

**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.

Apply using ML Schedules Facility Request Software found at:
www.lockportschools.org/community_tab

CLASS 1: SCHOOL OR DISTRICT EDUCATIONAL USE	See Applicable Rate Schedule
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Documentation Needed: LCSD District 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
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Documentation Needed: LCSD District 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, Local National Guard and Niagara County Board of Elections.

CLASS 3: LOCKPORT-BASED, NON-PROFIT YOUTH ORGANIZATIONS	See Applicable Rate Schedule
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Documentation Needed: LCSD District Approval and Proof of Insurance

Activities of Organizations That:

1. Are Lockport-based community groups.
2. Are youth-oriented and/or educational in nature.
3. Are comprised primarily of students of the Lockport City School District.
4. Are 501©(3) Organizations (non-profit).
5. Insurance certificate required to be uploaded and on file with the Business Office.
6. Apply using ML Schedules Facility Use Software

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
- Law Enforcement Agencies
- 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)

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CLASS 4A: LOCKPORT-BASED, NON-PROFIT ADULT ORGANIZATIONS	See Applicable Rate Schedule
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Documentation Needed: LCSD District Approval and Proof of Insurance

Activities of Organizations That:

1. Are Lockport-based community groups.
2. Are adult-oriented in nature.
3. Are 501©(3) Organizations (non-profit).
4. Insurance certificate required to be uploaded and on file with the Business Office.
5. Apply using ML Schedules Facility Use Software

Examples of these groups and associated charges are:

The Chapel at Lockport

CLASS 4B: LOCKPORT-BASED, ADULT GROUPS/ORGANIZATIONS	See Applicable Rate Schedule
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Documentation Needed: LCSD District Approval and Proof of Insurance

Activities of Organizations That:

1. Are Lockport-based community groups.
2. Are adult-oriented in nature.
3. Insurance certificate required to be uploaded and on file with the Business Office.
4. Apply using ML Schedules Facility Use Software

Examples of these groups and associated charges are:

Adult Basketball Pick-Up Games, HS Fitness Center Usage

CLASS 5A: NON-PROFIT YOUTH ORGANIZATIONS OUTSIDE OF THE DISTRICT	See Applicable Rate Schedule
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Activities of Organizations That:

1. Are youth-oriented and/or educational in nature.
2. Are 501©(3) Organizations (non-profit).
3. Insurance certificate required to be uploaded and on file with the Business Office.
4. Apply using ML Schedules Facility Use Software

Examples of these groups and associated charges are:

Section VI
NYSPHSAA

CLASS 5B: NON-PROFIT ORGANIZATIONS OUTSIDE OF THE DISTRICT	See Applicable Rate Schedule
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Activities of Organizations That:

1. Are educational in nature.
2. Are 501©(3) Organizations (non-profit).
3. Insurance certificate required to be uploaded and on file with the Business Office.
4. Apply using ML Schedules Facility Use Software

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

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[www.lockportschools.org/community tab](http://www.lockportschools.org/community%20tab)

CLASS 6: ALL OTHER GROUPS

See Applicable Rate Schedule

1. Insurance certificate required to be uploaded and on file with the Business Office.
6. Apply using ML Schedules Facility Use Software

Examples of these groups and associated charges are:

Driver Awareness Training Classes
New Era Cap Classic Baseball Tournament
Kenan Center - Missoula Theatre
Lockport Classical Ballet
Niagara Jr. Thunder Wolves
Lockport Chorale
Lockport Rage Charity Football
United Church Softball League
Lock City Glee Club

- 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 FACILITIES
FEE SCHEDULE**

Item	Area of Use	Class 1	Class 2	Class 3	Class 4 A & B	Class 5 A	Class 5 B	Class 6
Registration / Administrative Fee		no charge	no charge	no charge	no charge	no charge	\$15	\$15
Classrooms (lecture)		no charge	no charge	no charge	no charge	no charge	\$5/hr	\$5/hr
Lockport High School Auditorium (must sign supplemental agreement)		Classes 3 - 6: See Agreement for Pricing/Deposits						
	Auditorium	no charge	no charge					
	PLUS: Additional charges for mandatory LCSD technical/lighting staff:							
	1. Adult Supervisor	no charge	no charge	\$63/per event	\$63/per event	\$63/per event	\$63/per event	\$63/per event
	2. Stage Crew Aide (minimum of 4 required)	no charge	no charge	\$10/aide/hr	\$10/aide/hr	\$10/aide/hr	\$10/aide/hr	\$10/aide/hr
Gymnasiums								
	High School Gymnasium							
	1. Small Gym (7,886 sq. ft., 880 occupancy) East Gym - by aud	no charge	no charge	no charge	no charge	no charge	\$10/hr	\$10/hr
	2. Large Gym (12,906 sq. ft., 1216 occupancy) West Gym - by fitness ctr.	no charge	no charge	no charge	no charge	no charge	\$25/hr	\$25/hr
	3. Two Locker Rooms (requires minimum 1 hr custodial fee)	no charge	no charge	no charge	no charge	no charge	\$10/hr	\$10/hr
	4. One Locker Room (requires minimum 1/2hr custodial fee)	no charge	no charge	no charge	no charge	no charge	\$5/hr	\$5/hr
	Gymnasium at EB or NP (circle one)	no charge	no charge	no charge	no charge	no charge	\$10/hr	\$10/hr
	Elementary Gymnasium (specify RK, AM, GS, CU)	no charge	no charge	no charge	no charge	no charge	\$10/hr	\$10/hr
Cafeterias								
*Use of any kitchen will incur an extra charge and arrangements must be made with current food service provider. Call office for phone number.								
	High School Cafeteria							
	1. Meeting function - Small Cafeteria (occupancy: 285)	no charge	no charge	no charge	no charge	no charge	\$10/hr	\$10/hr
	2. Meeting function - Large Cafeteria (occupancy: 480)	no charge	no charge	no charge	no charge	no charge	\$15/hr	\$15/hr
	3. Eating function - Minimum 1/2/hr Custodial Charge Required	no charge	no charge	no charge	no charge	no charge	\$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*
	Cafeteria at EB or NP (circle one)							
	1. Meeting function	no charge	no charge	no charge	no charge	no charge	\$15/hr	\$15/hr
	2. Eating function - Minimum 1/2/hr Custodial Charge Required	no charge	no charge	no charge	no charge	no charge	\$15/hr	\$15/hr
	3. Kitchen - Minimum 1/2/hr Custodial Charge Required	no charge	no charge	\$15/hr*	\$15/hr*	\$15/hr*	\$15/hr*	\$15/hr*
	4. NP only--additional charge if air conditioning requested.	no charge	no charge	\$10/hr	\$10/hr	\$10/hr	\$10/hr	\$10/hr
	Elementary Cafeteria/Auditorium (specify RK, AM, GS, CU)							
	1. Meeting function	no charge	no charge	no charge	no charge	no charge	\$10/hr	\$10/hr
	2. Eating function - Minimum 1/2/hr Custodial Charge Required	no charge	no charge	no charge	no charge	no charge	\$15/hr	\$15/hr
	3. Kitchen - Minimum 1/2/hr Custodial Charge Required	no charge	no charge	\$15/hr*	\$15/hr*	\$15/hr*	\$15/hr*	\$15/hr*
Swimming Pool and Lockers								
	Pool Only	no charge	no charge	no charge	\$40	\$40	\$40	\$40
	1. Two Locker Rooms	no charge	no charge	no charge	\$10	\$10	\$10	\$10
	2. One Locker Room	no charge	no charge	no charge	\$5	\$5	\$5	\$5
	3. Scoreboard operator	no charge	no charge	no charge	\$63/day	\$63/day	\$63/day	\$63/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	no charge	no charge	no charge	\$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 FACILITIES
FEE SCHEDULE**

Item	Area of Use	Class 1	Class 2	Class 3	Class 4 A & B	Class 5 A	Class 5 B	Class 6
OUTDOOR / FIELD USE								
	Parking lots only (building closed)	no charge	no charge	no charge	no charge	no charge	no charge	no charge
	Ball Diamonds							
	1. Mowing & Dressing of infield	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
	3. Additional dressing & Striping for competition	no charge	no charge	\$20/each	\$35/each	\$20/each	\$35/each	\$35/each
	Soccer/Lacrosse Field							
	1. Mowing	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
	3. Initial setup fee	no charge	no charge	\$90/each	\$90/each	\$90/each	\$90/each	\$90/each
	Track & Field Event at Max Lederer Field @ EB							
	1. Track ONLY	no charge	no charge	no charge	no charge	no charge	no charge	no charge
	2. Football field ONLY (No use of track/bleachers. Marking & field house extra)	no charge	no charge	no charge	no charge	no charge	\$40/each	\$40/each
	3. PLUS: Striping for competition	no charge	no charge	no charge	\$60/each	\$60/each	\$100/each	\$100/each
	4. PLUS: Field House Use (requires minimum 2 hours custodial overtime)	no charge	no charge	no charge	\$25/each	\$25/each	\$25/each	\$25/each
	5. Initial setup fee for Football Field	no charge	no charge	no charge	\$100/each	\$100/each	\$100/each	\$100/each
	Press Box	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	\$63/day	\$63/day	\$63/day	\$63/day	\$63/day
	Scoreboard	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	\$63/day	\$63/day	\$63/day	\$63/day	\$63/day
	Public Address System	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	\$63/day	\$63/day	\$63/day	\$63/day	\$63/day
	Press Box/Scoreboard/Public Address System - FOR ALL	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	\$63/day	\$63/day	\$63/day	\$63/day	\$63/day
	Concession Stand: Due to health department regulations, this is not available for outside use							
	Tennis Courts: HS, NP, EB (circle one)	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
Hall Walkers: October - April, M-TH, 5-8pm

Classes 1 - 6 Must Have Insurance Form on File
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Custodial/Maintenance Charges (in addition to facility fees)

Custodian, shared with another non-profit group	no charge	no charge	\$13/hr	\$13/hr	\$13/hr	\$13/hr	\$13/hr	\$13/hr
Custodian, straight time	no charge	no charge	\$17/hr	\$17/hr	\$17/hr	\$17/hr	\$17/hr	\$17/hr
Custodian, time and a half	no charge	no charge	\$26/hr	\$26/hr	\$26/hr	\$26/hr	\$26/hr	\$26/hr
Custodian, double time	no charge	no charge	\$34/hr	\$34/hr	\$34/hr	\$34/hr	\$34/hr	\$34/hr

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

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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.

Effective 7/1/14, Reviewed and accepted by BOE on _____.