



## 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 2071) 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.
- Once your group has set up an account, you will receive an email within one week approving your account.
- Once 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 principal and or athletic director approve, deny or amend the requests, not the scheduler.
- Once the principal and/or athletic director have taken action, you will receive an email from "[info@masterlibraries.com](mailto:info@masterlibraries.com)." Please review the dates as the NOT AVAILABLE 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, can be cancelled due to school events.**
- Elementary schools are not available on the weekends or during school breaks. Elementary buildings close at 7:30 pm, M-F.
- Middle schools and high schools have limited gym, auditorium, field and turf use Mondays – Saturdays during in season sports and during 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.**
- **Facility scheduler contact is 670-8066 or [jane\\_laskey@webstercsd.org](mailto:jane_laskey@webstercsd.org)**

**WEBSTER CENTRAL SCHOOL DISTRICT  
FEE GROUPS – PUBLIC USE OF SCHOOL FACILITIES  
REGULATION 2071**

*Please note the following categories to determine fees for using school facilities*

**User Group A** – includes all Webster School events/programs, educational meetings, and WCSD affiliated support organizations such as PTSA, WHEN, Marching band boosters, boy scouts and girls scouts and programs offered by Webster Parks and Recreation. There is no facility charge for this group **when they use facilities during regular building hours** or for special events that are pre-approved by administration. Group A events are subject to supervision and sentry fees as determined by WCSD.

**User Group B** –This group includes Webster Youth Sports Council programs and civic organizations in Webster and that benefit members of the WCSD community. Groups must demonstrate nonprofit status as defined by Section 501(C) of the Internal Revenue Code, and / or must parallel the purpose of enriching the lives and education of children in Webster. These groups will contribute a portion of operating expenses based on the chart below and be responsible for custodial fees outside normal school hours. (To be considered “local” and qualify for the Group B rate, 75% of participants in a youth sports program should reside in the Webster Central School District.) Group B events are subject to supervision and sentry fees as determined by WCSD..

**User Group C** – Includes all non-local organizations, including nonprofit. Fees will reflect the full cost of opening and operating the facility during the approved event including building rental, equipment rental, and staff. Group C events are also subject to supervision and sentry fees as determined by WCSD.

## WCSD FACILITY RATES (7/1/2023-6/30/2024)

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

Personnel			
	Evening/Sat	Sunday	
AV Technician	\$61.00	\$92.00	
Custodian	\$73.00	\$110.00	
Food Service	\$74.00	\$111.00	
Sentry	\$42.00	\$63.00	
Facility Rates			
	A	B	C
Elementary Aud.	No Charge	\$25 per day (up to six hours)	\$125 per day
Secondary Aud.	No Charge	\$50 per day (up to six hours)	\$175 per day
Elementary Cafe	No Charge	\$25 per day (up to six hours)	\$75 per day
Secondary Cafe	No Charge	\$50 per day (up to six hours)	\$100 per day
Classroom/Space	No Charge	\$25 per day (up to six hours)	\$50 per day
Elementary Gym	No Charge	\$25 per hour	\$75 per hour
Middle School Gym	No Charge	\$35 per hour	\$125 per hour
High School Gym	No Charge	\$50 per hour	\$250 per hour
Field House (Thomas)	No Charge	\$50 per hour	\$300 per hour
Pool (Thomas)	No Charge	\$5 per lane/per hour	\$20 per lane/per hr
Pool (WAC)	No Charge	\$5 per lane per hour (short) \$10 per lane per hour (long)	\$20 per lane per hour (short) \$30 per lane per hour (long)
Baseball Field	No Charge	\$15 per hour (2 hr. min)	\$75 per hour (2hr. min)
Softball Field	No Charge	\$15 per hour	\$75 per hour
Rectangle Field	No Charge	\$25 per hour	\$75 per hour
Tennis Courts	No Charge	No Charge	No Charge
Basket Road	No Charge	\$25 per hour + \$10 per hour lights	\$175 per hour + \$30 per hour for lights
All Weather Track	No Charge	No Charge	\$26.50 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 number of participants, spectators as well as other criteria dictate the number of supervisors and/or sentries are needed for each event,**

**WEBSTER CENTRAL SCHOOL DISTRICT  
WEBSTER, NY  
PUBLIC USE OF SCHOOL FACILITIES  
Regulation 2070**

**General Statement:**

The Webster Central School Board of Education favors the optimum use of district buildings and facilities by residents of the district, within restrictions of the law. The Board of Education, by law, is charged with exclusive custody, control and supervision of school building facilities and must administer them for the benefit of school programs.

The Board of Education wishes the Webster Central School to be a “community school” and encourages use of school building facilities by community not-for-profit organizations and community residents not requesting facility use for profit-making activities. Generally, facilities are not available to non-resident organizations or individuals, nor to community organizations or individuals who are requesting facility use for profit-making activities. Exceptions may be made by the Board of Education on a case-by-case basis. In granting an exception to any profit-making activity, the Board shall determine the fair market rental charge. This regulation is subject to the limitation of Sections 414 and 403-a of the Education Law. Permissible uses of school facilities include, among others, educational, recreational, social and civic activities, meetings and entertainments. All meetings and entertainments must be non-exclusive and open to the general public. When admission fees are charged, the proceeds must be used for educational or charitable purposes and must not be applied to the benefit of a religious, fraternal, secret or exclusive organization, with the exception of veterans and volunteer firefighter organizations.

In order to protect school property, to ensure consistency in carrying out policies, and to clarify procedures to be used in granting use of school facilities, the following regulations apply:

1. Any person or organization, which meets the requirements of the policy quoted above, is eligible to apply for use of school facilities.
2. An application form requesting use of a specific school facility must be made by a responsible representative (21 years of age or over). To set up an account to request space, please visit Master Library at <https://ny166.mlschedules.com/Login.aspx>
3. In cases of conflict, the school or school-sponsored program takes precedence over non-school activities
4. Storage of non-school property is limited to the duration of the event and must be removed promptly after the event. The Board of Education and school staff assume no responsibility for non-school property used or stored on the premises.
5. It will be necessary for a school employee to be on duty during the hours of the event.
6. 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.

7. 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.
8. Final authorization for use of facilities and determination of applicable fees will be made by the building principal and or the athletic director.
9. Smoking, use of vape products or nicotine is not permitted in school-owned buildings or on school property.
10. Individuals utilizing school district facilities (buildings or grounds) are prohibited at all times from possessing, using, or being under the influence of alcohol or drugs.
11. The organization using the facility will be responsible for damage or excessive wear caused by use of the facility. Written notification of such damage must be submitted to the building principal.
12. The school may not act as purchasing agent for any consumable supplies or equipment used by non-school groups.
13. The Board reserves the right to withdraw the privilege of using school facilities from any organization that permits abuse of facilities or does not follow applicable regulations.
14. On days when school is closed because of snow or other emergency reasons, all activities scheduled for that day will be postponed or canceled.
15. Individuals or groups requesting facility use may be required to provide a Certificate of Public Liability Insurance in a minimum amount of \$1,000,000 per occurrence, with the district as a named insured. The district Insurance Broker of Record will review each request for facility use and recommend to the building principal the advisability of requiring a Certificate of Public Liability Insurance. The building principal will make the final determination in this matter.

**WEBSTER CENTRAL SCHOOL DISTRICT  
WEBSTER NEW YORK  
INSURANCE REQUIREMENTS FOR PUBLIC USE OF FACILITIES**

4.1 Insurance Requirements

A valid Certificate of Insurance is required for any and all use of Webster School District facilities. The user hereby agrees to effectuate the naming of the town and/or 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 Town and/or school district, its board, employees and volunteers.

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 town and/or school district to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the Webster School District.

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