



## District Office

2083 College Avenue  
Elmira Heights, NY 14903  
Mary Beth Fiore, Superintendent

Phone: (607) 734-7114  
Fax: (607) 734-7134  
CSE: (607) 733-8039  
Transportation: (607) 739-1358  
[www.heightsschools.com](http://www.heightsschools.com)

July 2011

Dear Elmira Heights Facility User:

Attached is a complete packet that provides information and forms regarding use of the facilities of the Elmira Heights Central School District.

All outside group uses will be evaluated and charged, on a case by case basis, according to the event requirements (maintenance, staffing, special needs, etc.). This will be determined and be payable in full in advance of the facility use.

The Board of Education has approved fee increases in 2011-12 due to the financial uncertainty the District is faced with and also because fees have not been adjusted in several years. It is the intention of the District to allow as many outside groups as possible to take advantage of our fine facilities and to offer many opportunities to the community and kids. However, we feel we must recover our costs to some extent to maintain these facilities and plan for their upkeep. As always, events involving a majority of Elmira Heights youth are not charged for this use!

District Officials will have final authority to resolve conflicts in the use of facilities, and the policy specifically outlines the priority resolution of such conflicts.

Please note that outside facility users will not be allowed during days that school is not in session. In the event of activities being cancelled due to inclement weather or other emergencies, all attempts will be made by District Officials to broadcast this information over local radio and television stations.

Feel free to contact me with any questions regarding facility use at (607) 734-7114. Information may also be obtained on our District web-site at [www.heightsschools.com](http://www.heightsschools.com).

Sincerely,

Debra L. Palmer  
Business Manager

*Enter with high expectations – leave with confidence and pride.*



## District Office

2083 College Avenue  
Elmira Heights, NY 14903  
Mary Beth Fiore, Superintendent

Phone: (607) 734-7114  
Fax: (607) 734-7134  
CSE: (607) 733-8039  
Transportation: (607) 739-1358  
[www.heightsschools.com](http://www.heightsschools.com)

### Use of Facilities HOLD HARMLESS AGREEMENT

\_\_\_\_\_ (name of facility user) does hereby covenant and agree to defend, indemnify and hold harmless the Elmira Heights Central School District from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Elmira Heights Central School District property, facilities and/or services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT**  
 District Office • 2083 College Ave • Elmira Heights NY 14903 • Phone (607) 734-7114 • Fax (607) 734-7134

**2011-12 REQUEST FOR USE OF SCHOOL FACILITIES**

Name of Group _____		Person Responsible _____	
Address _____		Phone # (    ) _____	
City _____	State _____	Zip _____	Email Address _____
Description of Event _____			
Starting Date _____		Time of Arrival _____ a.m. / p.m.	
Ending Date _____		Time of Departure _____ a.m. / p.m.	
Day of Week (Circle choice)                    M T W TH F S SU			
Will admission be charged?    Yes    No		Person responsible during event _____	
Will District supervision be required?    Yes    No		No. of Attendees _____	
Special Needs _____			

**Fee Calculation - Please use fees as outlined on Fee Schedule**

	Facility	Cohen	Edison	Fee
Room(s) and or Facility	_____	_____	_____	_____
Air Conditioning	_____	_____	_____	_____
Equipment	_____	_____	_____	_____
Custodial Staff	_____	_____	_____	_____
Supervision/Security	_____	_____	_____	_____
Other	_____	_____	_____	_____
<b>TOTAL FEES</b>				<b>\$</b> _____

(Make checks payable to "Treasurer, Elmira Heights CSD" and mail to address above)

**Insurance Certificate**

Insurance certificate showing a minimum liability limit of \$300,000, product liability limit of \$1,000,000, or personal injury and property damage insurance for \$500,000, must be received along with this application. **"Elmira Heights Central School District" should be named as an additional insured.**

I have read and understand the guidelines for facility use, and agree on behalf of the above indicated organization that all members and guests will observe all rules, regulations and policies, and that we, individually and as an organization will assume full financial responsibility for any and all damages caused by our use of the facility.

Signature of Person Responsible \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE - DISTRICT USE ONLY**

<b>Date request received:</b> _____		<b><u>Signatures</u></b>
<b>Received by:</b> _____	<b>Athletic Director</b>	_____
<b>Roommate Confirmation #</b> _____	<b>Business Manager</b>	_____
<b>Invoice #</b> _____	<b>Building Principal</b>	_____
	<b>Facilities Director</b>	_____
	<b>Treasurer</b>	_____

**Elmira Heights Central School District  
Elmira Heights, New York**

**FEE SCHEDULE FOR USE OF FACILITIES**

Schools	Classroom	Library	Cafeteria	Auditorium/ Community Room	Gym ***	Football Field ***	Track ***	Baseball Field ***	Golf Facility
<b>TAE High School</b>	\$25 per use	\$25 per use	\$75 per use	\$100 per use	\$100 per use	Sanctioned Games \$250 per use Multiple Games \$175 per use Practices \$125 per use	\$150 per use	\$100 per use	\$50 per use

	Classroom	Library	Cafeteria	Auditorium	Gym ***	Softball Field	Practice Field	Soccer Field
<b>Cohen Elementary/Middle School</b>	\$25 per use	\$25 per use	Full Cafeteria \$75 per use 1/2 Cafeteria \$50 per use	\$100 per use	Large gym \$100 per use Small gym \$100 per use	\$125 per use	\$50 per use	\$50 per use

**Additional Charges**

<b>Air Conditioning</b>	There will be a charge per day for air conditioning requested during any event (library, café, auditorium, gym).	\$50 per day per room
<b>Equipment Charges</b>	There will be a charge per piece of equipment requested during any event (microphones, batting cage, score clock, etc).	\$20 per piece of equipment per day. Capped at \$150 per year.
<b>Custodial Staff Charges</b>	Custodial staff charges are determined based on regular staff already working during any given event. Any additional custodial staff needed will be determined and payable after the event. The District reserves the right to assess charges up to 8 additional hours to cover the cost of cleanup after any event as per the hourly rates stated.	Regular rate \$25 per hour per staff Overtime rate \$35 per hour per staff
<b>Supervision/Security</b>	Supervision and security may be requested. The District reserves the right to require supervision based on its assessment of the event.	\$22 per hour per supervisor
<b>Cafeteria Staff</b>	To be determined by the School Lunch Manager	Per contract

***	Youth Leagues	All Other Leagues
<b>Season Long Leagues</b>	\$600 flat fee for 8 weeks	\$600 flat fee for 4 weeks/ max of 2 days per week. \$75 per day for each additional day. Maximum charge of \$1,500 per season.
<b>Season Long Practices</b>	\$600 flat fee for 8 weeks	\$600 flat fee for 4 weeks/ max of 2 days per week. \$75 per day for each additional day. Maximum charge of \$1,500 per season.
<b>Tournaments</b>	\$100 per gym per day	\$150 per gym per day
<b>Soccer Fields</b>	Soccer fields will be charged 1/2 of stated fees for season long Leagues and practices	Soccer fields will be charged 1/2 of stated fees for season long Leagues and practices.

# ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT

## SCHOOL CALENDAR

2011-2012

September 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

February 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

October 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2012						
S	M	T	W	T	F	S
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

<b>No school</b>	
Labor Day	9/5/11
Columbus Day	10/10/11
Veterans' Day	11/11/11
Thanksgiving Recess	11/23-25/11
Winter Recess	12/23-1/2/12
Martin Luther King Day	1/16/12
Mid-Winter Recess	2/17-20/12
Spring Recess	4/6-13/12
Memorial Day	5/28/12

<b>Number of Days School is in Session</b>			
Sept.	18 + 1	Feb.	19
Oct.	20	March	22
Nov.	18	April	15
Dec.	16	May	20 + 2
Jan.	19 + 1	June	15 + 1
<b>91 + 2</b>		<b>91 + 3</b>	
<b>Total number of days: 182 + 5 = 187</b>			

<b>Early Release Days</b>	
10/5/11	K-12 Early Dismissal
11/9/11	K-12 Early Dismissal
12/7/11	K-12 Early Dismissal
1/27/12	K-12 Early Dismissal
2/29/12	K-12 Early Dismissal
3/28/12	K-12 Early Dismissal
4/25/12	K-12 Early Dismissal

<b>Holiday</b>
Conference Day
First Day of School for Students
TAE Students Last Day of Regular Classes 6/12/12
UPK-8 Last Day of School: Early Dismissal 6/20/12
REGENTS & FINALS (No classes) 6/13- 6/22

<b>Make up Days for Local Requirements</b> 6/21 Half Day, 4/13, 4/12, 4/11, 4/10, 4/9
--

Oct 21: Emergency Release Drill: Students will be released 15 minutes early  
May 9, 2011

\*\*Grade 3-8 Testing dates are not yet confirmed  
may impact May Conference Days

2011-12

## USE OF ELMIRA HEIGHTS SCHOOL FACILITIES

Each facility is available for use subject to the policies and guidelines established by the Elmira Heights School District Board of Education and the laws and regulations of the State of New York (Board of Education Policy 3280 attached). Every facility use request must be made in writing on the form established for that purpose. No group may reserve any facility for periods of more than one month at a time, and facility use reservations may not be made more than 45 days in advance. Facility use authorizations may be revoked for failure to observe the established policies, guidelines and rules or in the event of school need of the facilities or a change in the school calendar. There will be no outside events schedule during recess and holiday periods.

### Fee Guidelines

1. **Rosters** - All groups will be requested to provide rosters. A group will be considered to be an "Elmira Heights" group if they have 51% or more Elmira Heights residents on those rosters. Being an Elmira Heights group does not exempt that group from incurring charges as determined on an individual basis.
2. **Leagues** - will be charged based on attached fee schedule. Each application will be reviewed individually for additional fees that may be required.
3. **Season long practices** - will be charged based on attached fee schedule. Each application will be reviewed individually for additional fees that may be required.
4. **Tournaments** - will be charged based on attached fee schedule. In addition, custodial staff & supervision staff will be charged as needed. Each application will be reviewed individually for additional fees that may be required.
5. **Supervision** – During leagues and tournaments, the person(s) providing supervision during the event(s) will be documented. The District reserves the right to provide supervision and charge accordingly.
6. **Custodial Staff** – In the event overtime is incurred by custodial staff due to an outside event, the group will be charged accordingly.
7. **Equipment Charge** – will be charged based on attached fee schedule.
8. **Predetermined fees** - All predetermined fees will be due and payable prior to the event taking place. Any additional fees such as custodial, supervision and equipment fees will be due after the event (Business office will invoice the group).
9. **Community Room** – Due to the sophisticated and expensive equipment, rentals requiring the use of equipment will require District personnel to operate the equipment and will be scheduled and charged accordingly. Separate equipment fees will not be charged.

### **Certificate of Insurance**

An insurance certificate must be received with the facility use application. The acceptable minimum coverage amounts are listed on the facility use application. The certificate must name the "Elmira Heights Central School District" as an additional insured for the event(s) taking place. An example is attached.

### **Temporary Food Service Permits**

When food is being served and/or sold, a permit must be obtained directly from the Chemung County Health Department. Any fee relating to this permit will be the responsibility of the facility user and will be paid directly to the Health Department. A temporary food service application is attached for your convenience. Questions regarding fees may be directed to the Chemung County Health Department at 737-2019.

### **Tobacco Use, Drugs and Alcoholic Beverages**

Use of tobacco, any alcoholic beverage and/or illegal or non-prescribed "controlled substance" is not permitted on school property. Please refer to Board of Education Policies #3410, 5640, 7310, 7320 (may be obtained at the District Office or any School Office or on our web-site at [www.heightsschools.com](http://www.heightsschools.com)).

### **Use of Surveillance Equipment**

The Board of Education recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. After having carefully considered and balanced the rights of privacy with the District's duty to promote discipline, health, welfare and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board supports the use of surveillance cameras when necessary in its schools, its buses and/or school grounds. District surveillance cameras will only be utilized in public areas where there is no "reasonable expectation of privacy." Audio recordings shall not be utilized by School District officials; such prohibition does not preclude the use of audio recordings by law enforcement officials in accordance with their official duties and/or as otherwise authorized by law. Please refer to Board of Education Policy #5684.

### **Conflicts**

In the event that unforeseen conflicts regarding facility use arise between organizations or groups, conflict resolution shall be in favor of the event or organization having the highest priority in accordance with District policy. The determination of the District officials is final. Any fees previously paid by the displaced group shall be refunded. No other financial responsibility shall be borne by the District.

# POLICY

2004

3280

Community Relations

## **SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES**

It shall be the policy of the Board to encourage the greatest possible use of school buildings for community-wide activities. This is meant to include use by recognized civic, social and fraternal and religious organizations in accordance with law. Groups wishing to use the school facilities must secure written permission from the Superintendent and abide by the rules and regulations established for such use including restrictions on alcohol, tobacco and drug use. The Superintendent, at his/her discretion, may consult with the Board of Education. Monthly reports may be made to the Board regarding community use of the school facilities.

The Superintendent of Schools shall formulate a procedure governing the use of school facilities. The Superintendent or designee shall issue building permits for the use of the facilities.

In addition to compliance with state laws and education regulations, the administrative procedures shall:

- a) Provide for the safety of all involved or affected by the activity;
- b) Assure the protection of school property;
- c) Establish guidelines to determine when a fee should be charged for an activity in the use of a school facility;
- d) Provide a fee schedule;
- e) Require payment for any damage or loss;
- f) Require a certificate of insurance for all use of the facilities including non-profit or for-profit uses or individual uses.

Education Law Section 414

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property  
#5640 -- Smoking/Tobacco Use  
#7310 -- School Conduct and Discipline  
#7320 -- Alcohol, Tobacco, Drugs and Other Substances (Students)  
District Code of Conduct on School Property

Adopted: 8/9/04

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) [REDACTED]

PRODUCER [REDACTED] FAX [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE NAIC #

INSURED [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

INSURER A: [REDACTED]  
 INSURER B: [REDACTED]  
 INSURER C: [REDACTED]  
 INSURER D: [REDACTED]  
 INSURER E: [REDACTED]

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY	<span style="background-color: black; color: black;">[REDACTED]</span>	07/01/2006	07/01/2007	EACH OCCURRENCE \$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below WC STATUTORY LIMITS   OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

Sample

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 Certificate Holder is named as an additional insured for General Liability coverage with respect to continuing education classes to be held at any school building owned by the School District.  
 ↖ District is to be named as additional insured.

**CERTIFICATE HOLDER**

Elmira Heights School District  
 Dr. Nathan Cohen Elementary School  
 100 Robinwood Avenue  
 Elmira Heights, NY 14903

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPDSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE [REDACTED]

# TEMPORARY FOOD SERVICE APPLICATION

<p><b>ENVIRONMENTAL HEALTH SERVICES</b>                  Ce <u>EMUNd</u> COUNTY e <u>EALTe</u> a <u>EPARTMENT</u>                  103 t ashington Street, PO _ox R88                  Elmira, New York 14902                  Phone: (607) 737-2019 Fax: (607) 737-0437</p>	For Office Use Only	Fee Amount: _____ Date Ref'd: _____ Receipt #: _____ <input type="checkbox"/> Inspector to a eliver _____ <input type="checkbox"/> Mail (a one on _____ <input type="checkbox"/> To _e Picked up _____
--	------------------------------	---

It is a violation of the NYS Sanitary Code and the Chemung County Sanitary Code to operate a Temporary Food Service Establishment without a valid permit. Please type or print the required information and *return the completed application at least 10 days before the first day of operation* in order to assure prompt issuance of your permit. NOTE: False statements made on this application are punishable under the Penal Law.

## OPERATOR INFORMATION

Organization/Operator: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Coordinator Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 (Contact Person)

## EVENT INFORMATION

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

**OPENING DATE & TIME:** \_\_\_\_\_ **CLOSING DATE & TIME:** \_\_\_\_\_

<u>Food to be served:</u>	<u>Food purchased from:</u>	<u>Equipment used:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Please use back of form if more space is required.*

## SIGNATURE – ENTIRE SECTION MUST BE COMPLETED BY ALL APPLICANTS

The undersigned applicant agrees to operate the Temporary Food Service establishment in compliance with Subpart 14-2 of the New York State Sanitary Code.

Signature of Operator: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

### FOR OFFICE USE ONLY

Name of person interviewed: \_\_\_\_\_

#### Items Covered:

- Menu Review: Is menu appropriate for location, facility, & length of permit? Yes / No - If **NO**, state menu limitations (below): \_\_\_\_\_
- All food prep on-site?  Yes  No; If no, where? \_\_\_\_\_
- Source of water & ice: \_\_\_\_\_
- Cold storage facilities: \_\_\_\_\_
- Probe thermometer & cooking temperatures: \_\_\_\_\_
- Hot Holding facilities to be provided & holding temp reviewed: \_\_\_\_\_
- Hand washing facility: \_\_\_\_\_
- Use of gloves & proper utensils (NO bare hand contact): \_\_\_\_\_
- Exclude ill workers: \_\_\_\_\_
- Dishwashing (if applicable): \_\_\_\_\_

**APPROVED?**     NO     YES    BY: \_\_\_\_\_    DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_