

## Blind Brook Facilities Use & Rental

### Frequently Asked Questions (FAQ)

We have provided these FAQ to help organizations better understand the school facility rental process.

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#### Who can use school facilities?

Facility use is open to resident and non-resident organizations engaged in worthwhile educational, civic or non-profit activities. Conditions for use are outlined in School Board Policy 5631 – *Community Use of School Facilities – Conditions and Fees*.

#### What facilities/locations are available for rent?

*BMP Ridge Street School:*

Old Gym	New Gym	Cafeteria	Multi-Purpose Room
Classrooms	Baseball Field	Softball Field	Soccer Field

*Blind Brook MS/HS:*

Auditorium	LGI	Cafeteria	Commons
Classrooms	MS Gymnasium	HS Gymnasium	Baseball Field
Soccer Field	Football Field	Track	

#### How much will my organization be charged for use of the facility?

FACILITY	NON-RESIDENT USE FEE	RESIDENT USE FEE
Classroom	\$35 per hour of usage (3-hour minimum)	No Charge 2-Hour Limit
Gymnasium	\$75 per hour of usage (3-hour minimum)	\$25 per hour of usage (3-hour minimum)
Cafeteria, Multi-Purpose Room, LGI	\$75 per hour of usage; (3-hour minimum)	No Charge 2-Hour Limit
Library	\$75 per hour of usage; (3-hour minimum)	No Charge 2-Hour Limit
Fields	\$75 per hour of usage; (3-hour minimum)	\$75 for the first 2 hours; \$25 each hour of additional usage (3-hour minimum)
Auditorium	\$500 for up to 4 hours usage; \$100 for each hour thereafter; and \$100 per hour O&M fee	\$500 for up to 4 hours usage; \$100 per each hour thereafter; and \$100 per hour O&M fee

#### Personnel Services

**Custodian - Saturdays:** \$50 per hour (minimum 3-hour charge).

**Custodian - Sundays and Holidays:** \$75 per hour (minimum 3-hour charge).

**Where can I get a Facility Use Application for Blind Brook School District facilities and where do I submit my completed application?**

The Facility Use Application and hold harmless form may be obtained from the Business Office or can be downloaded from the District's Website. Return the completed application form, along with your certificate of insurance and hold harmless form to Dr. Jonathan Ross in the Business Office at BMP Ridge Street School, 390 North Ridge Street, Rye brook, NY 10573 or by e-mail to [jross@blindbrook.org](mailto:jross@blindbrook.org).

**What personnel are required to be on duty for my event/function?**

Staffing levels for custodial assistance are determined after a full review of the application. The staffing level needed varies depending on the type of function, location, estimated participation level, etc. On weekends, there is always a charge for personnel services. During the week this charge is typically waived when school facilities are normally open.

**What hours are the facilities available?**

School facilities can be reserved Monday - Friday from 3:30 pm to 9:30 pm and weekends from 8:00 am – 10:00 pm. These times are based on availability and exclude observed District holidays.

**What is included with the facility rental?**

The facility rental includes use of room and available tables and chairs (set up by school staff according to the needs of the renter). The renter must provide for their additional equipment needs including tables and chairs beyond the number available i.e., AV equipment, sound systems, lighting systems, etc.

**Do certain groups have priority of others when it comes to facilities use?**

Yes, school facilities will be available to school and community non-profit groups in accordance with the following priorities:

1. School sponsored activities, such as club meetings, team practices and games, theatrical and musical rehearsals and performances, School Board meetings, and any such similar school meeting.
2. School related activities or activities directly in support of the schools and their programs, such as PTA meetings and activities supported by the PTA, meetings and activities of the Blind Brook Enrichment Program, etc.
3. Rye Brook Recreation Department activities.
4. School activities of the Pt. Chester-Rye UFSD when approved by the Blind Brook Superintendent of Schools.
5. Activities of other community and civic organizations which serve at least 75% Blind Brook School District residents. A roster of participants listing names and addresses must be submitted with the facilities use application.
6. Activities of other non-resident community and civic organizations that are expressly for non-profit purposes.

**How do I arrange a site visit/tour of the facilities?**

Please contact Dr. Jonathan Ross at (914) 937-3600x3025.

**When can I arrive at the facility for event set-up?**

Set-up time and event details must be indicated on the facility use application. The facilities will be reserved and staffed based on the set-up time required for your event.

**Is there a rental insurance requirement?**

Yes. Contact your insurance agent with the insurance requirements noted on the Facility Use Application. The liability limit is \$2,000,000. All organizations must submit proof of insurance with the completed application form. The Blind Brook-Rye School District must be listed as an "Additional Insured" on the certificate of insurance.

**Where can I obtain general liability insurance for my event/function?**

The District will require proof of liability coverage with minimum limits of \$2 million for bodily injury and property damage, naming the District as an additional insured and having submitted an executed hold harmless agreement.

**Can I serve food and drinks at my function?**

Please list these needs on you application. After a review you will be informed of approval. Note that alcoholic beverages are prohibited on school property and smoking is prohibited as well.

**How is payment made to the District?**

All approved users of Blind Brook facilities must make full payment for reserved dates prior to the first day of use. Please make your check payable to the Blind Brook-Rye UFSD and either drop it off in the Business Office or mail it to the District Office, 390 North Ridge Street, Rye Brook, NY 10573.