

**TURF & POOL USAGE APPLICATION FORM**

**INSTRUCTIONS:** Please complete and return application to the Facility Usage Coordinator in the Buildings & Grounds Office. Use ballpoint pen (please print legibly) or type. Applications must be submitted 30 days in advance.

**REGULATIONS FOR FACILITY USE:**

- **School Recess – FACILITY USE BY OUTSIDE GROUPS IS PROHIBITED DURING SCHOOL RECESS OCCURRING BETWEEN SEPTEMBER AND JUNE.**
- **Code of Conduct** – all applicants must read and abide by the Brockport Central School District Code of Conduct.
- **Turf/Pool Regulations** –all facility use will be in accordance with Brockport Central School District’s Turf/Pool Regulations.
- **Board of Education** – all facility use will be in accordance with the Brockport Central School District Board of Education policy.
- **No Smoking** – in accordance with New York State law, smoking is **NOT** permitted on school district property.
- **Certificate of Insurance** – a certificate of insurance for \$1,000,000 naming Brockport Central School District as an additional insured **MUST** be attached to this application for all outside groups.
- **Thunder and Lightning Policy** – All applicants requesting Brockport Central School District fields must read and abide by the Section V Thunder and Lightning Policy (see attached copy).

APPLICANT INFORMATION			
Applicant/Group Name:			
Person in Charge:			
Address:			
Telephone Number:		Fax Number	
E-mail address:			
DESCRIPTION OF ACTIVITY AND REQUESTED NEEDS			
Description of Activity Check one: <input type="checkbox"/> Instructional <input type="checkbox"/> Recreational <input type="checkbox"/> Competitive		(Include number of people in attendance and parking needs).	
<b>Pool usage:</b> Lifeguards: School Personnel Requested: <input type="checkbox"/> Instructor/Lifeguard <input type="checkbox"/> Senior Lifeguard over 21 <input type="checkbox"/> Senior Lifeguard under 21		Name: Age: Name: Age: Name: Age: <b><i>Life guards must be dressed properly and stationed in the lifeguard chair during the swim activity. Lifeguard certifications must be submitted with this application.</i></b>	
<b><u>Turf usage:</u></b> <b><i>Please check what is needed.</i></b>		<input type="checkbox"/> Lights <input type="checkbox"/> Press box/score board <input type="checkbox"/> Concession Stand	
Dates(s) Requested:			
Day(s) of Week:			
Hours Requested: (include set up and clean up time)	From		To
Actual time of event:	From		To



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\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

**CURRENT RATES FOR USE OF FACILITIES**

STAFF/FACILITY	STAFF/FACILITY RATE	NUMBER OF DAYS/HOURS	TOTAL COST
Event Supervisor	30.00/hour	_____	_____
Custodial Staff	30.00/hour	_____	_____
Grounds Staff	30.00/hour	_____	_____
Security Staff	30.00/hour	_____	_____

**(Non-refundable deposit of \$200.00 must be enclosed with application)**

Pool	\$50/hour or 400.00/day	_____	_____
Life Guard	15.00/hour	_____	_____
Stadium Field(Rec./Community)	50/game/practice*	_____	_____
Stadium Complex	400.00/hour*	_____	_____
Prep/clean up Fees for turf field	30.00/hour*	_____	_____

**\*Stadium Complex** includes – concession stand, press box/score board, lights (if needed). A person will have to have the approval of the district to run the press box/score board. You will need a qualified person to run the concession stand as per New York State Regulations. There may also be a prep/clean up fee charged.