

**DUTCHESS COUNTY  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
5 BOCES Road  
Poughkeepsie, NY 12601**

**Application for Use of BOCES Building**

Date: \_\_\_\_\_

Name, Address and Telephone Number of Applicant, Organization or Group:

Description of planned activity and name of individual in charge:

Day and Date Desired:

Hours Desired:

Space(s) Desired:

Number of Persons Expected:

What services will you need from custodial, or other BOCES staff?

Is this a money – making activity?

Is your group or organization prepared to pay as billed by the BOCES for any injury or damage to the BOCES facility you use that is caused by your group, or because of your group's presence in the facility?

Are you prepared to enforce the No Smoking regulation?

Notes: The use of BOCES facilities will be confined to educationally oriented, non-profit groups. When extra costs are incurred by the BOCES because of the use of a facility, those costs must be borne by the user as billed by the BOCES.

BOCES Approval:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Community Relations

**SUBJECT: USE OF BOCES BUILDINGS AND GROUNDS**

The use of BOCES facilities shall be available for the community within the limits of the law and such usage shall not conflict with the programs and services of Dutchess County BOCES as follows:

- a) Application forms, available in the office of each building, must be filled out in quadruplicate and returned at least two weeks before the intended use. Organizations requesting a series of uses may make a single request for same. After approval, one copy of the application is returned to applicant, one copy is sent to the Facilities and Operations Department, one copy to the main office of the building to be used, and one copy is kept on file in the Business Office.
- b) If an insurance certificate is not on file with the BOCES, the application must be accompanied by certificate of public liability insurance in the minimum limits of \$1,000,000 and property damage insurance in the minimum limit of \$100,000. The Dutchess County BOCES must be named, along with the organization requesting the use of BOCES facilities, as an additional insured in the policy. In high risk situations, higher insurance limits will be required in accordance with the hazards involved. In all cases, the insurance requirement will be no less than the coverage carried by BOCES in its own policy.
- c) Organizations authorized to use the BOCES facilities and/or its equipment will follow current policies, procedures and regulations.
- d) Any organization not associated with the BOCES using facilities beyond the hours when the custodial staff is normally on duty will be required to pay for custodial service at a rate of 1 1/2 times the custodian's hourly salary.
- e) If work is to be done involving paid employees, it may be done only after filing a certificate of Workmen's Compensation Insurance with the Director of Business Administration.
- f) Fees relating to use of buildings and grounds (including custodial or cafeteria worker overtime) for BOCES staff will be billed to the user subsequent to the use.
- g) The securing of public liability insurance is waived for groups who are directly associated with the Dutchess County BOCES and are conducting activities with an educational purpose.

(Continued)

**SUBJECT: USE OF BOCES BUILDINGS AND GROUNDS (Cont'd.)****Prosecution for trespassing or violating terms of posted signs on school property.**

Dutchess County BOCES is administering the Skidmore Sanctuary as an Outdoor Education site on behalf of the teachers and children in the schools of Dutchess County. Illegal use by hunters and other forms of trespassing which involve destruction and damage to property and buildings represents a threat to the lives and safety of scheduled users. The BOCES hereby authorizes prosecution of anyone arrested for trespassing or violating the terms of the posted signs displayed on the Skidmore property.

Administrative Regulations will be developed to implement this policy.

Sherre Wesley

*Assistant Superintendent for Business Services*

5 BOCES Road, Poughkeepsie, New York 12601

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E-mail: sherre.wesley@dcboces.org

Effective January 1, 2014, Dutchess BOCES will institute the following fee schedule for community groups using our facilities. We will continue to require the application form and insurance certificate as before.

Where Dutchess BOCES is neither a sponsor nor co-sponsor, the fee will be:

- \$15 per hour for recurring events (use by the same group at least 6 times within 6 months) with a 2 hour minimum. This applies during hours when regular custodian staff is on duty.
- \$50 per hour for recurring events on weekends or when custodial staff needs to be hired specifically for the event.
- \$75 per hour for single usage events, with a 3 hour minimum.
- Increased by the direct cost of additional items such as equipment, security, or technicians

SW:mfg

Dutchess County Board of Cooperative Educational Services

Administrative Offices: 845.486.4800

[www.dcboces.org](http://www.dcboces.org)