



HUDSON CITY SCHOOL DISTRICT  
HUDSON, NY  
**SCHOOL FACILITIES USE REQUEST FORM**

**Remit to Buildings and Grounds Office (518-828-4360 Ext. 2131 )or publicuse@hudsoncsd.org**

Person Making Request \_\_\_\_\_ Organization (if applicable): \_\_\_\_\_

Person Responsible for Event While on District Property: \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Day and Evening) \_\_\_\_\_ Email \_\_\_\_\_

Event Description \_\_\_\_\_

Date(s) Requested (recurring rentals enter the start / end dates): \_\_\_\_\_

Hours of Use \_\_\_\_\_ Approximate number of Attendees \_\_\_\_\_

Facilities Requested (Please check appropriate boxes, see attached Fee Schedule and Occupancy Levels):

Junior / Senior High: Grounds School MC Smith Intermediate: Grounds School

Indicate area or rooms to be used (see attached occupancy levels) \_\_\_\_\_

Equipment or support needed: (video, sound, kitchen, custodian, security) \_\_\_\_\_

Refreshments served? Yes No Use of Kitchen required Yes No Use of Pool required Yes No

Admission Charged? Yes No Cost of Admission \_\_\_\_\_ Expected Revenue Generated \_\_\_\_\_

Proceeds will be used for \_\_\_\_\_

District Staff Required \_\_\_\_\_ Staff Tasks Requested \_\_\_\_\_

Number of Tables required \_\_\_\_\_ Number of Chairs required \_\_\_\_\_

Special Equipment requested \_\_\_\_\_

**Insurance carrier:**

*(Note: Certificate of Insurance must be submitted not less than 5 days prior to rental, as per policy 1500)*

I agree, on behalf of the above indicated organization that all members and guests will observe all district rules and regulations as defined in policies 1500 and 1500-R, and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to district property during the above indicated period of use. We also agree that our organization will, at all times, hereafter indemnify the district against any loss, damage or expense of any kind which the district may sustain or incur because of use of the above described facilities by our organization and we will further hold the district harmless for loss of any kind on connection therewith.

Signature of Applicant \_\_\_\_\_ Printed Name \_\_\_\_\_



**BOARD OF EDUCATION ENVIRONMENTAL CLEAN AIR POLICY:** The HCSD Board of Education regulation prohibits the use of tobacco and/or vaping products in buildings or on the grounds of the School District. Use of tobacco products and alcoholic beverages are PROHIBITED on District property at all times. An announcement to this effect is REQUIRED prior to any large event utilizing public spaces with a capacity over 100. Violations of this policy will negate permission to use facilities.

**RULES AND REGULATIONS:** Review 1500-R for a full description of all rules and regulations for the usage of district facilities. Failure to adhere to these rules and regulations may result in the immediate termination of use, and prohibition from future use of district facilities.

**Approval and Notification / to be filled out by District Personnel**

Available: Yes No                      After Hours: Yes No                      School Sponsored: Yes No

If a school function, list chaperones by name: \_\_\_\_\_

Staff Supervisor: \_\_\_\_\_

Custodian Needed: Yes No                      Security Required: Yes No

Equipment Needed: Video \_\_\_\_\_ Sound \_\_\_\_\_

Lighting \_\_\_\_\_ Kitchen \_\_\_\_\_

Other (Describe in detail) \_\_\_\_\_

Approval is GRANTED for facilities requested on indicated dates: Yes No

Approval is DENIED because \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Fees \_\_\_\_\_ Custodial Fees \_\_\_\_\_ hrs. @ \$50/hr = \_\_\_\_\_

Additional Fees \_\_\_\_\_

Total \_\_\_\_\_ Less Payment Rec'd with Application \_\_\_\_\_

Total Amount Due \_\_\_\_\_ Payment Method  Cash     Credit     Money Order

**NOTE:** Approval of the event, as noted above, is conditional until proof of insurance is submitted to the district as prescribed in the Hudson City School District Policy 1500 (Public Use of School Facilities).

**Certificate of Insurance received (date):** \_\_\_\_\_ **Carrier:** \_\_\_\_\_

**Amount of Insurance:** \_\_\_\_\_



**HUDSON CITY SCHOOL DISTRICT  
HUDSON, NY  
FACILITY RENTAL FEES**

See Policy 1500 for details on Category classifications.

Below are single use rates, not to exceed 2 hours (unless otherwise noted).

All additional hours are charged at 50% of fee listed / per hour.

<b>FACILITY</b>	<b>Category 1</b> School-Sponsored Groups	<b>Category 2</b> School / Community / Non-profit: HCSD affiliated	<b>Category 3</b> Community / Non-Profit: not affiliated	<b>Category 4</b> Not affiliated with HCSD
MCSES Auditorium Seating Cap 560	0	25	50	125
MCSES 2-5 Gymnasium Seating Cap 396	0	25	50	150
MCSES K-1 Gymnasium Seating Cap 253	0	25	50	150
MCSES Cafeteria Seating Cap 276	0	15	40	75
MCSES Classroom Seating Cap 30	0	0	20	40
MCSES Library Seating Capacity 60	0	0	30	65
MCSES Tennis Courts	0	0	40	100
MCSES Baseball Field	0	50	75	150
MCSES Concession & Rest Rooms	0	20	20	25
JHS Gymnasium Seating Cap 350	0	25	50	100
JHS Cafeteria Seating Cap 265	0	25	50	100
JHS Classroom Seating Cap 30	0	0	20	40
JHS Library Seating Cap 60	0	0	30	65
HS Gymnasium Seating Cap 880	0	25	50	150
HS Cafeteria Seating Cap 530	0	25	50	100
HS Classroom Seating Cap 30	0	0	20	40
HS Library Seating Cap 60	0	0	30	65
JHS/HS Auditorium	0	50	100	200



Seating Cap 1117				
JHS/HS Baseball / Softball Field	0	50	75	150
Bluehawk Sports Complex (no lights)	0	100	175	500
Bluehawk Sports Complex (with lights)	0	150	225	550
JHS/HS Concession Stand	0	35	50	100
HS Swimming Pool - NOTE: pool rentals are in 90 minute increment sessions				
Pool: 1-20 swimmers	\$70/session	\$70/session	\$70/session	\$70/session

**ADDITIONAL FEES (apply to Categories 3 & 4, and in some instances Category 2)**

- All Auditoriums: \$10/hour for rehearsals.
- Stage lighting, audio, or video charge is \$25/hr. per system \*\*\* NOTE \*\*\*\* only approved district personnel are authorized to operate stage lighting, and will incur additional charges.
- All Gymnasiums: \$10/hour for practices (does not include use of scoreboard or seating)
- All Baseball Fields: \$150/month based on five (5) practices per week. (Games are at single rate use, to include marking)
- MCS Soccer Field: \$135/month based on four (4) practices per week. (Games are at single rate use)
- Bluehawk Sports Complex Football Field: \$350 for four (4) practices. (Games are at single rate use, does not include use of lights or scoreboard)
- Bluehawk Sports Complex Soccer Field: \$350 for four (4) practices. (Games are at single rate use, does not include use of lights or scoreboard)
- Bluehawk Sports Complex Track: \$200 for four (4) practices. (Games are at single rate use, does not include use of lights or scoreboard)
- Custodial fee may be added to total rental cost (\$50 per hour as needed)
- Trained district staff (chaperones, security, etc.) must be present for duration of rental (\$50 per hour)
- District cafeteria staff must be present for duration of rental if use of kitchen is required (\$50 per hour)
- HCSD provides qualified Lifeguards for all functions held at the HS Pool, and are included in fees noted above. *Outside Lifeguards are not permitted.*
- Persons utilizing the cafeteria for any use are responsible to clean up and leave the area as it was found or additional custodial charges will be required (\$50 per hour).

Revision date: June 16, 2020