

**LOCKPORT CITY SCHOOL DISTRICT
USE OF FACILITIES
FEE SCHEDULE OVERVIEW**

Public Use of the Lockport City School District's Buildings and Grounds is consistent with Section 414 of Education Law as documented in the District's 1500-R Public Use of School Facilities Regulation.

CLASS 1: SCHOOL OR DISTRICT EDUCATIONAL USE

See Applicable Rate Schedule

Documentation Needed: ML Scheduler Application/Approval

All Lockport City School District extracurricular clubs, off-season sport team open workouts, parent booster clubs, Lockport High School Foundation, Lockport Athletic Hall of Fame and PTA meetings.

CLASS 2: MUNICIPALITIES AND OTHER TAX SUPPORTED AGENCIES

See Applicable Rate Schedule

Documentation Needed: ML Scheduler Application/Approval and Proof of Insurance

Municipalities (taxing jurisdiction to taxing jurisdiction), including but not limited to Lockport Civil Service, Lockport Youth and Recreation Dept., City of Lockport, Town of Lockport, Law Enforcement Agencies, Local National Guard and Niagara County Board of Elections.

CLASS 3: LOCKPORT-BASED, NON-PROFIT YOUTH ORGANIZATIONS

See Applicable Rate Schedule

Activities of Organizations That:

1. Are Lockport-based community youth groups.
2. Are youth-oriented and/or educational in nature.
3. 60% of students are eligible to attend the Lockport City School District (roster required).
4. Are 501©(3) Organizations (non-profit). (Form required to be submitted).
5. Insurance certificate required to be uploaded to ML Scheduler naming LCSD as additional insured. See website for wording.
6. ML Scheduler Application/Approval

Examples of these groups and associated charges are:

AnJo Baseball Teams

Boy Scouts of America affiliated groups

DeSales

Track Team (Educ Law 27.33)

Swim Team (Educ Law 27.33)

Girl Scouts of America affiliated groups

Kiwanis Sponsorship

Lady Lions Basketball Tournament

Lockport Kids Wrestling Club (if on weekend)

Lockport Little League (if only using grounds)

Lockport Little Loop (if only using grounds)

NCMEA Niagara County All County Instrumental Auditions

PTA (weekend fundraisers)

Rotary Club Sponsorship

Tip-off Basketball Tournament

Sunrise Optimists Sponsorship

Summer Football Passing Camp

Girls Swimming Camp

Fifth Grade Basketball Tournament

VFW Sponsorship

Intermittant programs

YMCA

Swim Team (they provide lifeguard)

Summer Day Camp (see separate agreement)

YWCA

Swim Classes (they provide lifeguard)

Summer Day Camp (see separate agreement)

CLASS 4a: LOCKPORT-BASED, NON-PROFIT ADULT ORGANIZATIONS

See Applicable Rate Schedule

Activities of Organizations That:

1. Are Lockport-based adult community groups.
2. Are adult-oriented in nature.
3. 60% of participants live/own property in the Lockport City School District (roster required).
4. Are 501©(3) Organizations (non-profit). (Form required to be submitted).
5. Insurance certificate required to be uploaded to ML Scheduler naming LCSD as additional insured. See website for wording.
6. ML Scheduler Application/Approval

Examples of these groups and associated charges are:

The Chapel at Lockport

CLASS 4b: LOCKPORT-BASED, ADULT GROUPS/ORGANIZATIONS

See Applicable Rate Schedule

Activities of Organizations That:

1. Are Lockport-based adult community groups.
2. Are adult-oriented in nature.
3. 60% of participants live/own property in the Lockport City School District (roster required).
4. Insurance certificate required to be uploaded to ML Scheduler naming LCSD as additional insured. See website for wording.
5. ML Scheduler Application/Approval

Examples of these groups and associated charges are:

Mens Adult Basketball Teams (AAU insurance will be acceptable)

CLASS 5a: NON-PROFIT YOUTH ORGANIZATIONS OUTSIDE OF THE DISTRICT

See Applicable Rate Schedule

Activities of Organizations That:

1. Are youth-oriented and/or educational in nature.
2. Are 501©(3) Organizations (non-profit). (Form required to be submitted).
3. Insurance certificate required to be uploaded to ML Scheduler naming LCSD as additional insured. See website for wording.
4. ML Scheduler Application/Approval

Examples of these groups and associated charges are:

Section VI

NYSPHSAA

Public and Private Colleges

CLASS 5b: NON-PROFIT ORGANIZATIONS OUTSIDE OF THE DISTRICT

See Applicable Rate Schedule

Activities of Organizations That:

1. Are educational in nature.
2. Are 501©(3) Organizations (non-profit). (Form required to be submitted).
3. Insurance certificate required to be uploaded to ML Scheduler naming LCSD as additional insured. See website for wording.
4. ML Scheduler Application/Approval

Examples of these groups and associated charges are:

American Cancer Society (Relay for Life)

American Heart Association

NYSSBA (district charged dues by the organization)

NOSBA (district charged dues by the organization)

People Inc. Respite Program (student tutoring)

United Way of Niagara

CLASS 6: ALL OTHER GROUPS

See Applicable Rate Schedule

1. Insurance certificate required to be uploaded to ML Scheduler naming LCSD as additional insured. See website for wording.
2. ML Scheduler Application/Approval

Examples of these groups and associated charges are:

Driver Awareness Training Classes

New Era Cap Classic Baseball Tournament, Kenan Center - Missoula Theatre, Niagara Jr. Thunder Wolves

Lockport Classical Ballet, Lock City Glee Club, Lockport Chorale

Lockport Rage Charity Football, United Church Softball League

- The Lockport City School District reserves the right to deny applications and revoke if necessary.
- The Lockport City School District reserves the right to change fees as needed.
- The Lockport City School District reserves the right to add new groups and delete or reassign classifications of existing groups as needed.

**LOCKPORT CITY SCHOOL DISTRICT
USE OF DISTRICT FACILITIES
REVISED FEE SCHEDULE (September 1, 2019)**

**Buildings will not be available to groups on Sundays, holidays, when school is closed or when custodial staff is not on regular work hours. This applies to both in-district and outside groups. Individual or groups wanting to schedule outside of these times must submit a written request to the district at least 4 weeks in advance. Usage of buildings will follow custodial shift times as indicated below:
High School Only M-F until 10:00 pm, Saturday until 3:00 pm.
All other buildings M-F until 9:00 pm, not available Saturday.**

Item	Area of Use	Class 1	Class 2	Class 3	Class 4a	Class 4b	Class 5a	Class 5b	Class 6
Registration / Administrative Fee		no charge	no charge	\$15	\$15	\$15	\$15	\$15	\$15
Classrooms (lecture)		no charge	no charge	\$5/hr	\$5/hr	\$5/hr	\$5/hr	\$5/hr	\$5/hr
Lockport High School Auditorium (must sign supplemental agreement)									
	Auditorium	no charge	no charge				Classes 3 - 6: See Agreement for Pricing/Deposits		
	PLUS: Additional charges for mandatory LCSD technical/lighting staff:								
	1. Adult Supervisor	no charge	\$65/day \$11.10	\$65/day \$11.10	\$65/day \$11.10	\$65/day \$11.10	\$65/day \$11.10	\$65/day \$11.10	\$65/day \$11.10
	2. Stage Crew Aide (minimum of 4 required)	no charge	aide/hr	aide/hr	aide/hr	aide/hr	aide/hr	aide/hr	aide/hr
Gymnasiums									
	High School Gymnasium								
	1. Small Gym (7,886 sq. ft., 880 occupancy) East Gym - by aud	no charge	no charge	\$10/hr	\$10/hr	\$10/hr	\$10/hr	\$10/hr	\$10/hr
	2. Large Gym (12,906 sq. ft., 1216 occupancy) West Gym - by fitness ctr.	no charge	no charge	\$25/hr	\$25/hr	\$25/hr	\$25/hr	\$25/hr	\$25/hr
	3. Two Locker Rooms (requires minimum 1 hr custodial fee)	no charge	no charge	\$10/hr	\$10/hr	\$10/hr	\$10/hr	\$10/hr	\$10/hr
	4. One Locker Room (requires minimum 1/2hr custodial fee)	no charge	no charge	\$5/hr	\$5/hr	\$5/hr	\$5/hr	\$5/hr	\$5/hr
	Gymnasium at EB or NP	no charge	no charge	\$10/hr	\$10/hr	\$10/hr	\$10/hr	\$10/hr	\$10/hr
	Elementary Gymnasium	no charge	no charge	\$10/hr	\$10/hr	\$10/hr	\$10/hr	\$10/hr	\$10/hr
Cafeterias									
	High School Cafeteria								
	1. Meeting function - Small Cafeteria (occupancy: 285)	no charge	no charge	\$10/hr	\$10/hr	\$10/hr	\$10/hr	\$10/hr	\$10/hr
	2. Meeting function - Large Cafeteria (occupancy: 480)	no charge	no charge	\$15/hr	\$15/hr	\$15/hr	\$15/hr	\$15/hr	\$15/hr
	3. Eating function - Minimum 1/2 hr Custodial Charge Required	no charge	no charge	\$15/hr	\$15/hr	\$15/hr	\$15/hr	\$15/hr	\$15/hr
	4. Kitchen - Minimum 1/2 hr Custodial Charge Required.	no charge	no charge	\$15/hr*	\$15/hr*	\$15/hr*	\$15/hr*	\$15/hr*	\$15/hr*
	Cafeteria at EB or NP								
	1. Meeting function	no charge	no charge	\$10/hr	\$10/hr	\$10/hr	\$15/hr	\$15/hr	\$15/hr
	2. Eating function - Minimum 1 hr Custodial Charge Required	no charge	no charge	\$24/hr	\$24/hr	\$24/hr	\$24/hr	\$24/hr	\$24/hr
	3. Kitchen - Minimum 1/2 hr Custodial Charge Required	no charge	no charge	\$12/hr*	\$12/hr*	\$12/hr*	\$12/hr*	\$12/hr*	\$12/hr*
	4. NP only--additional charge if air conditioning requested.	no charge	no charge	\$10/hr	\$10/hr	\$10/hr	\$10/hr	\$10/hr	\$10/hr
	Elementary Cafeteria/Auditorium (RK, AM, GS, CU)								
	1. Meeting function	no charge	no charge	\$24/hr	\$24/hr	\$24/hr	\$24/hr	\$24/hr	\$24/hr
	2. Eating function - Minimum 1 hr Custodial Charge Required	no charge	no charge	\$24/hr	\$24/hr	\$24/hr	\$24/hr	\$24/hr	\$24/hr
	3. Kitchen - Minimum 1 hr Custodial Charge Required	no charge	no charge	\$24/hr*	\$24/hr*	\$24/hr*	\$24/hr*	\$24/hr*	\$24/hr*
	*Use of any kitchen will incur an extra charge and arrangements must be made with current food service provider. Call office for phone number.								
Swimming Pool and Lockers									
	Pool Only	no charge	no charge	\$40	\$40	\$40	\$40	\$40	\$40
	1. Two Locker Rooms	no charge	no charge	\$10	\$10	\$10	\$10	\$10	\$10
	2. One Locker Room	no charge	no charge	\$5	\$5	\$5	\$5	\$5	\$5
	3. Scoreboard operator	no charge	no charge	\$65/day	\$65/day	\$65/day	\$65/day	\$65/day	\$65/day
	<u>Note: Lifeguards must be provided by the organization using the pool.</u>								
Computer Labs									
	Computer Labs (District Instructor is required, at additional charge, for use of computer labs)	no charge	no charge	\$25	\$25	\$25	\$25	\$25	\$25

CLASS 1: SCHOOL OR DISTRICT EDUCATIONAL USE

CLASS 2: MUNICIPALITIES AND OTHER TAX SUPPORTED AGENCIES

CLASS 3: LOCKPORT-BASED, NON-PROFIT YOUTH ORGANIZATIONS

CLASS 4a: LOCKPORT-BASED, NON-PROFIT ADULT ORGANIZATIONS

CLASS 4b: LOCKPORT-BASED, ADULT GROUPS/ORGANIZATIONS

CLASS 5a: NON-PROFIT YOUTH ORGANIZATIONS OUTSIDE OF THE DISTRICT

CLASS 5b: NON-PROFIT ORGANIZATIONS OUTSIDE OF THE DISTRICT

CLASS 6: ALL OTHER GROUPS

**LOCKPORT CITY SCHOOL DISTRICT
USE OF DISTRICT FACILITIES
REVISED FEE SCHEDULE (September 1, 2019)**

Buildings will not be available to groups on Sundays, holidays, when school is closed or when custodial staff is not on regular work hours. This applies to both in-district and outside groups.
Individuals or groups wanting to schedule outside of these times must submit a written request to the district at least 4 weeks in advance.
Usage of buildings will follow custodial shift times as indicated below:
High School Only M-F until 10:00 pm, Saturday until 3:00 pm.
All other buildings M-F until 9:00 pm, not available Saturday.

Item	Area of Use	Class 1	Class 2	Class 3	Class 4a	Class 4b	Class 5a	Class 5b	Class 6
OUTDOOR / FIELD USE									
	Parking lots only (building closed)	no charge	no charge	no charge	no charge	no charge	no charge	no charge	no charge
	Turf Fields (must complete separate agreement found on website)								
	Emmet Belknap Football Field (3 hour minimum)	no charge	\$100/hr	\$100/hr	\$300/hr	\$300/hr	\$400/hr	\$400/hr	\$400/hr
	Beattie Ave Baseball Field # 1 (3 hour minimum)	no charge	\$50/hr	\$50/hr	\$75/hr	\$100/hr	\$125/hr	\$150/hr	\$150/hr
	Beattie Ave Baseball Field # 2 (3 hour minimum)	no charge	\$50/hr	\$50/hr	\$75/hr	\$100/hr	\$125/hr	\$150/hr	\$150/hr
	High School Multipurpose Turf Field (3 hour minimum)	no charge	\$50/hr	\$50/hr	\$75/hr	\$100/hr	\$125/hr	\$150/hr	\$150/hr
	Additional Miscellaneous Charges for Turf Field - see turf agreement								
	Ball Diamonds - HS/NP Grass Fields								
	1. Mowing & Dressing of infield	no charge	no charge	no charge	no charge	no charge	no charge	\$45/each	\$45/each
	2. Striping for competition	no charge	no charge	\$20/each	\$20/each	\$20/each	\$20/each	\$20/each	\$20/each
	3. Additional dressing & Striping for competition	no charge	no charge	\$20/each	\$20/each	\$20/each	\$20/each	\$35/each	\$35/each
	Soccer/Lacrosse Field - Grass								
	1. Mowing	no charge	no charge	no charge	no charge	no charge	no charge	\$40/each	\$40/each
	2. Striping for competition	no charge	no charge	\$40/each	\$40/each	\$40/each	\$40/each	\$40/each	\$40/each
	3. Initial setup fee and Striping	no charge	no charge	\$90/each	\$90/each	\$90/each	\$90/each	\$90/each	\$90/each
	Track Event at Max Lederer Field (EB) - No Turf Access (1/4 mile around)								
	1. Track ONLY	no charge	no charge	no charge	no charge	no charge	no charge	no charge	no charge
	4. Field House Use (requires minimum 2 hours custodial overtime)	no charge	no charge	\$25/each	\$25/each	\$25/each	\$25/each	\$25/each	\$25/each
	Press Box - EB	no charge	no charge	no charge	no charge	no charge	no charge	\$10/hr	\$10/hr
	PLUS: Additional charges for mandatory LCSD staff	no charge	no charge	\$65/day	\$65/day	\$65/day	\$65/day	\$65/day	\$65/day
	Scoreboard - EB	no charge	no charge	no charge	no charge	no charge	no charge	\$15/hr	\$15/hr
	PLUS: Additional charges for mandatory LCSD staff	no charge	no charge	\$65/day	\$65/day	\$65/day	\$65/day	\$65/day	\$65/day
	Public Address System - EB	no charge	no charge	no charge	no charge	no charge	no charge	\$13/hr	\$13/hr
	PLUS: Additional charges for mandatory LCSD staff	no charge	no charge	\$65/day	\$65/day	\$65/day	\$65/day	\$65/day	\$65/day
	Press Box/Scoreboard/Public Address System - FOR Three - EB	no charge	no charge	no charge	no charge	no charge	no charge	\$33/hr	\$33/hr
	PLUS: Additional charges for mandatory LCSD staff	no charge	no charge	\$65/day	\$65/day	\$65/day	\$65/day	\$65/day	\$65/day
	Concession Stand: Due to health department regulations, this is not available for outside use								
	Tennis Courts: HS, NP, EB	no charge	no charge	no charge	no charge	no charge	no charge	no charge	\$33/hr
	Outdoor Track - NP	no charge	no charge	no charge	no charge	no charge	no charge	no charge	\$33/hr
	Fractional Track - HS (1/6 mile around)	no charge	no charge	no charge	no charge	no charge	no charge	no charge	\$33/hr

FITNESS CENTER AT LOCKPORT HIGH SCHOOL

Fitness Center: October - April, M-TH, 6-8pm (season membership)	no charge	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25
Hall Walkers: October - April, M-TH, 5-8pm	no charge	no charge	no charge	no charge	no charge	no charge	no charge	no charge	no charge

Classes 1 - 6 Must Have Form on File (see website)

Custodial/Maintenance Charges (in addition to facility fees)

Custodian, shared with another non-profit group	no charge	no charge	\$12.11 hr	\$12.11 hr	\$12.11 hr	\$12.11 hr	\$12.11 hr	\$12.11 hr	\$12.11 hr
Custodian, straight time	no charge	no charge	\$24.22 hr	\$24.22 hr	\$24.22 hr	\$24.22 hr	\$24.22 hr	\$24.22 hr	\$24.22 hr
Custodian, time and a half	no charge	no charge	\$36.33 hr	\$36.33 hr	\$36.33 hr	\$36.33 hr	\$36.33 hr	\$36.33 hr	\$36.33 hr
Custodian, double time	no charge	no charge	\$48.44 hr	\$48.44 hr	\$48.44 hr	\$48.44 hr	\$48.44 hr	\$48.44 hr	\$48.44 hr

- Use of facilities is subject to availability. District sponsored events will take priority. Construction may limit use of facilities.
- Extended uses, such as all day or overnight functions will require an adjustment to basic fee charges.
- Additional fees will be charged for weekend events when full time staff attendance is required.
- Additional fees will be charged after 2:30PM when school is in recess when full time staff attendance is required.
- Additional fees will be charged on school district holidays when full time staff attendance is required.
- Inclement weather will NOT exempt groups from payment for extra field work if already performed.
- Adjustments to fees for multiple use of the same facility during the same day requiring only one cleaning will be made.

CLASS 1: SCHOOL OR DISTRICT EDUCATIONAL USE

CLASS 2: MUNICIPALITIES AND OTHER TAX SUPPORTED AGENCIES

CLASS 3: LOCKPORT-BASED, NON-PROFIT YOUTH ORGANIZATIONS

CLASS 4a: LOCKPORT-BASED, NON-PROFIT ADULT ORGANIZATIONS

CLASS 4b: LOCKPORT-BASED, ADULT ORGANIZATIONS

CLASS 5a: NON-PROFIT YOUTH ORGANIZATIONS OUTSIDE OF THE DISTRICT

CLASS 5b: NON-PROFIT ORGANIZATIONS OUTSIDE OF THE DISTRICT

CLASS 6: ALL OTHER GROUPS

- The Lockport City School District reserves the right to deny applications and revoke if necessary.
- The Lockport City School District reserves the right to change fees as needed.
- The Lockport City School District reserves the right to add new groups and delete or reassign classifications of existing groups as needed.

THE LCSD RESERVES THE RIGHT TO DENY APPLICATIONS AT THEIR DISCRETION.