

Facility Use Request Process

Dear Applicant,

Thank you for your interest in requesting space at a Webster Central School District facility.

Please take a moment to review the attached regulations (Regulation 2071R) regarding use of a Webster School District facility before initiating your request.

- Please [set up an account in Master Library](#) for your group. We will allow one contact per group.
 - In order to complete the set up process, you must have a valid and up to date insurance form naming WCSD as additionally insured (insurance requirements are below).
- After your group has set up an account, you will receive an email within 7-10 days approving your account.
- If your account is approved, your group manager can request space.
- Space cannot be requested within two weeks or after 75 days from the date of the request.
- The school's main office and/or Athletic Director approve, deny or amend the requests.
- After the main office and/or Athletic Director have taken action, you will receive an email from "Follett Facilities Schedules Software"
 - Please review the approved dates (unavailable/denied dates do not show on the automated email).
- You may not hear back for at least three weeks.
- Please note that school events take precedence over rentals and in rare occurrences, may be cancelled due to school events.
- Elementary schools are not available on the weekends or during school breaks.
 - Elementary building use, if approved, is 6:05 pm - 7:30 pm.
- Secondary schools have limited gym, auditorium, field/turf use Mondays – Saturdays during in-season sports and school productions.
- WCSD buildings have early closing times in the summer, and are closed on weekends.
- Fees are subject to change without notice and are renewed July 1 of each year.
- **For all aquatics inquiries please call 585-670-1087.**
- **If you have specific questions, please contact abigail_eckler@webstercsd.org and megan_malone@webstercsd.org.**

WCSD FACILITY RATES (7/1/2026-6/30/2027)

Fees are approved by the WCSD Board of Education. Fees are updated July 1 of each year.

Personnel	Evening/Sat	Sunday
AV Technician	\$70.00	\$105.00
Custodian	\$82.00	\$122.00
Food Service	\$80.00	\$120.00
Sentry	\$50.00	\$75.00

Facility Rates			
	Group A	Group B	Group C
Elementary Auditorium	No Charge	\$30 per day (up to 6 hours)	\$135 per day
Secondary Auditorium	No Charge	\$75 per day (up to 6 hours)	\$185 per day
Elementary Cafe	No Charge	\$30 per day (up to 6 hours)	\$75 per day
Secondary Cafe	No Charge	\$55 per day (up to 6 hours)	\$100 per day
Classroom/Space	No Charge	\$25 per day (up to 6 hours)	\$50 per day
Elementary Gym	No Charge	\$25 per hour	\$100 per hour
Middle School Gym	No Charge	\$40 per hour	\$125 per hour
High School Gym	No Charge	\$60 per hour	\$250 per hour
Field House (Thomas)	No Charge	\$60 per hour	\$300 per hour
Pool (Thomas)	No Charge	\$7 per lane/per hour	\$25 per lane/per hour
Pool (WAC)	No Charge	\$7 per lane per hour (short) \$15 per lane per hour (long)	\$25 per lane per hour(short) \$35 per lane per hour (long)
Baseball Field	No Charge	\$20 per hour (2 hr. min.)	\$100 per hour (2 hr. min.)
Softball Field	No Charge	\$20 per hour	\$100 per hour
Rectangle Field	No Charge	\$25 per hour	\$100 per hour
Tennis Courts	No Charge	No Charge	No Charge
Turf Stadium*	No Charge	\$30 per hour + \$10 per hour lights	\$200 per hour + \$30 per hour lights
Basket Road	No Charge	\$30 per hour + \$10 per hour lights	\$200 per hour + \$30 per hour lights
All Weather Track**	No Charge	No Charge	\$30 per hour
Supervision staff are required at all turf, auditorium, gymnasium, cafeterias hosting events	\$26-\$63 per hour per supervisor	\$26-\$63 per hour, per supervisor	\$26-\$63 per hour per supervisor

Please note that the number of participants, spectators as well as other criteria dictate the number of supervisors and/or sentries needed for each event, tournament or game.

2071R- Regulation for Public Use of School Facilities

Consistent with Board policy and applicable law, the District encourages the greatest possible use of school facilities. The following regulations are intended to ensure an equitable and safe process for all users.

Application Process

1. Requests for facility use must be submitted through the designated online portal, Master Library, at least two weeks and no more than 75 days prior to the anticipated activity. Authorization will be granted on a first-come, first-served basis, with school-sponsored programs taking precedence. School-sponsored events take priority over all outside requests, including those that may have previously been approved. You can access the portal at: <https://ny166.mlschedules.com/Login.aspx>
2. Applicants must create an account in Master Library for their group and provide a valid and up-to-date certificate of insurance naming the Webster School District as an additional insured before an account is approved.
3. The building principal and/or athletic director will approve, deny, or amend all requests. The District reserves the right to revoke authorization at any time.
4. The District and its administration reserve the right to withdraw the privilege of using facilities at any time.
5. For all inquiries regarding facility use, please contact the Facility Scheduler at 670-8066.

General Conditions

1. All activities on school property must conform to federal and New York State laws, municipal ordinances, and District policies and regulations. A responsible adult representative (21 years of age or over) from the organization must be present at all times.
2. The District does not permit discrimination on the basis of any legally protected class or category, as defined by law. The District reserves the right to require evidence of compliance with civil rights law.
3. A custodian will be on duty at all times for facilities inside a school building. This custodian is provided at no cost during regular working hours. When overtime services are required, an additional fee will be assessed.
4. WCSD event supervisor(s) must be on site for events on the artificial turfs, stadiums, the Field House and other venues as needed for all community rentals. If spectators are present at these venues, the number of supervisors is dictated by the number of participants and spectators.
5. In addition to event supervisors, an AVTV WCSD staff person must be onsite for all community rentals of auditoriums. The number of WCSD supervisors is dictated by the number of participants and spectators.
6. The use of WCSD Sentries may be required for an event if the number of vehicles, buses, participants and spectators dictate.
7. A custodian will be on duty at all times for facilities inside a school building. This supervision is provided at no cost during regular working hours. When overtime services are required, an additional fee will be assessed.

8. Users are responsible for the conduct of participants and spectators. Facilities must be left in the same condition as they were found. Users are liable for any damage to school property resulting from their activities.
9. The District assumes no responsibility for equipment or property belonging to a community group or organization. Such property may not be stored on school grounds unless specifically approved.

Prohibited Activities

1. The following are prohibited on school grounds: smoking, vaping, using tobacco products, and/or using or ingesting any form of cannabis or other illegal substances. Smoking and vaping are also prohibited within 100 feet of entrances, exits, or outdoor school areas. Exceptions may exist for authorized medical cannabis use.
2. No person may possess alcoholic beverages on school grounds.
3. Vehicles are not allowed on grassed areas or athletic fields.

Insurance and Fees

1. A valid Certificate of Public Liability Insurance is required for all use of facilities. The policy must be from an A.M. Best rated "secured" New York State licensed insurer, contain a 30-day notice of cancellation, and state that the user's coverage is primary for the District. Required coverage is \$1,000,000 per occurrence/\$3,000,000 aggregate.
2. If the cafeteria kitchen is used, it will be necessary for a food service worker to be present to supervise the use of kitchen equipment. The fee for this service is established by Regulation 2071.
3. Personnel and use fees will be charged commensurate with facilities required and services requested, or required by the building principal, in accordance with Regulation 2071.
4. Fees are categorized into three user groups:
 - a. **Group A:** WCSD events, educational meetings, and WCSD-affiliated support organizations. No facility charge, but subject to personnel fees.
 - b. **Group B:** Webster Youth Sports Council programs and local non-profit groups that enrich the lives of Webster children. These groups will contribute a portion of operating expenses. To qualify, 75% of participants must be WCSD residents.
 - c. **Group C:** All non-local organizations and for-profit groups. Fees will reflect the full cost of opening and operating the facility.
5. Fees are subject to change without notice and are renewed on July 1 of each year.

Violations

1. Failure to adhere to these regulations may result in the immediate cancellation of the facility use and may prohibit future use of any District facilities. The District reserves the right to hold the individual and/or organization liable for any damages, cleanup costs, or other expenses resulting from non-compliance.

Insurance Requirements

A valid Certificate of Insurance (COI) is required for any and all use of Webster School District facilities. The user hereby agrees to effectuate the naming of the Webster Central School District as an unrestricted additional insured on the user's policy. The policy naming the Webster School District as an additional insured shall:

- Be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer.
- Contain a 30-day notice of cancellation.
- State that the organization's coverage shall be primary coverage for the Webster Central School District, its board, employees, and volunteers.
- List the certificate holder address as:
119 South Avenue, Webster, NY 14580

The user agrees to indemnify the school district for any applicable deductibles.

Required Insurance:

- **Commercial General Liability Insurance:** \$1,000,000 per occurrence / \$3,000,000 aggregate.

The user acknowledges that failure to obtain such insurance on behalf of the Webster School District constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the Webster School District. The user is to provide the Webster School District with a certificate of insurance, evidencing the above requirements have been met. The failure of the school district to object to the contents of the certificate or the absence of the same shall not be deemed a waiver of any and all rights held by the Webster School District.

Athletics

The Certificate of Insurance must cover all teams for which the organization is responsible for scheduling. Any exceptions must be provided in writing.

Food Vendors

1. Required to display Department of Health certification on tables and/or vehicles.
2. Required to display Department of Health Food Service Certification for at least one person on-site the day of the event.