facility.
 - c. The District has no previous experience with the group.
 - d. Previous damage has been caused by the group. A deposit will be required for subsequent use after the first incident of damage. This deposit is to be made before the next scheduled use by the group.

2.3 FEE GROUPS

1. The District will charge fees for the use of Oswego City School District facilities based on the classification of the organization or individual requesting use. The schedule of fees shall be applicable to requesting groups per Appendix A.
2. All or a percentage of the estimated usage and personnel fees for a group's activity may be required to be paid prior to the use for out of District users, one-time activity users or delinquent – slow payment users.

2.4 USER GROUP CLASSIFICATIONS

1. District Office administration will determine the classification and fees for each group requesting use of a facility. The classification of the group or organization is determined by the nature of the group and by the type and purpose of its activity.
2. Groups using the facilities will be classified as:

Group A: Oswego City School District, Oswego City School District related, District Co-sponsored Activities, Approved Community Partners (with a Reciprocal Agreement completed)

Group B: Non-school related community organizations or community partners with no Reciprocal Agreement, non-profit or private interest groups and private interest groups sponsoring a fund-raising benefit.

Group C: Out-of-District Groups or For-Profit Groups

3. Groups are designated as "Oswego City School District" if the requester is a resident and at least 75 percent of the group's participants are current students in the Oswego City School District. Requesters may be asked to provide a roster of participants, which includes names and addresses of group members, before the group is scheduled.
4. Employees of the District are subject to all fees charged if event is not District sponsored. Exceptions will be handled on an individual basis. Only the Superintendent of Schools has the authority to waive any fees. Employees found using District facilities for non-District related events without going through the proper scheduling procedures will be subject to disciplinary action.
5. The following classifications are listed in priority order for scheduling. All classifications are subject to revision:

Group A: School sponsored events or activities are defined as individual programs or activities which the District or a District related organization directly and completely coordinates, funds, plans and operates. All profits from fundraising events in this classification are returned to the school or school related organization.

Co-sponsored events or activities are defined as individual programs or activities in which the District or a District-related organization, through a joint arrangement with another agency, organization or individual receives mutual benefits from the event and assists in one or more of the following ways: funding, planning and/or operating.

Community partners are those groups that have an approved or signed "Reciprocal/Partnership Agreement" on file with the Oswego City School District.

Group B: Nonprofit groups will be considered as those groups whose activities are open to the public when no admission is charged or, if a charge is made, the net proceeds go entirely to school-related charitable or District purposes.

Oswego City School District resident nonprofit groups will be considered as those groups whose activities are open to the public when no

admission is charged for or, if a charge is made, the net proceeds go entirely to charitable or Oswego City School District purposes.

- Group C: Fraternal organizations, and others, operating for the benefit of a restricted group when they contribute the net proceeds to local community or civic improvements. At the District's discretion a time limit may be established for the use of the District facility.

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SECTION 3: REGULATIONS CONCERNING USE:

3.1 DAMAGES AND MAINTENANCE

1. Any person found willfully damaging or defacing property belonging to the Oswego City School District shall be held responsible for the replacement or repair of such property and all costs shall be the obligation of the offender. Criminal charges may be filed against the offender.
2. If the individual offender is not known, the group/requester is liable for damage costs. If the group refuses to make payment, the group will not be allowed to use Oswego City School District facilities again.
3. If the group does not report damage or theft, an administrative fee will be charged to the group for the labor involved in tracking the responsible group. This charge is in addition to the cost for replacement/repair and any labor costs incurred.
4. A damage deposit may be required if the group has the potential to incur excessive wear and/or cause excessive damage to the facility.

3.2 FOOD AND BEVERAGES

1. Food and beverages are permitted in designated areas only.
2. Possessing, using or being under the influence of any alcoholic beverage, controlled substance, look-alike or substitute or any substance represented to be an alcoholic beverage or a controlled substance (other than medication prescribed by the individual's physician) will be strictly prohibited while on school property or under school supervision.

3.3 TOBACCO

1. The Oswego City School District is tobacco free within and upon all District property. Community members are asked to cooperate with this policy and refrain from using tobacco on District property. Persons who do not comply will be asked to leave the District premises.
2. The use of tobacco shall not be permitted on District facilities. School property shall not be used in such a way as to interfere with the comfort and health of the pupils or endanger the property of the District.

3.4 SPECIALTY ROOMS:

1. These include, but are not limited to, team locker rooms, ready rooms, restrooms, referee rooms, and pressbox.
2. Specialty rooms and areas will be negotiated individually as to use, fee and trained personnel needed to monitor the facility. Oswego City School District personnel

familiar with the rooms will be included in the negotiations. All labor costs incurred will be charged to the requesting group.

3.5 OVERNIGHT USE

Overnight stays are not permitted.

3.6 SEATING CAPACITY

The maximum number of people permitted in any school facility shall be restricted to the seating capacity indicated appropriate by the fire marshal.

3.7 FACILITY EQUIPMENT

1. Supplies and/or equipment may only be used if prior arrangements have been made and/or indicated on the application. No custodian is authorized to loan supplies or equipment. School personnel will be on-site during the hours of the event.
2. When District-owned equipment is used by facility users within the Oswego City School District, personnel designated by the District may be assigned to operate or supervise the use of such equipment. Where a cost is involved, the facility user will pay the cost. Property belonging to the District may not be removed from the school premises.
3. All media equipment must be requested a minimum of one (1) working week prior to requested use.
4. Indication of which equipment usage is allowed and/or requested shall be listed on the facility usage agreement.
5. If lighting and/or sound equipment is being used, an Oswego City School District approved supervisor must be present to supervise its use. Other specialized supervisory personnel may be assigned at the discretion of the Oswego City School District.
6. All nets and goals are to be carried, not dragged.
7. Fog, dry ice, or smoke effects are not permitted in district facilities.

3.8 OUTDOOR ATHLETIC FACILITIES:

1. The use of outside areas (e.g., football, soccer, lacrosse, baseball, and softball fields, running track, parking lots, multi-purpose turf field) require a use request.
2. Organizations using outside areas will be expected to clean up all trash, papers, cups, or litter in the fields and areas surrounding the fields. Organizations not providing the clean-up will be charged for an operations fee to be determined by the administration.
3. All non- Oswego City School District outdoor practices, games and activities must be canceled when it rains to prevent damage to the fields.

4. Portable restrooms at the expense of the user may be required for activities and tournaments.
5. Water and electricity are available from Oswego City School District resources.
6. Multi-Purpose Stadium Field (High School) and Track (Middle School) Use Regulations:
 - a. Use only sneakers or running flats inside the chain link fence. No metal cleated or heeled shoes. No spikes or turf shoes. Formed rubber cleats are allowed.
 - b. Please jog on outside lanes of track.
 - c. Enter through one of the gates. Do not jump over fences.
 - d. No food, sunflower seeds, gum, beverages (except water), or glass containers inside fence.
 - e. No spitting allowed.
 - f. No horseplay allowed.
 - g. No easy up canopies unless secured by weighted stanchions.
 - h. No spikes, stakes, or other pointed objects.

3.9 ADMINISTRATION OF HEAT INDEX PROCEDURES

1. The Feel Like Temperature (Heat Index) or THI will be checked 1 hour before the contest/practice using a Wet Bulb Indicator by a certified athletic trainer, athletic director, or school designee when the air temperature is 80° F or higher
2. If the Feels like Temperature (THI) or the Wet Bulb Indicator is 90° F or above, the athletic trainer, athletic director, or school designee must re-check the Feels Like temperature at halftime or midway point of the contest. If the Feels like temperature is 96° F or more, the contest will be suspended.

	Feels Like Temp(Heat Index) or Wet Bulb indicator under 79 degrees	Full activity. No restrictions
R E C O M M E N D E D	Heat Index Caution: Feels Like Temp (Heat Index) or Wet Bulb indicator 80 degrees to 85 degrees	Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider reducing the amount of time for the practice session.
	Heat Index Watch: Feels Like Temp (Heat Index) or Wet Bulb indicator 86 degrees to 90 degrees	Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider postponing practice to a time when Feels Like temp is lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time).
	Heat Index Warning: Feels Like Temp (Heat Index) or Wet Bulb Indicator 91 degrees to 95 degrees	Provide ample water and water breaks every 15 minutes. Monitor athletes for heat illness. Consider postponing practice to a time when Feels Like temp is much lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time). Light weight and loose fitting clothes should be worn. For Practices only Football Helmets should be worn. No other protective equipment should be worn.
REQUIRED	Heat Index Alert: Feels Like Temp (Heat Index) or Wet Bulb indicator 96 degrees or greater	No outside activity, practice or contest, should be held. Inside activity should only be held if air conditioned.

3.10 SELLING REFRESHMENTS/CONCESSION STAND

1. The Oswego City School District retains the right of first approval/disapproval of all items to be sold in the concession stand at any event held at Oswego City School District facilities.
2. The Oswego City School District concession facility may only be operated by district foodservice staff whom have been trained on proper equipment use, food handling and safety protocols, sanitization, and handling of funds.
3. The concessions facility may be requested to be opened for any group by contacting the foodservice department.

3.11 MOTOR VEHICLES

1. Motor vehicles operated on school grounds must be operated in a prudent manner. Motor vehicles shall only be parked in designated areas and no use of motor vehicles is permitted on any grass areas unless prior approval is given. Vehicles parked in fire lanes, bus loops, or other areas designated as NO PARKING will be removed by towing at the owner's expense.

3.12 AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

1. Education law requires a public School District to provide and maintain on-site, in each instructional school facility, at least one functional automated external defibrillator (AED) for use during emergencies.
2. AED operators should be trained and certified. However the NYS Good Samaritan Law provides protections for untrained operators in the case of an emergency.
3. Public health law requires the District to report all AED usage to the Oswego County Health Department. In an event of an emergency and the AED was operated, please call the contact person indicated on the AED unit and complete the state required paperwork immediately after use.

3.13 DECORATIONS

1. Painting, chalking, taping or use of other adhesive material without written prior approval is prohibited.
2. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property.
3. Decorations are subject to the approval of the District.

3.14 SERVICE ANIMALS

1. Except for “service animals” required for use by a person with a disability, no other animals may be on the school premises at any time except when expressly approved by the District.
2. The District may have a “service animal” removed from the school premises if the animal is out of control and the animal handler does not take effective action to control it, or the animal is not housebroken. The District is not responsible for the care or supervision of a service animal. The service animal can accompany its human in all areas the human is permitted to go.

3.15 SUPERVISION

1. The user group representative is responsible for the behavior of its members. Each group must designate one person (group representative) who serves as a group contact person with the Building and Grounds Supervisor and the group he/she represents. The group representative is responsible for communicating usage procedures and other communication to the group members and for ensuring that group members understand and follow Oswego City School District guidelines.
2. The group representative must be an adult over the age of 21 and present during the time the facilities are being used. The group representative will be responsible for the following regulations for facility usage by his/her group:
 - a. The group representative will be the first inside the facility and the last to leave; making sure the facility is left in the same condition as it was before entering.
 - b. The facility must be used for the purpose that it was originally intended as set forth on the facility request form.
 - c. The group representative is responsible for communicating to the group members and for ensuring that group members understand and follow those guidelines and communications.
 - d. The group representative is responsible for reporting any personal injuries received by any group member while using District facilities. The group representative should contact the District within 24 hours, or as soon as possible if it is on a Saturday, Sunday, or holiday.
 - e. The group representative is responsible for reporting any damage or theft to the building or equipment following the same guidelines. District personnel on duty should also be notified.
 - f. The group representative is responsible for seeing that all debris is picked up from the area and that all is returned to the way it was prior to use.
 - g. The group representative should make a preliminary use check of the facility prior to their use. If anything that will be used appears to be damaged, contact the District personnel on duty immediately.

- h. The group representative will be responsible for returning all equipment to its proper place in the condition that it was found. The requester will be responsible for the supervision and operation of requested equipment. Any loss or damage to the equipment shall be the full obligation of the borrower.
 - i. The group representative is responsible for knowing emergency procedures for directing the group in the event of an emergency.
- 3. The renter assumes financial responsibility individually on behalf of the organization being represented for any part of the school or contents made available therein that may be damaged or stolen during the hours the facility was in use by the organization. The renter shall be liable for any and all loss, damage or injury sustained by any person by reason of the negligence of the renter. The renter shall indemnify and hold harmless the school District from all loss, damage, or injury.
- 4. Children are not allowed to roam and are to be supervised by adults in all places at all times.
- 5. The Oswego City School District reserves the right to require police supervision at any event as deemed necessary by the administration. The requester will pay for this police supervision.

POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE WITHOUT NOTICE

APPENDIX A: FACILITY FEES

LOCATION	FEE
All District Locations:	
Classroom/ Multi-Purpose Room	\$50.00 per event
Cafeteria	\$50.00 per event
Gymnasium	\$100.00 per event
Parking Areas	\$25.00 per event
Building Specific Facilities:	
Oswego Middle School	
Running Track and Natural Grass Game Field:	\$125.00 per event
Natural Grass Practice Field:	\$50.00 per hour
Pool	\$50.00 per hour
Tennis Courts	\$50.00 per hour
Oswego High School	
Synthetic Turf Multi-Purpose Field:	\$175.00 per hour
Team Locker Room Building:	\$75.00 per hour
Pool	\$50.00 per hour
Sound System:	\$20.00 per hour
Ticket Booth:	\$30.00 per hour/per each
Pressbox:	\$100.00 per hour
Robinson-Faust Theatre	\$175.00 per event
Leighton Elementary School	
Natural Grass Practice Field (Wilbur):	\$50.00 per hour
Turril Street Field	\$50.00 per hour
Baseball Field	\$50.00 per hour
Locker Rooms	\$75 per event
Hard Surface Courts (per court): (includes tennis, pickleball and basketball)	\$50.00 per hour
Miscellaneous Accessories	
Theatre Lighting System	\$15.60 per hour
Theatre Sound System	\$24.31 per hour
Scoreboard (Primary and Secondary):	\$30.00 per hour
Lining of any Natural Grass Field:	\$35.00 each
Pitching Rubber, Bases and Home Plate:	\$20.00 per event
Soccer Goals, Lacrosse Goals:	\$20.00 per event
Tables:	\$5.00 per event/per each
Chairs (Regular/Plastic):	\$2.00 per event/per each
Athletic Scoreboard – Flip Chart Type:	\$5.00 per event/per each
Team Benches:	\$30.00 per event/per each

**OSWEGO CITY SCHOOL DISTRICT
FACILITY USE GUIDELINES**

Revised August 22, 2022

Weighted End Zone Pylons:	\$50.00 per event/per set
Weighted Sideline Yardage Markers:	\$50.00 per event/per set
Corner Flags:	\$50.00 per event/per set
Portable Scorer's Table:	\$50.00 per event
Porta Potty	\$100.00 per event

APPENDIX B: LABOR FEES

STAFF	FEE	
Custodial Fees		
Saturday and Overtime (1-1/2x rate)	\$39.00 per hour	
Sunday and School Holiday (2x rate)	\$50.00 per hour	
Specialized Staff Fees (each)		
	Saturday & OT	Sundays & Holidays
Theatre Manager	\$34.01 per hour	\$34.01 per hour
Technical Director	\$22.46 per hour	\$22.46 per hour
Security Personnel	\$39.00 per hour	\$50.00 per hour
Field and Maintenance Personnel	\$39.00 per hour	\$50.00 per hour
IT and/or AV Personnel	\$39.00 per hour	\$50.00 per hour
Clock Operator	\$50.00 per event	\$50.00 per event
Scoreboard Operator	\$30.00 per hour	\$40.00 per hour
Ticket Seller	\$45.00 per person/per event	\$45.00 per person/ per event
Parking Attendants	\$45.00 per person/per event	\$45.00 per person/ per event

Notes:

If an activity's attendance is over 100 persons, more than one staff member may be required, and labor fees may be increased to account for additional staff as determined by the Oswego City School District. If an activity's attendance is over 500 persons, more than two staff members may be required, and labor fees may be increased to account for additional staff as determined by the Oswego City School District.

If an activity requires special opening/closing of the facility, setup and/or major cleaning after the event, the Oswego City School District reserves the right to charge additional time as required for these services. IF a facility requires snow removal and/or salting due to weather conditions outside of normal building hours, the Oswego City School District reserves the right to charge for these services.

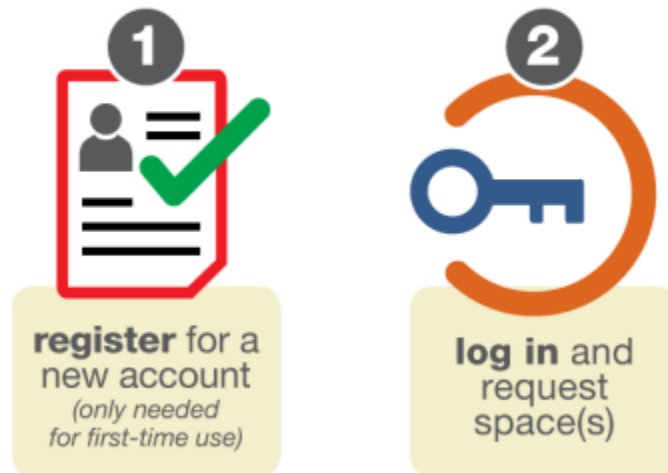
APPENDIX C: ADDITIONAL SERVICE FEES
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SERVICE	FEE
Dumpster Disposal Fee	\$300.00 per dumpster
Cleaning/Grooming of Turf Field	\$3,000.00 fee **

APPENDIX D: Getting Started with ML Schedules

Master Library offers many resources to support registration through usage of ML Schedules. Please see the [Master Library Community User Guide](#) for additional support.

First-Time Overview



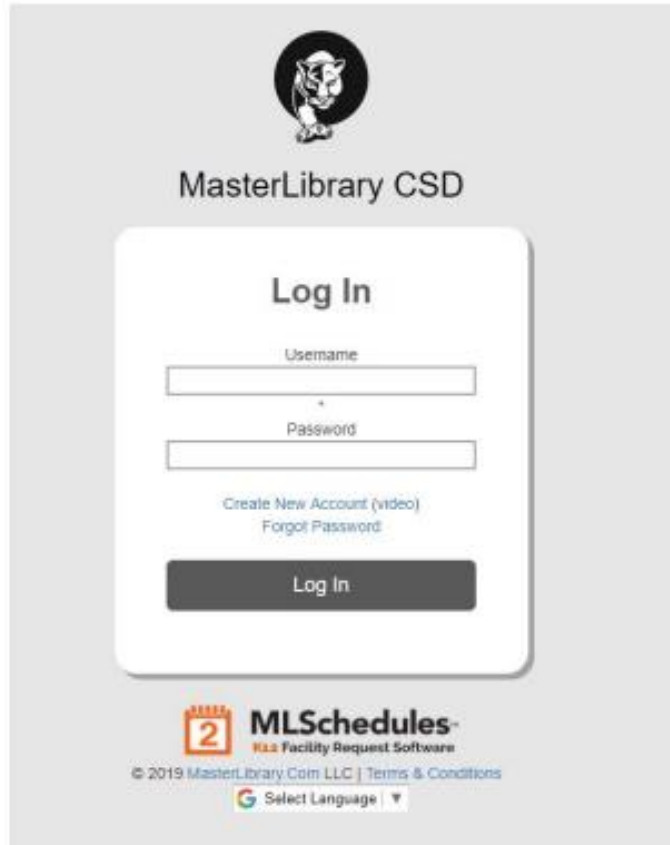
The first time you use ML Schedules™, you will need to register for a new user account with a Group Name (e.g., for a district club or Girl Scout troop).

You can also create multiple Group Names under one user account. Adding new Groups is described in the Log In procedure.

This Account setup step is only necessary the first time you use the platform. After that, you will be able to log into your district's ML Schedules' account using your email address and password to submit requests for a desired space(s).

Many districts require external (community) Group Managers to upload the Group's insurance certificate (in PDF or JPG format) and enter the insurance expiration date the first time you log into the system as described later in this Guide.

1. Register a new account



Access ML Schedules from your district's website

1. Access the ML Schedules login screen using your district-specific URL.

Note: The format of the district-specific URL is a two-character State Abbreviation followed by a number-dot-mlschedules.com. E.g.: <http://www.ny9.mlschedules.com>.

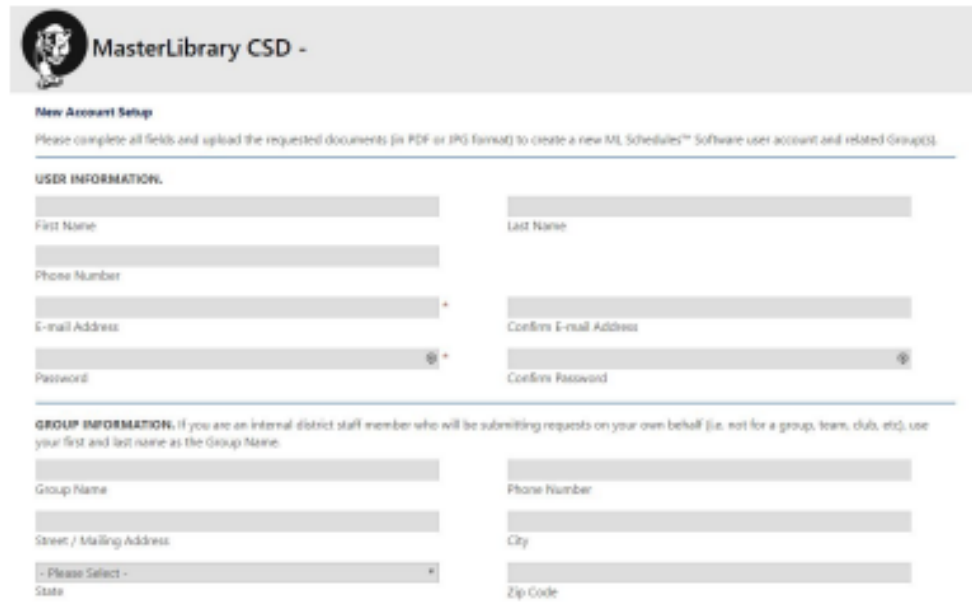
The ML Schedules login screen similar to the one shown at left will be displayed.

2. Select the **Create New Account** command.

A Register screen will be displayed (see next page) to enter information about yourself and your Group(s).

Note: Once your account is set up, you may want to bookmark the URL for your district's log-in page.

1. Register a new account (cont.)



The screenshot shows the 'New Account Setup' page for MasterLibrary CSD. It includes a header with the logo and title, followed by instructions to complete fields and upload documents. The form is divided into two main sections: 'USER INFORMATION' and 'GROUP INFORMATION'. The 'USER INFORMATION' section contains fields for First Name, Last Name, Phone Number, E-mail Address, Password, and Confirm Password. The 'GROUP INFORMATION' section contains fields for Group Name, Phone Number, Street / Mailing Address, City, State (a dropdown menu), and Zip Code.

Enter User and Group information

From the Register screen:

3. Enter all of the requested data including:

User Information

- First and Last Name
- Email address including confirmation
- Password with confirmation

Group Information

- Your Group's Name
- A phone number with Area Code in specified format
- Street mailing address including ZIP Code

1. Register a new account (cont.)

ADDITIONAL GROUP INFORMATION:

Classification

Class	Description
District Groups	District Staff Members
For-Profit Groups	Private parties, commercial, business and profit-making organizations. A rental fee and payment of personnel fees will be required when any group or individual organization requests use of any facility for private gain.
Government Agencies	All Government Agencies
Non-Profit Groups	The group or organization has been approved by the Superintendent as an "approved school-related group" or as a non-profit group (it does not collect a fee for private gain). A minimal rental fee may be required. Class 2 groups will be charged a custodial fee if a custodian is required outside of normal working hours.

Non-District Groups: Upload the Group's Certificate of Insurance and its Expiration Date.


(No file chosen)

Additional Group Files: Enter name and then upload file.

(No file chosen)

(No file chosen)

(No file chosen)

I'm not a robot 

Additional Group Information

Select a Group Classification from the drop-down menu. If you will be submitting requests on behalf of a **non-district** group (e.g., scout troop, community athletic league), it is highly recommended that you:

- Use the Choose File button to upload a copy of the group's current insurance certificate (PDF or JPG), and;
- Enter the insurance Expiration Date.

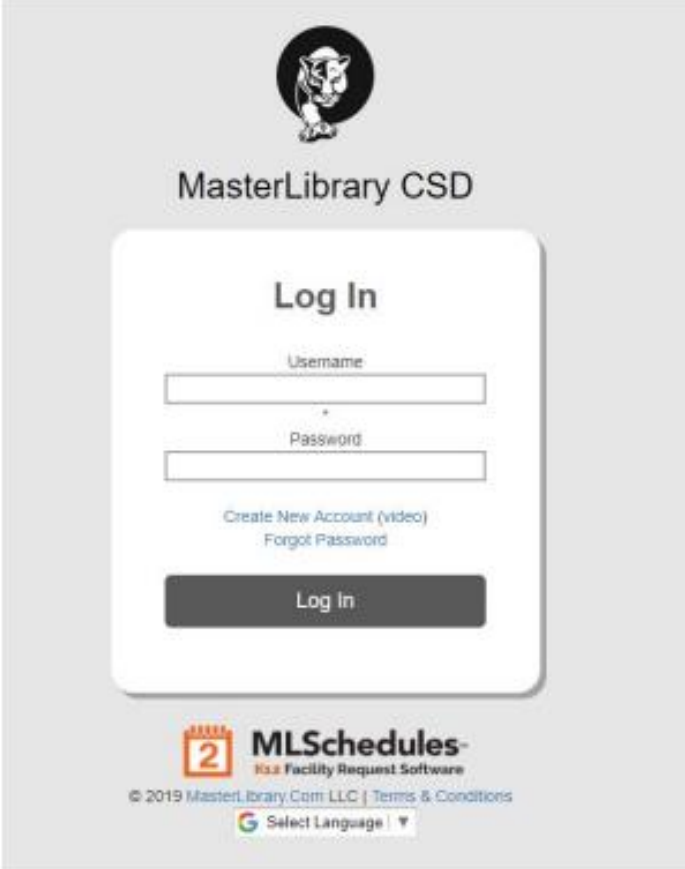
Note: If the Classification you have chosen requires insurance, you will need to upload insurance before selecting **Create User Account**.

When all the data is entered:

4. Select the **Create User Account** button at the bottom of the screen.

An email message confirming your registration will be sent to you. Please keep this message for your records.

2. Log in



MasterLibrary CSD


Log In

Username

Password

[Create New Account \(video\)](#)
[Forgot Password](#)

Log In

 **MLSchedules**
Facility Request Software

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Select Language | ▼

Log into ML Schedules™

You can now start making space reservations. If you are not already in your account:

1. Access the ML Schedules login screen using your district-specific URL.
2. Enter your **Username** (i.e., email address) and **Password**.
3. Select the **Log In** button.

Add Group Insurance Information

Group Name	Group Classification	Group Status	Buttons
Soccerball Team 200	District Groups	Approved	Edit Cancel
June Club	District Groups	Approved	Edit
JV Soccer	District Groups	Approved	Edit
Nicole Bailey	Non-Profit Groups	Approved	Edit
Nicole Test	District Groups	Approved	Edit
Test notification	District Groups	Pending	Edit Update
Test123	District Groups	Approved	Edit Cancel

If your district requires non-district group insurance information, your User Profile screen will be displayed the first time you log into the software.

The Group Information section of the screen lists all the groups for which you have administrator privileges.

To add the required group insurance information:

1. Select the **Edit** button next to the Group name to display a new window with the selected Group's current information.

In the **Insurance Information** section of the Group Information screen:

2. Select the **Choose File** button and navigate to the desired file from your local drive. Select **OK**.
3. Enter the Insurance Expiration Date field.
4. Select the Save Group button. Your User Profile screen will be displayed.

Notes:

- You will only need to perform this procedure once per Group that you manage.
- The red flag icon will be displayed after login next to your email address in the top white bar if your Group's insurance information is about to or has already expired.

3. Submit Facility Requests

The screenshot shows a web form titled "Make A Request". It contains several input fields and a button:

- Make A Request:** A header for the form.
- Select Group:** A dropdown menu.
- Request on Behalf of:** A dropdown menu.
- Site(s):** A dropdown menu with the text "- Select Site -".
- Space(s):** A dropdown menu with the text "- Select Space -".
- Frequency:** A dropdown menu with the text "One Time Event".
- Date & Time Information:** A section with four input fields:
 - Start Date***
 - End Date***
 - Start Time* (including Setup)**
 - End Time* (including Breakdown)**
- View Availability:** An orange button.

Three ways to Request a Facility

There are three ways to submit a Facility Use Request with the ML Schedules:

- By selecting a specific time and date.
- By selecting a specific space (calendar view).
- Viewing multiple spaces at the same time (e.g., gym, locker rooms, and concession area).

Regardless of the way you make your request, the same procedure is used from the **Make A Request** screen (as shown at left). This screen can be accessed in a number of ways as described on the next page.

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