



GATES CHILI CENTRAL SCHOOL DISTRICT

Facilities Use Manual

Effective until Dec. 31, 2024

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SECTION I: INTRODUCTION AND OVERVIEW

A. PURPOSE OF MANUAL

The Gates Chili Central School District offers and maintains an array of state-of-the-art facilities that are used for student and staff programs. The development, renovation, and maintenance of all campus facilities are important ongoing, mission-critical activities at Gates Chili.

The district encourages and supports the rental and/or use of our buildings and facilities by outside groups. The district is proud to partner with many organizations, groups, and individuals, to provide these spaces for events, programs, and meetings.

Gates Chili Central School District's facilities available for rental include outdoor athletic facilities, indoor athletic facilities including the **Spartan Field House**, the Gates Chili Performing Arts Center (GCPAC) and related spaces, and the Gates Chili Professional Learning Center (GCPLC).

The purpose of this manual is to ensure effective and efficient management of existing facilities and is intended to provide clear guidelines for facility rental and usage.

B. GENERAL STEPS

This manual outlines the protocols for accessing and using Gates Chili facilities, which includes:

- Rules, regulations and policies when using Gates Chili facilities
- An overview of available spaces for use by groups and rental rates
- The process of becoming a new requestor
- The process of reserving a space on a particular date and time

To obtain a quote before reserving a space, please email the Field House Supervisor.

C. IMPORTANT CONTACTS

Please refer to the contact information below for inquiries or questions about specific spaces.

Facility Type	Title or Role	Staff Member	Email Address
Spartan Field House	Field House Supervisor	Derek Yacono	dcyacono@gateschili.org
Gates Chili Performing Arts Center (GCPAC)	Technical Theater Director	Megan Beck	mebeck@gateschili.org
Gates Chili Professional Learning Center (GCPLC)	Assistant in the Office of Professional Learning	Joanna Salandy	jdsalandy@gateschili.org
All other facilities	Field House Supervisor	Derek Yacono	dcyacono@gateschili.org

SECTION II: FACILITIES USE RULES AND REGULATIONS

A. SUPERVISION

The principal, building custodian, or the approved designee shall be in charge of the building whenever it is open for use. The requestor or designee must be present at all times of the event or additional fees will be applied for supervision.

Responsibility for any damage resulting from the use of the facility is assumed by the person whose signature appears on the form. Responsibilities and payment for any damage resulting from the use of the facility is assumed by the organization within 45 days.

B. GENERAL OPERATING RULES

Only facilities specifically requested on the request form are to be used. The facility is to be left in a clean condition which includes cleaning up and repositioning any furniture moved.

The district does not accept responsibility for any performance or activity conducted by an outside group which takes place on its premises. However, it reserves the right to review the material beforehand and disapprove the use of facilities if material is deemed inappropriate.

No scenery, decorations, combustible materials, animals, or other things of an unusual nature may be brought into a school building or on school grounds without approval and, if necessary, the presence of an approved district inspector to insure proper use.

Arrangements must be made with the building principal or head custodian for the storage of any special equipment brought in by any organization. Supplies and/or equipment in a room or area reserved may be used only if prior arrangements have been made and/or indicated on the application. No custodian is authorized to loan supplies or equipment.

All vehicles are to be parked in the parking lot, or, if necessary, in designated spaces in the bus circle. Vehicles cannot be parked in designated fire lanes, sidewalks, fields, or other no parking areas.

C. SAFETY REGULATIONS

No alcoholic beverages or illegal drugs may be brought, sold, served or consumed in a school building or on school property.

All New York State Safety and Fire Regulations must be observed. In addition, no equipment is to be brought into the building or onto school grounds and connected to the electrical service without permission from the Gates Chili Facilities Department.

Smoking and the use of open flames, such as candles, are not permitted in accordance with State and Federal laws by those in attendance in school buildings or on district property. Smoke/fog machines are not permitted as they set off fire alarms. Please do not block fire alarm pull stations, isles or emergency exits at any time.

D. CODE OF CONDUCT AND CHARACTER

The Gates Chili Central School District encourages family members and other district community members to visit the district's schools for certain events and activities.

As outlined in Board of Education Policy 3280, individuals or groups wishing to use the school facilities must abide by the rules and regulations established for use, including restrictions on alcohol, tobacco, and drug use.

Anyone who is not a regular staff member or student at the school will be considered a visitor. All visitors must comply with the District's Code of Conduct and Character. To read the Code of Conduct and Character, go to gateschili.org/CodeOfConduct.

Any unauthorized person on school property will be reported to the administrator in charge or their designee, will be asked to leave, and the police may be called if the situation warrants.



THE SPARTAN WAY

***RESPECT · RESPONSIBILITY
COMPASSION · HARD WORK***

SECTION III: FACILITIES USE EMERGENCY AND SAFETY PROTOCOLS

A. EMERGENCY PREPAREDNESS

The requestor is responsible for notifying people in attendance of the proper procedures to evacuate the building in an orderly and timely manner in the event of a fire emergency. This must be done at the beginning of the program, event or performance.

Requestors are responsible for reviewing fire exit routes with their groups at the beginning of the activity in each room. Fire extinguishers are available in all buildings.

Requestors are responsible to designate a location outside of the building or area to meet in the event of an emergency and a plan for accountability for all your participants.

It is recommended that requestors have a mobile phone at their event for use in case of emergency and have emergency contacts for each of your participants.

B. OPERATING EMERGENCY MEDICAL EQUIPMENT

Automated External Defibrillators (AED) are located around the building. Requestors are responsible for knowing the locations of such devices. It is preferred that only trained AED responders use the device, but in the event of an emergency, anyone is encouraged to use the device to perform life-saving defibrillation.

Public health law requires the district to report all AED usage to the Monroe County Health Department. In the event of an emergency and operation of the AED, please call 911 and the event supervisor(s) as soon as possible after use.



C. EMERGENCY CLOSURE

In the event of a major snowfall and/or an emergency closing, events may be canceled. Requestors should check with the district to determine if the facility would still be available and staffed with district personnel.

Please note that if the event is scheduled for the weekend and snowfall that needs to be cleared for that event occurs, additional fees may apply.

SECTION IV: SPARTAN FIELD HOUSE AND OTHER ATHLETIC FACILITIES

The Gates Chili Central School District Athletic Department maintains many spaces available for athletic contests and other activities. Please review the information below to determine which space is most appropriate for your individual, group or organization needs. Refer to Appendix E for a map of the athletic fields.

A. AVAILABLE FACILITIES

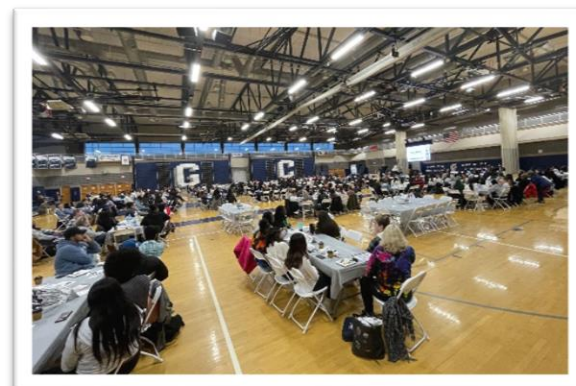
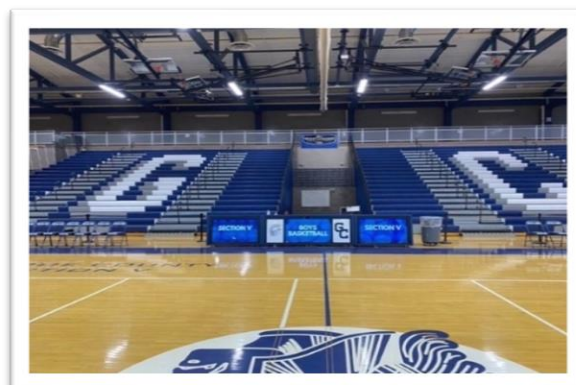
SPARTAN FIELD HOUSE - GYMNASIUM

MasterLibrary Reference: HS 615

The large gymnasium of the Spartan Field House is 27,800 square feet and features a #1-grade maple floor system. The space also includes:

- One (1) main NBA/NCAA regulation court
- Six (6) stations and four (4) practice basketball courts
- Five (5) volleyball courts- One (1) Drop down net/ Four (4) Floor Set
- 26 powered basketball backstops
- Two (2) scoreboards
- Eleven (11) Curtains- Can split the gym in half or in thirds or into six stations
- Five (5) bleacher sections with a seating capacity for more than 2,200 attendees
- Sound system throughout the field house

For entry to this space, requestors should use door #7. Parking is available in parking lots D and E.



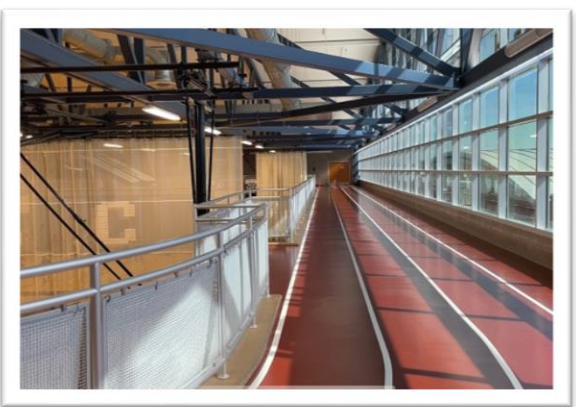
SPARTAN FIELD HOUSE - INDOOR TRACK

MasterLibrary Reference: HS Upper Level on Track

The Indoor Track overlooks the large gymnasium of the Spartan Field House. It features:

- One (1) four-lane 1/8-mile elevated indoor track (8 laps = 1 mile)

For entry to this space, requestors should use door #7. Parking is available in parking lots D and E.

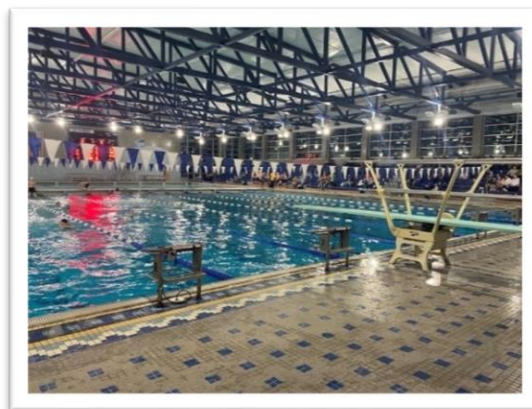


NATATORIUM

MasterLibrary Reference: HS 623

The swimming pool is an eight-lane competition-sized pool that includes:

- Pool depth of 3'6" to 13'0"
- One (1) adjustable bulkhead
- One (1) oversized shallow end with a 25x25-yard competition pool on the other side of the bulkhead
- Two (2) one-meter diving boards
- One (1) state-of-the-art timing system by Colorado Timing
- Two (2) roll-out bleacher sections with a seating capacity for more than 600 attendees



For entry to this space, requestors should use door #7. Parking is available in parking lots D and E.

Please note: Gates Chili lifeguards are required for an additional fee.

SPARTAN STADIUM - GRASS/TRACK SIDE

MasterLibrary Reference: HS Outdoor Track and HS Grass Field #2

The Outdoor Track is a fully lit complex located next to the Gates Chili Administration Building. It features:

- One (1) eight-lane 1/4 mile track (4 laps = 1 mile)
- One (1) grass infield

Parking is available in parking lots C and D.

Please note: use of the press box and bathrooms require additional staffing fees. Portable toilets are available during the spring to early fall months. Requestors using outdoor facilities will not have access to buildings for bathroom use or additional space in the event of inclement weather.



SPARTAN STADIUM - TURF SIDE

MasterLibrary Reference: HS Turf Stadium

Spartan Stadium is a fully lit full-size synthetic turf field.

- Five (5) different field markings available on the field
- One (1) set of full bleachers for seating up to 978

Parking is available in parking lots C and D.

Please note: use of the press box and bathrooms require additional staffing fees. Portable toilets are available during the spring to early fall months. Requestors using outdoor facilities will not have access to buildings for bathroom use or additional space in the event of inclement weather.



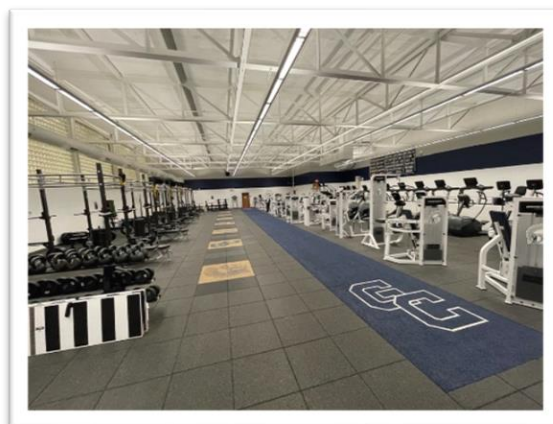
GATES CHILI FITNESS CENTER

MasterLibrary Reference: HS 603

The Gates Chili Fitness Center is a 7,700-square-foot facility that features:

- One (1) 20-yard turf strip in the middle of the floor
- Six (6) Olympic-sized racks
- Hammer Strength plate load circuit
- Hammer Strength Pulley system circuit

For entry to this space, requestors should use door #5.
Parking is available in parking lots D and E.



TENNIS AND PICKLEBALL COURTS

*MasterLibrary Reference: MS Tennis Courts/
Pickleball*

There are a total of 12 courts.

- All 12 are lined for tennis
- Six (6) of the courts are also lined for pickleball

Parking is available in parking lot J.

Please note: Portable toilets are available during the spring to early fall months. Requestors using outdoor

facilities will not have access to buildings for bathroom use or additional space in the event of inclement weather.

SOFTBALL FIELDS

MasterLibrary Reference: HS Field 10 (varsity) and HS Field #11 (JV)

There are two skinned softball fields.

- Both fields Set up at 60 feet bases and 43 feet mound
- Wood dugouts on each baseline
- Home run fence is at 205 at the poles (varsity field only)

Parking is available in parking lot H.

Gates Chili will set up and line the field for the initial time at your cost. You are responsible for maintaining field lines.

Please note: Portable toilets are available during the spring to early fall months. Requestors using outdoor facilities will not have access to buildings for bathroom use or additional space in the event of inclement weather.



BASEBALL FIELDS

MasterLibrary Reference: MS Field #13 (varsity), MS Field #14 (JV) and HS Field #8 (Freshman/ Mod)

There are two grass infield baseball fields.

- Both fields are set up at 90' bases and a 60'6" mound
- Wood dugouts on each baseline
- Home run fence is at 320 at the poles on varsity field and 309 at the poles for the JV field

Gates Chili will set up and line the field for the initial time at your cost. You are responsible for maintaining field lines.

Parking is available in parking lot L or (I for Field 8).

Please note: Portable toilets are available during the spring to early fall months. Requestors using outdoor facilities will not have access to buildings for bathroom use or additional space in the event of inclement weather.

GATES CHILI CAMPUS GRASS FIELDS

MasterLibrary Reference: HS Fields 3-7, 9, 12 or MS Fields 15, 17-19.

Grass fields at Gates Chili come in a variety of sizes and can be set up for any sport.

- Eleven (11) grass fields on the main campus

Parking is available in parking lots B, H, I, J, and L.

Gates Chili will set up and line the field for the initial time at your cost. You are responsible for maintaining field lines.

Please note: Portable toilets are available during the spring to early fall months. Requestors using outdoor facilities will not have access to buildings for bathroom use or additional space in the event of inclement weather.

GATES CHILI MIDDLE SCHOOL GYMNASIUMS

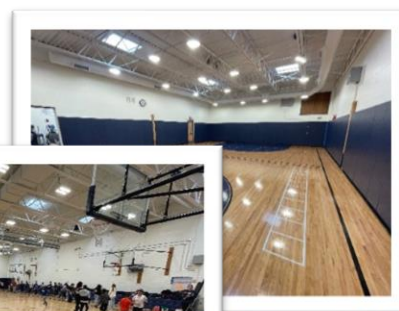
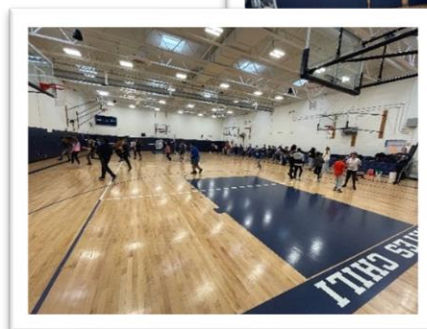
MasterLibrary Reference: MS 500 (Gymnasium) and MS 511 (small gym)

There is one full-size basketball court in the MS gym

- Six stations of hoops
- One volleyball court

Parking is available in parking lot K and L.

Please note: when requesting the middle school gymnasiums, you must include a note under custodial, you need access to the building.



Large gym (left)
Small gym (top)

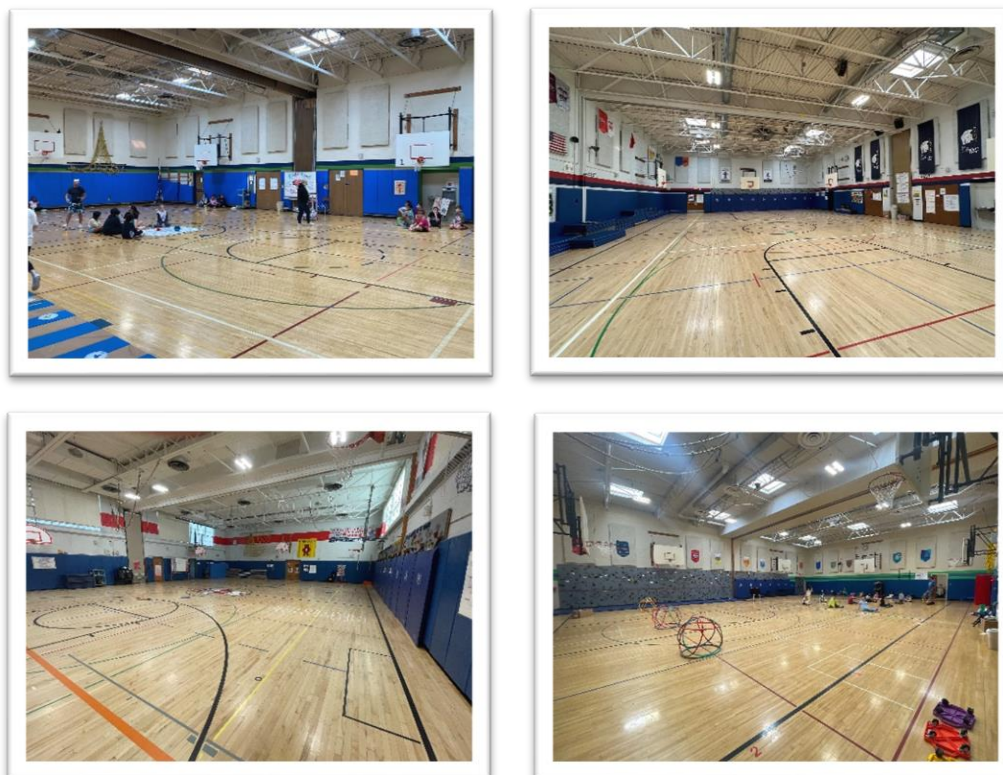
ELEMENTARY SCHOOL GYMNASIUMS

MasterLibrary Reference: FBES 26, NAES 25, PRES 44, WDES 48

The elementary gyms are great spaces for off-season practices. They vary in size but each feature:

- Six (6) stations of hoops

Please note: when requesting the elementary gymnasiums, you must include a note under custodial, you need access to the building.



Clockwise from top left: Walt Disney Elementary School, Neil Armstrong Elementary School, Paul Road Elementary School, Florence Brasser Elementary School

B. RENTAL RATES

Rates are reset on Jan. 1 each year. All rentals (prior and current) are subject to increase.

Space / Service	Commercial / For-Profit	Non-Profit 501(c)(3)	Feeder (50% GC)
Spartan Field House	\$1,650 / day	\$825 / day	per event
Gates Chili Natatorium (pool)	\$800 / day	\$400 / day	per event
Spartan Stadium (turf side)	\$125 / hr.	\$75 / hr.	per event
Spartan Stadium (grass/track side)	\$125 / hr.	\$75 / hr.	per event
Gates Chili Middle School gymnasium	\$100 / hr.	\$50 / hr.	per event
Gates Chili Elementary gymnasiums	\$50 / hr.	\$25 / hr.	per event
Baseball / Softball fields	\$50 / hr.	\$25 / hr.	per event
Grass fields (per field)	\$50 / hr.	\$25 / hr.	per event
Fitness Center	\$50 / hr.	\$25 / hr.	per event
Tennis and Pickleball courts	\$50 / hr.	\$25 / hr.	per event
Custodial support before, during and/or after event/meeting	\$30 / hr.*	\$30 / hr.*	\$30 / hr.*
Event supervisor(s) support before, during and/or after event/meeting	quote required*	quote required*	quote required*
Game scoreboard operator	\$60 / game*	\$60 / game*	\$60 / game*
Lifeguard (3 required on deck per hour)**	\$45 / hr.*	\$45 / hr.*	\$45 / hr.*
Lifeguard supervisor**	\$16 / hr.*	\$16 / hr.*	\$16 / hr.*
Security support before, during and/or after event/meeting	\$30 / hr.*	\$30 / hr.*	\$30 / hr.*

**Staffing may be required, and labor fees may be increased based on the location, size of the event, time/duration of the event, and if access to stadium bathrooms is desired. This will be determined by the Gates Chili Central School District.*

***For natatorium rentals, requestors must use Gates Chili lifeguards and must follow the Monroe County Health Department regulations. Depending on the event, requestors may be subject to an additional charge of a pool supervisor employed by the district.*

C. USE REGULATIONS

In addition to the rules, regulations and policies outlined in [Section II](#), the following regulations apply to all events held in the Spartan Field House and/or other athletic facilities.

The use of unapproved adhesive products and/or tape on the gymnasium wood floors is not permitted as adhesive products can damage the wood floor by removing the wood finish. In the event that damages occur as a result of misuse or negligence on behalf of the requesting party, the party will be subject to fines and/or denial of future facilities use. If there is damage or the requestor encounters other problems, please notify the custodian on duty or the Field House Supervisor Derek Yacono at dcyacono@gateschili.org.

Helium balloons are not permitted inside the Spartan Field House or other Gates Chili gymnasium at any time.

Food is not permitted inside the Spartan Field House or other Gates Chili gymnasiums at any time. Only water is permitted inside the gymnasium.



SECTION V: GATES CHILI PERFORMING ARTS CENTER (GCPAC) AND RELATED SPACES

The Gates Chili Performing Arts Center (GCPAC) is a state-of-the-art performing arts facility with many professional-grade capabilities. Please review the information below to determine which space is most appropriate for your individual, group or organization needs, then reach out to the Technical Theater Director for a custom quote for these spaces. Refer to [Appendix D](#) for a map of the main campus, including entrances and parking lots.

A. AVAILABLE FACILITIES

GCPAC AUDITORIUM

MasterLibrary Reference: HS 428

The GCPAC auditorium features a capacity for more than 1,000 attendees featuring cushioned seats plus 13 wheelchair-accessible spots in addition to the following:

- One (1) 3,000-square-foot stage
- Sixty (60) chairs and forty-eight (48) music stands
- One (1) band shell and seven (7) choral risers*
- One (1) Yamaha C3 Grand Piano*
- One (1) rear projection system and screen*
- One (1) scene shop and loading dock access
- Two (2) full-length catwalks with two (2) LED follow spots*
- Four (4) stage monitors and wired/wireless headset system*
- Stage lights and color-changing accent light panels*
- Custom sound operation with handheld and lavalier wireless microphones*
- Custom fly system operation*

**An additional fee may apply*

For entry to this space, requestors should use door #50. Parking is available in parking lots G and H. Buses may unload at the bus loop in front of the GCPAC main entrance.



Seating Capacity

Total seats	1,040 (13 wheelchair accessible)
Orchestra level	347 (9 wheelchair accessible)
Loge level	697 (4 wheelchair accessible)

Stage Specifications

Proscenium height	23'8"
Proscenium width	49'3"
Stage depth	29'5" (plaster line to concert wall) 35'10" (apron to concert wall)
Wing size	Stage right 34'6" d x 32'2" w Stage left 34'6" d x 24' w (proscenium edge to pinrail)

Rigging

The GCPAC auditorium rigging utilizes a single purchase counterweight system.

Pinrail location	Stage left
Line sets	32 (nine total available for scenery)
Type of Operation	Manual
Location of Control	Stage left
Floor to ceiling	50'
Pipe length	63'
Max. batten height	46'6"
Min. batten height	4'
Pipe weight	2 full bricks
Arbor full weight	approx. 50 lbs.
Arbor half weight	approx. 25 lbs.
Arbor capacity	1,300 lbs. (26 full bricks)

Soft Goods

First border	Black
Main traveler	Blue
Mid traveler**	Black
Upstage traveler**	Black
Five borders	Black
Five sets of legs	Black
Scrim	1 black Sharktooth (22'h x 60'w)* 1 white Sharktooth (22'h x 60'w)*
Cyclorama	1 unbleached white muslin (22'h x 50'w)*

Line set #	Distance from plaster	Description
1	1'	Main traveler
2	1'8"	First border
3	3'	First electric
4	4'4"	Legs
5	5'	Projection screen
6	5'8"	
7	6'4"	
8	7'	
9	7'8"	Border
10	8'4"	Legs
11	9'8"	DS acoustic shell
12	11"	Second electric
13	12'4"	Black scrim *
14	13'	Legs
15	13'8"	
16	14'4"	
17	15'	Border
18	15'8"	Mid traveler
19	17'	Third electric
20	18'4"	White scrim *
21	19'	
22	19'8"	
23	20'4"	Border
24	21'	Legs
25	22'4"	US acoustic shell
26	23'8"	
27	25'	Fourth electric/ cyc lights
28	26'4"	Legs
29	27'	
30	27'8"	Border
31	28'4"	Upstage traveler
32	29'	White cyclorama *

*Battens are available for use with advanced notice. The cyclorama and scrims can be moved by the Technical Theater Director to another batten but cannot be removed from the stage area. They must remain flown.

**Mid and upstage travelers can be operated as a split traveler (from stage right) or guillotine (from stage left).

Lighting System

Stage electrics and acoustic shells are operated by motorized counterweight assist hoists. They can only be operated by approved district personnel.

Light board	ETC Ion XE
Control protocol	ETC Net3
Stage receptacles	2PnG (three-pin stage connector)
Follow spots	Two (2) Lycian ZOTi LED spotlights on the second catwalk, H/L and H/R

Sound System

The sound system is managed by a Yamaha CL5 sound board. Two handheld microphones are available for outside groups.

Stage monitor connections are available at the USR and USL walls, the DSR and DSL walls, the front of the apron on HR and HL. House audio may be broadcast to the dressing room, vocal music classroom, lobby, and patron bathroom monitors.



Intercom System

A wired ClearCom system is accessible from 20 different locations throughout the GCPAC, including green room, chorus room, and concessions.

Audio/Visual Equipment - Stage Right

- Crestron HDMI inputs for rear projection

Audio/Visual Equipment - Control Booth

- Crestron HDMI inputs for rear projection
- Crestron AV Touch Panel
- Denon DN-500BD Blu-Ray, DVD, and CD player
- Denon DN-300Z CD/Media Player with Bluetooth/USB/SD/Aux and AM/FM Tuner
- Denon DN-F350 Solid State Media/Bluetooth Player
- Denon DN-700R Network SD/USB Recorder
- Scenery projector – (additional staffing fees apply)

Load-in and Other Access

Loading is done at ground level through the scene shop on the south side of the building at door #55 (8' wide x 11' high). Doors of the same size open from the scene shop into the stage right wing.

Crossover between stage left and right may be done via the hallway behind the stage, accessible from upstage left and right doors in the wings. The house may be accessed from backstage through doors that open into the stage right wing and stage left wing by the proscenium wall. The stage may be accessed from the house through: (1) the walkway on both house right and house left, which lead onto the apron of the stage (2) the stairs located at house left and house right from the orchestral level to the apron of the stage.

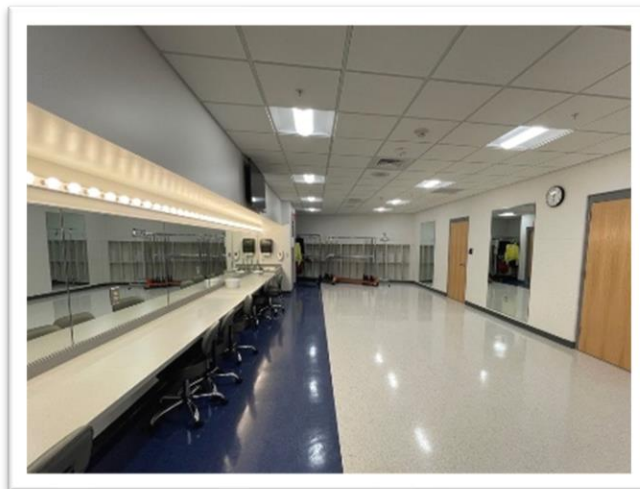
Patron restrooms are located in the hallway off the main lobby, behind the house.

GCPAC GREEN ROOM AND DRESSING ROOMS

MasterLibrary Reference: HS 412

When utilizing the Gates Chili Performing Arts Center (GCPAC) Auditorium, requestors may also elect to reserve the green room and dressing rooms, which are located just behind the stage. The 817-square-foot green room features:

- Two (2) 65-square-foot private changing rooms
- One (1) lighted mirror with countertop along east wall
- Storage cubbies along north and south walls
- Wired and wireless intercom system
- Audio and video monitors for performers to keep up with what is happening on stage in real time from the backstage area



GATES CHILI HIGH SCHOOL CHORAL MUSIC CLASSROOM

MasterLibrary Reference: HS 700

The Gates Chili High School Choral Music Classroom is 3,065 square feet and features:

- One (1) 75" Samsung Flip interactive whiteboard
- Sixty-five (65) chairs
- One (1) baby grand piano
- One 56' W x 8' H wall of mirrors that may be used for dance instruction and choreography rehearsals (can be covered by a hand-drawn curtain)
- Audio and video monitors for performers to keep up with what is happening on stage in real time from the backstage area
- An approximate capacity of 100 people

Requestors can connect their device(s) to the projectors and monitors wirelessly or with a wired connection using HDMI but must supply their own cords and adapters. See Appendix C for directions.

For entry to this space, requestors should use door #50. Parking is available in parking lots G and H.



GATES CHILI HIGH SCHOOL INSTRUMENTAL MUSIC CLASSROOM

MasterLibrary Reference: HS 703

The Gates Chili High School Instrumental Music Classroom is 3,686 square feet and features:

- One (1) 75" Samsung Flip interactive whiteboard
- Sixty (60) chairs
- An approximate capacity of 120 people
- Concert percussion may be available upon request*

**An additional fee may apply*

Requestors can connect their device(s) to the projectors and monitors wirelessly or with a wired connection using HDMI but must supply their own cords and adapters. See Appendix C for directions.

For entry to this space, requestors should use door #50. Parking is available in parking lots G and H.



GATES CHILI MIDDLE SCHOOL CHORUS CLASSROOM

MasterLibrary Reference: HS 615

The Gates Chili Middle School Choral Music Classroom is 841 square feet and features:

- One (1) 75" Samsung Flip interactive whiteboard
- Forty-five (45) chairs
- An approximate capacity of 40 people

Requestors can connect their device(s) to the projectors and monitors wirelessly or with a wired connection using HDMI but must supply their own cords and adapters. See Appendix C for directions.

For entry to this space, requestors should use door #1 (main entrance). Parking is available in parking lots J and K.

Please note: when requesting use in the middle school, you must include a note under custodial, you need access to the building.



GATES CHILI MIDDLE SCHOOL BAND CLASSROOM

MasterLibrary Reference: MS 611

The Gates Chili Middle School Instrumental Music Classroom is 1,991 square feet and features:

- One (1) 75" Samsung Flip interactive whiteboard
- Sixty (60) chairs and music stands
- An approximate capacity of 70 people
- Upright piano and drum set available in the room

Requestors can connect their device(s) to the projectors and monitors wirelessly or with a wired connection using HDMI but must supply their own cords and adapters. See Appendix C for directions.

For entry to this space, requestors should use door #1 (main entrance). Parking is available in parking lots J and K.

Please note: when requesting use in the middle school, you must include a note under custodial, you need access to the building.



B. RENTAL RATES

Rates are reset on Jan. 1 each year. All rentals (prior and current) are subject to increase.

Space / Service	Commercial / For-Profit	Non-Profit 501(c)(3)	Feeder (50% GC)
Gates Chili Performing Arts Center (GCPAC) Auditorium	\$1,650 / day	\$825 / day	per event
GCPAC Green Room and Dressing Rooms	TBD	TBD	TBD
Music classrooms at Gates Chili High School or Gates Chili Middle School	\$40 / hr.	\$20 / hr.	per event
AV tech assistance before, during and/or after event/meeting	\$25 / hr.	\$25 / hr.	\$25 / hr.
Custodial support before, during and/or after event/meeting	\$30 / hr.	\$30 / hr.	\$30 / hr.
Event supervisor(s) support before, during and/or after event/meeting	quote required*	quote required*	quote required*
Security support before, during and/or after event/meeting	\$30 / hr.	\$30 / hr.	\$30 / hr.
Technical Theater Director support before, during and/or after event/meeting	\$35 / hr.	\$35 / hr.	\$35 / hr.

**Staffing may be required, and labor fees may be increased based on the location, size of the event, time and duration of the event. This will be determined by the Gates Chili Central School District.*

C. USE REGULATIONS

In addition to the rules, regulations and policies outlined in [Section II](#), the following regulations apply to all events held in the Gates Chili Performing Arts Center and/or other music/performing arts facilities.

EVENT REGULATIONS

A walk-through is required with the Technical Theater Director before and again within three (3) days after any out-of-district event. This is to ensure that all equipment and areas of the auditorium are left in the same condition. The Technical Theater Director is available on school days between 7 a.m. and 3 p.m.

There is no food or drink allowed in the auditorium, control booth, orchestra pit, or backstage at any time. If concessions are to be sold during your event, requestors are required to have ushers preventing food and drink from entering the auditorium. This includes water.

All aisleways and exits must be kept clear of any obstacles. Exit signs may not be turned off, covered over, or altered in any manner.

PRODUCTION REGULATIONS

Only spike tape, gaffers' tape, and Marley tape are allowed on the stage floor. Masking tape, painters' tape, duct tape, packing tape, etc. are not to be used on the stage floor. Any consumables are the responsibility of the requestor. These include, but are not limited to, gaffers' tape, lighting gels, spike tape, etc.

Food and drink	Food and drink are not permitted inside the GCPAC auditorium.
Helium balloons	Helium balloons are not permitted on stage nor in the house at any time.
Supplies	Requestor must provide its own scenery, props, costumes, musical instruments, and/or misc. equipment and any tools necessary. Tools in the scene shop are not for use by outside rental groups.
Furniture	Dressing room and green room furniture is not to be removed from its location or to be used as props.



AUDIO/VISUAL REGULATIONS

When using the auditorium's lighting, sound systems, pinrail or fly rail systems, the operator must be approved ahead of time by the Technical Theater Director. Costs associated with these technicians are the responsibility of the requestor. Lighting, audio and electrical fixtures may not be moved or altered without the approval of the Technical Theater Director.

The following equipment must be requested on the facility use the request form and will only be provided if available:

- | | |
|-----------------------|---|
| Lighting | The light board must not be moved from its location and must be put back into its original design. Stage lights must be put back in the original location and set up.

Color gels for the lights will not be supplied for any out-of-district event. |
| Soundboard | The setup of the soundboard must be put back to its original design. The soundboard cannot be moved from its location. |
| Microphones | Up to two (2) wireless handheld microphones can be provided. All other types of microphones and cabling are the responsibility of the requesting event to provide.

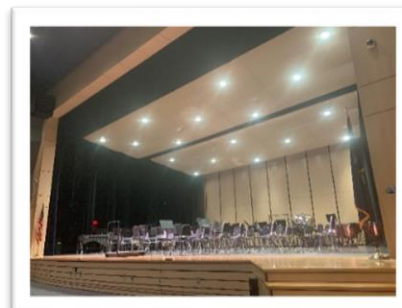
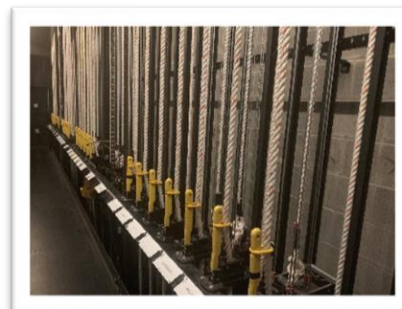
Wireless lavalier microphones (body microphones) are available for use at additional cost and must be requested on the facility use request. Microphone elements will not be provided, elements are available to rent from Applied Audio. |
| Headset System | A wired headset system is available and can be used for out-of-district events at an additional cost. Up to five (5) headsets will be supplied. No wireless headsets will be supplied to out-of-district events. |

FLY SYSTEM REGULATIONS

When using the fly system, it is the requestor's responsibility to ensure that proper rigging practices are used. Gates Chili will not be responsible for the failure of flown scenery, backdrops, curtains, or the associated rigging that was installed by the renter. If the Technical Theater Director determines that improper rigging practices are used, the requestor will be required to correct the problem immediately or remove the item in question.

At no time are people permitted to be flown or attached to the fly system in any manner. Any personal injury and/or property damage as a result of improper rigging by the renter is the responsibility of the requestor.

- | | |
|-------------------------|--|
| Acoustical Shell | At no time should anything be attached to the band shell and/or the band shell clouds, nor should any items be leaned against the band shell. |
| Curtains | Traveling curtains and legs may not be moved from their locations on the stage. Only borders may be moved. Borders must be put back to their original location after events. |



SET-BUILDING REGULATIONS

Any construction or building of stage sets in auditoriums must be reviewed and approved by the Technical Theater Director. The supervisor of the event and/or set builder must contact the Technical Theater Director and review any plans or specifications for the set design prior to any use.

No construction or painting may be done in the auditorium or on stage, other than that required to install previously constructed scenery, properties, or lighting equipment. Occasionally, construction or painting is required on stage. In this instance, proper precautions must be taken to prevent damage to the facility or its contents. No construction or painting will be permitted in the house at any time. Nothing shall be attached to house walls/proscenium walls.

Once completed, the set will be inspected for code compliance and safety prior to the event, it is the responsibility of the event supervisor to ensure the inspection happens prior to the event and/or any use. Items such as railings, fall protection, platform height, stairs, lighting and any specialty built items shall be inspected to ensure they meet safety standards:

- Any platform height over 36" shall have continuous railings, including a mid-rail capable of holding 200 lbs.
- Stairs under 44" shall have at least one railing, stairs over 44" (4 risers) shall have continuous railings on both sides and must be clear any all obstacles
- No items may be screwed, nailed or affixed to the stage floor
- OSHA standards will be referenced for compliance

OTHER EQUIPMENT AND REGULATIONS

The piano in the auditorium is available at an additional cost, which will include the cost of one tuning. Use should be arranged ahead of time through your facility use request. Piano tuners will be scheduled by the Technical Theater Director. Chorus risers are available for use at additional cost and must be requested on the facility use request.

Pyrotechnics are not permitted for any event or performance. Smoke/fog machines are not permitted. The use of confetti, glitter, stage snow, etc. is strictly prohibited without prior approval by the Technical Theater Director. Requestors may be assessed an additional fee for the cleanup of any confetti, glitter, snow or other materials used.

If there is damage or other problems, please notify the custodian on duty or Megan Beck at mebeck@gateschili.org immediately.



SECTION VI: GATES CHILI PROFESSIONAL LEARNING CENTER (GCPLC) AND OTHER DISTRICT FACILITIES

Please review the information below to determine which space is most appropriate for your individual, group or organization needs. Refer to Appendix D or gateschili.org/map for a map of the main campus parking lots.

A. AVAILABLE FACILITIES

GATES CHILI PROFESSIONAL LEARNING CENTER

MasterLibrary Reference: HS 712

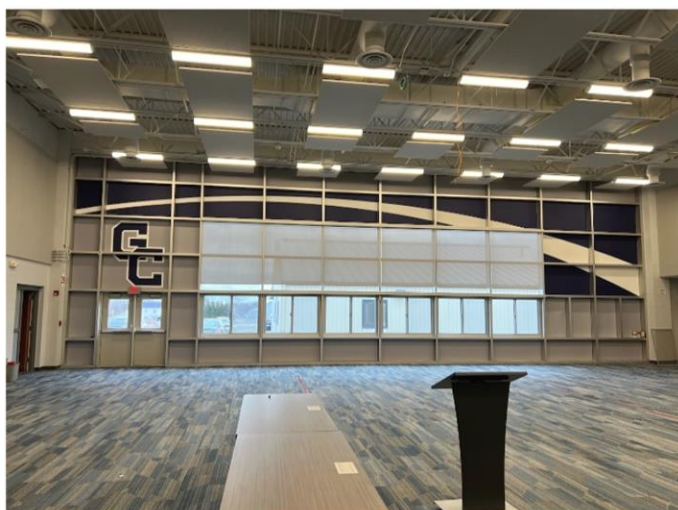
The Gates Chili Professional Learning Center (GCPLC) is a large space used for staff development, Board of Education meetings and other events. The 3,654-square-foot space features a variety of available room layouts and technology options for presenters. The space includes:

- Two (2) projectors and large screens
- Four (4) 85" Samsung monitors
- Three (3) whiteboards
- Two (2) wireless handheld microphones
- Two (2) wireless lapel microphones
- Eleven (11) wireless tabletop microphones
- One (1) lectern
- Capacity for up to 140 attendees

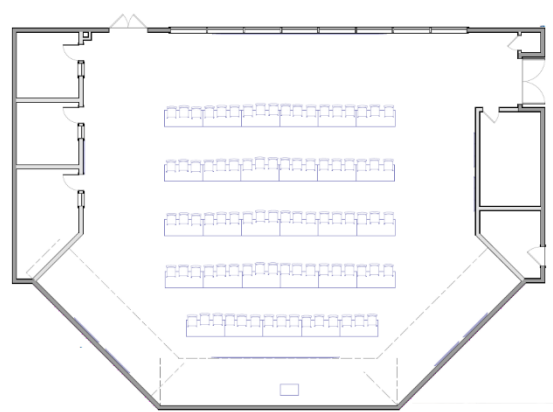
Requestors can connect their device(s) to the projectors and monitors wirelessly or with a wired connection using HDMI but must supply their own cords and adapters.

For entry to this space, requestors should use door #40. Parking is available in parking lots H and I.

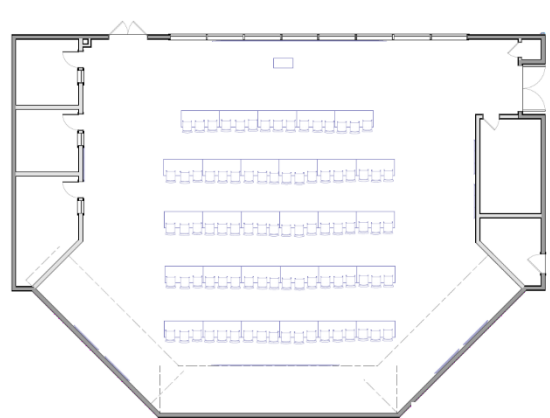
Please note: when requesting the Gates Chili Professional Learning Center (GCPLC), requestors must select AV setup, as well as one of the room layouts below and the number of tables and chairs, if applicable. Auditorium-style layouts can be set up with or without chairs and tables.



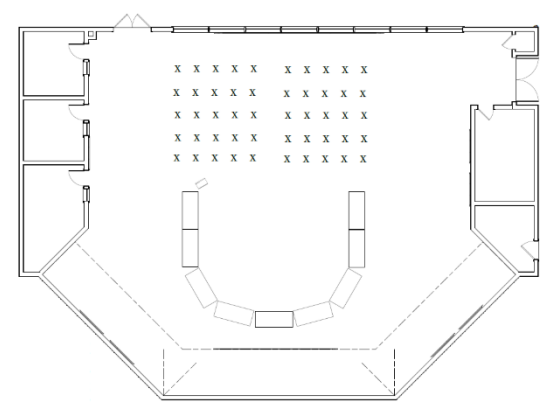
**PLC 01 Auditorium style- forward facing
(with or without tables)**



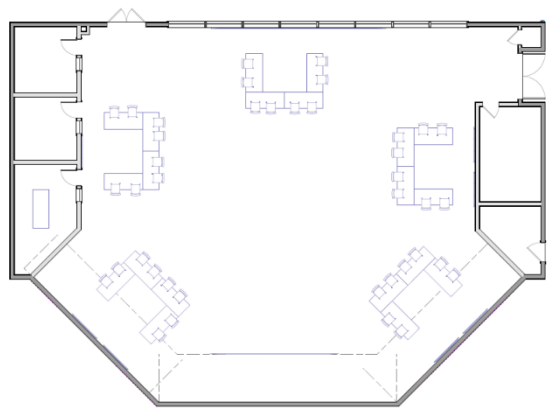
**PLC 02 Auditorium style- rear facing
(with or without tables)**



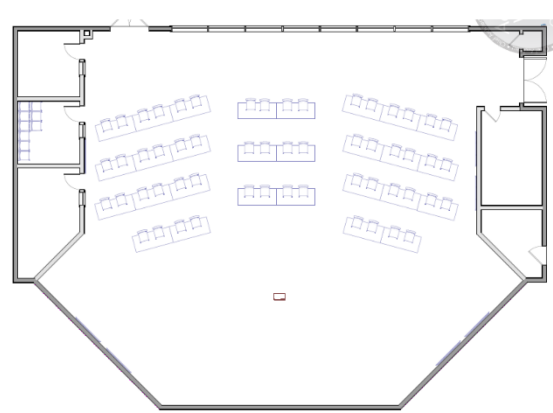
PLC 03 Board meeting style



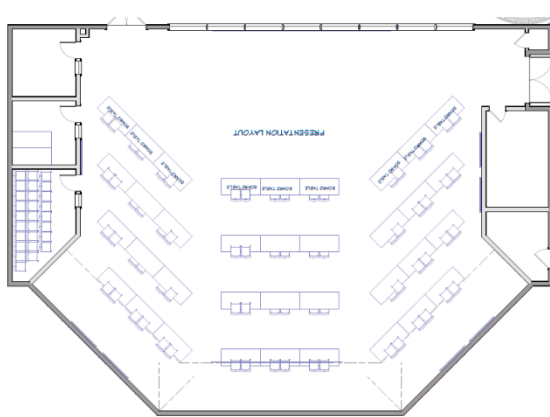
PLC 04 Breakout style- up to 5 groups



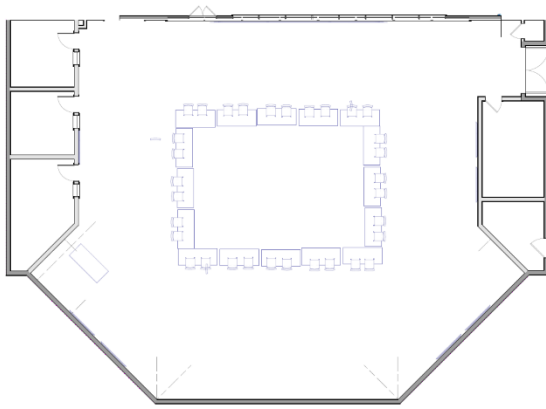
PLC 05 Conference style- forward facing



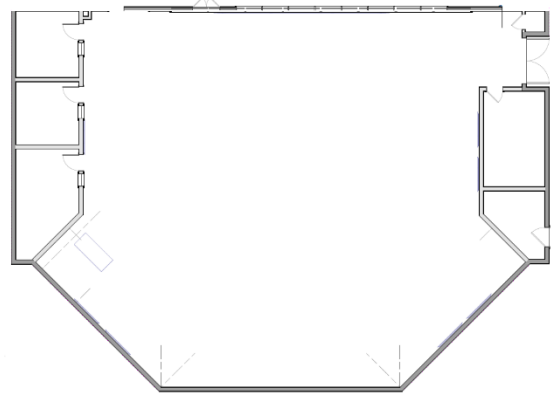
PLC 06 Conference style- rear facing



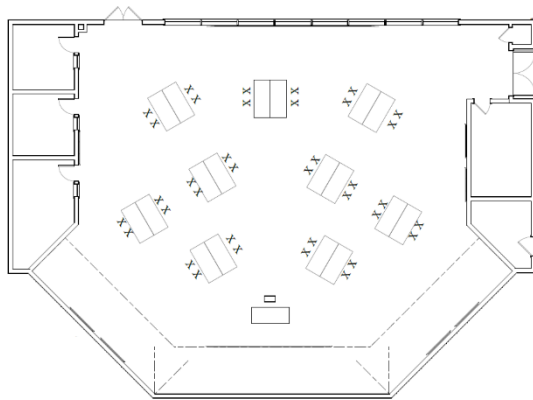
PLC 07 Hollow square style



PLC 08 Open style- no chairs or tables



PLC 09 Workshop style



Other style: upload file

GATES CHILI HIGH SCHOOL CAFETERIAS

MasterLibrary Reference: HS 705 (large cafeteria) and HS 701 (small cafeteria)

Gates Chili High School has two cafeterias that are available for community rental and use.

- 36 large folding lunch tables in the large cafeteria, with a capacity of up to 398 people
- 15 large folding lunch tables in the small cafeteria, with a capacity of up to 180 people

There are no tech capabilities in this space, however, requestors are free to bring their own projector/screen if needed.

For entry to this space, requestors should use door #1. Parking is available in parking lots E or G.



Small cafeteria pictured above

GATES CHILI HIGH SCHOOL CLASSROOMS*

MasterLibrary Reference: varies based on need

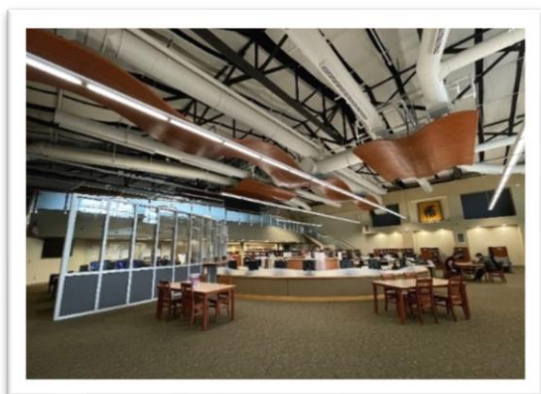
Gates Chili High School has many classrooms which can be utilized for small group meetings and events. All Gates Chili classrooms are outfitted with:

- One (1) 75" Samsung Flip interactive whiteboard
- An approximate capacity of 20-30 people

Requestors can connect their device(s) to the interactive whiteboard wirelessly or with a wired connection using HDMI but must supply their own cords and adapters. See Appendix C for directions on connecting devices.

See [Section V. Gates Chili Performing Arts Center \(GCPAC\) and Related Spaces](#) for details on Gates Chili High School music classrooms.

For entry to this space, requestors should use door #1 or 5. Parking is available in parking lot E or G.



GATES CHILI HIGH SCHOOL LIBRARY

MasterLibrary Reference: HS 223 (Pro Lab)

The Gates Chili High School Library features a large open area in front of the library that may be used for meetings and events where technology is not needed.

Please note when requesting this main space, that other requestors may need to pass through to access other spaces within the library.

For entry to this space, requestors should use door #5. Parking is available in parking lot E.

GATES CHILI HIGH SCHOOL LIBRARY CLASSROOM

MasterLibrary Reference: HS 223 (Classroom)

The Gates Chili High School Library Classroom is a classroom space located at the rear of the library great for small group meetings and classes. It features:

- One (1) 75" Samsung Flip interactive whiteboard
- Six (6) tables and (24) chairs
- An approximate capacity of 28 people

Requestors can connect their device(s) to the interactive whiteboard wirelessly or with a wired connection using HDMI but must supply their own cords and adapters. See Appendix C for directions on connecting devices.

For entry to this space, requestors should use door #5. Parking is available in parking lot E.



GATES CHILI HIGH SCHOOL LIBRARY COMPUTER LAB

MasterLibrary Reference: HS 223 (Computer Lab)

The Gates Chili High School Library Computer Lab is located just behind the circulation desk. It features:

- One (1) desktop computer and 75" monitor (must have GC login info)
- 22 desktop computers (must have GC login info)

Please note this space is for in-district requestors only as the technology requires district login credentials. No outside devices may be connected to the current technology in this space.

For entry to this space, requestors should use door #5. Parking is available in parking lot E.



GATES CHILI HIGH SCHOOL LIBRARY MEZZANINE

MasterLibrary Reference: HS 223 (Mezzanine)

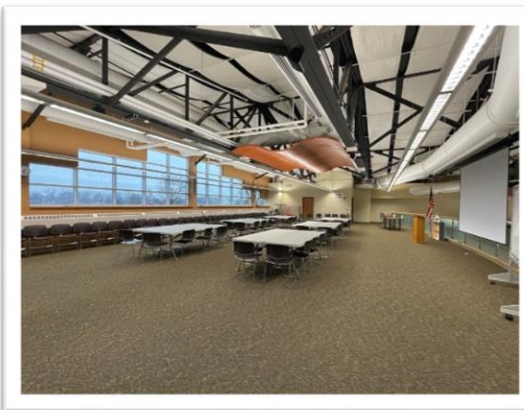
The Gates Chili High School Library Mezzanine is a 2,850-square-foot meeting space located upstairs in the library. The space features a variety of available room layouts and technology options for presenters. The space includes:

- One (1) projector and screen
- One (1) desktop computer
- Two (2) wireless microphones
- One (1) lectern
- A capacity for up to 100 people depending on room layout

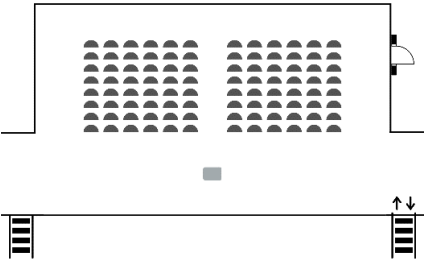
Requestors can connect their device(s) to the projector wirelessly or with a wired connection using HDMI but must supply their own cords and adapters. See Appendix C for directions on connecting devices.

For entry to this space, requestors should use door #5. Parking is available in parking lot E.

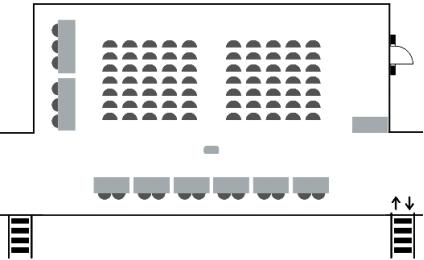
Please note: when requesting the Library Mezzanine, requestors must select AV setup, and must select a room layouts and indicate the number of tables and chairs, if applicable.



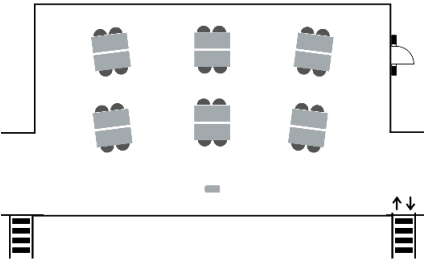
Mezz 01 Auditorium Style



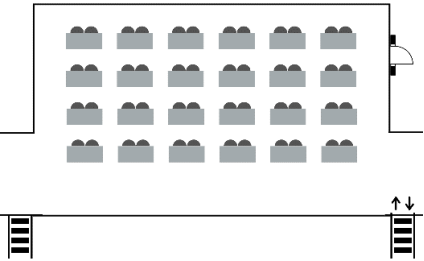
Mezz 02 BOE Meeting Style



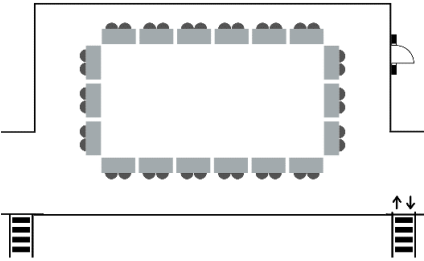
Mezz 03 Breakout Style



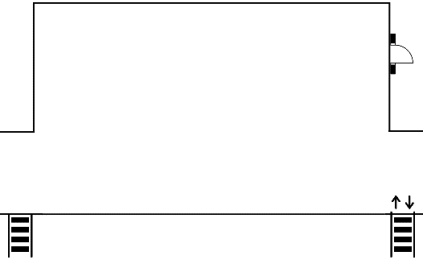
Mezz 04 Exam Style



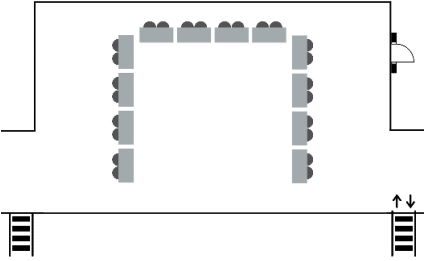
Mezz 05 Hollow Square Style



Mezz 06 Open Style



Mezz 07 U-Shape Style



Mezz 08 Upload your own style

GATES CHILI MIDDLE SCHOOL CAFETORIUM

MasterLibrary Reference: MS 606

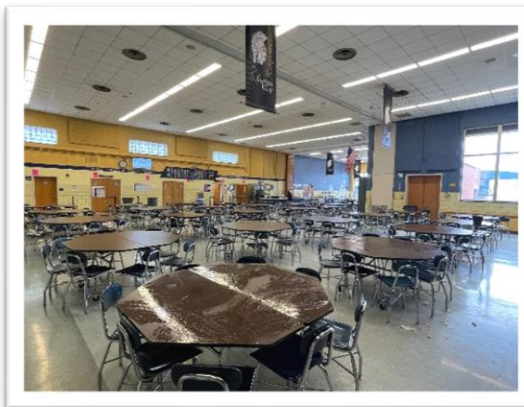
The Gates Chili Middle School Cafetorium serves as the school's cafeteria and auditorium. The space features:

- One (1) 940-square-foot stage
- 53 round lunch tables and 424 chairs
- One (1) projector and screen
- Two (2) wireless microphones
- A capacity for up to 400 people depending on room layout

Requestors can connect their device(s) to the projector wirelessly or with a wired connection using HDMI but must supply their own cords and adapters. See Appendix C for directions on connecting devices.

For entry to this space, requestors should use door #1. Parking is available in parking lot K.

Please note: when requesting use in the middle school, requestors must include a note under custodial that they will need access to the building. In addition, when requesting this space, requestors must select AV setup if using the stage or projector equipment.



GATES CHILI MIDDLE SCHOOL CLASSROOMS

MasterLibrary Reference: varies based on need

Gates Chili Middle School has many classrooms which can be utilized for small group meetings and events. All Gates Chili classrooms are outfitted with:

- One (1) 75" Samsung Flip interactive whiteboard
- An approximate capacity of 20-30 people

Requestors can connect their device(s) to the interactive whiteboard wirelessly or with a wired connection using HDMI but must supply their own cords and adapters. See Appendix C for directions on connecting devices.

For entry to this space, requestors should use door #1. Parking is available in parking lot K.

Please note: when requesting use in the middle school, requestors must include a note under custodial that they will need access to the building.

GATES CHILI MIDDLE SCHOOL LIBRARY

MasterLibrary Reference: MS 216

The Gates Chili Middle School Library features a large open space for group meetings and small events. It includes:

- One (1) 75" Samsung Flip interactive whiteboard
- 22 round tables and 164 chairs
- An approximate capacity of 79 people

Requestors can connect their device(s) to the interactive whiteboard wirelessly or with a wired connection using HDMI but must supply their own cords and adapters. See Appendix C for directions on connecting devices.

For entry to this space, requestors should use door #1. Parking is available in parking lot K.

Please note: when requesting use in the middle school, requestors must include a note under custodial that they will need access to the building.



GATES CHILI ELEMENTARY CAFETORIUMS

MasterLibrary Reference: FBES 46, NAES 50, PRES 111, WDES 18A and 18B

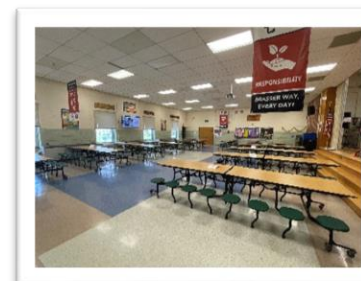
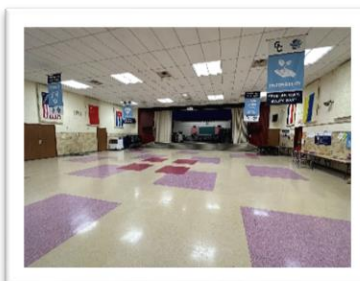
All four elementary school cafetoriums offer a wide range of event capabilities. These spaces vary slightly in capacity but in general include:

- One (1) projector and screen
- One (1) wireless microphone
- One (1) wired microphone
- One (1) 600-square-foot stage
- Between twelve to fifteen (12-15) 10-foot-long folding lunch tables

Requestors can connect their device(s) to the projector wirelessly or with a wired connection using HDMI but must supply their own cords and adapters. See Appendix C for directions on connecting devices.

For entry to this space, requestors should use the school's main entrance.

Please note: when requesting use in the elementary schools, requestors must include a note under custodial that they will need access to the building. In addition, when requesting this space, requestors must select AV setup if using the stage or projector equipment.



*Clockwise from top left:
Paul Road Elementary School, Walt
Disney Elementary School, Florence
Brasser Elementary School, Neil
Armstrong Elementary School*

GATES CHILI ELEMENTARY CLASSROOMS AND LIBRARIES

MasterLibrary Reference: FBES 105, NAES 27, PRES 133, WDES 23, classroom numbers vary based on need

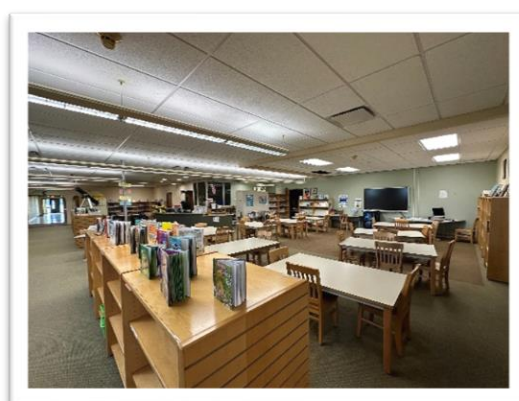
Gates Chili elementary schools have many classrooms which can be utilized for small group meetings and events. All Gates Chili classrooms are outfitted with:

- One (1) 75" Samsung Flip interactive whiteboard
- An approximate capacity of 20-30 people

Requestors can connect their device(s) to the interactive whiteboard wirelessly or with a wired connection using HDMI but must supply their own cords and adapters. See Appendix C for directions on connecting devices.

For entry to this space, requestors should use the school's main entrance.

Please note: when requesting use in elementary schools, requestors must include a note under custodial that they will need access to the building.



Clockwise from top left: Walt Disney Elementary School, Paul Road Elementary School, Neil Armstrong Elementary School, Florence Brasser Elementary School

B. RENTAL RATES

Rates are reset on Jan. 1 each year. All rentals (prior and current) are subject to increase.

Space / Service	Commercial / For Profit	Non-Profit 501(c)(3)	Feeder (50% GC)
Gates Chili Professional Learning Center	\$100 / hr.	\$50 / hr.	per event
Gates Chili High School Cafeterias	\$60 / hr.	\$30 / hr.	per event
Gates Chili High School Classrooms**	\$40 / hr.	\$20 / hr.	per event
Gates Chili High School Computer Lab	\$150 / hr.	\$75 / hr.	per event
Gates Chili High School Library	\$80 / hr.	\$40 / hr.	per event
Gates Chili Middle School Cafeteria	\$60 / hr.	\$30 / hr.	per event
Gates Chili Middle School Classroom**	\$40 / hr.	\$20 / hr.	per event
Gates Chili Middle School Library	\$80 / hr.	\$40 / hr.	per event
Gates Chili Elementary Cafeterias	\$60 / hr.	\$30 / hr.	per event
Gates Chili Elementary Classrooms or Libraries	\$40 / hr.	\$20 / hr.	per event
AV tech assistance before, during and/or after event/meeting	\$26 / hr.*	\$26 / hr.*	\$26 / hr.*
Custodial support before, during and/or after event/meeting	\$30 / hr.*	\$30 / hr.*	\$30 / hr.*
Event supervisor(s) support before, during and/or after event/meeting	quote required*	quote required*	quote required*
Security support before, during and/or after event/meeting	\$30 / hr.*	\$30 / hr.*	\$30 / hr.*

*Staffing may be required, and labor fees may be increased based on the location, size of the event, time and duration of the event. This will be determined by the Gates Chili Central School District.

**Rates for music classrooms may be found under [Section V, Subsection B. Gates Chili Performing Arts Center and Related Spaces.](#)

C. USE REGULATIONS

In addition to the rules, regulations and policies outlined in Section II, the following regulations apply to all events held in the Gates Chili Professional Learning Center (GCPLC).

Food and drink are permitted inside the Gates Chili Professional Learning Center and other cafeteria and classroom spaces. However, all requestors must dispose of any waste.

All technology must be put back in original locations.

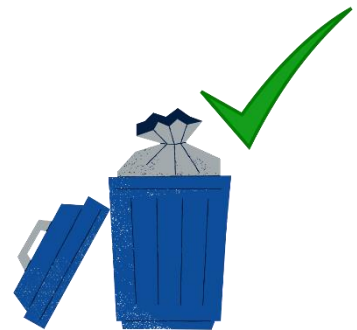
Only markers provided in the room are permitted to be used on the whiteboards. No outside markers may be used on the whiteboards.

Removing furniture from the room is strictly prohibited.

Helium balloons are not permitted inside the Gates Chili Professional Learning Center at any time.

For requestors using the Gates Chili Professional Learning Center, a walk-through is recommended before any out-of-district event to ensure that all equipment and room functionality meets the needs of the group. Please reach out to the Field House Supervisor to schedule that walk-through.

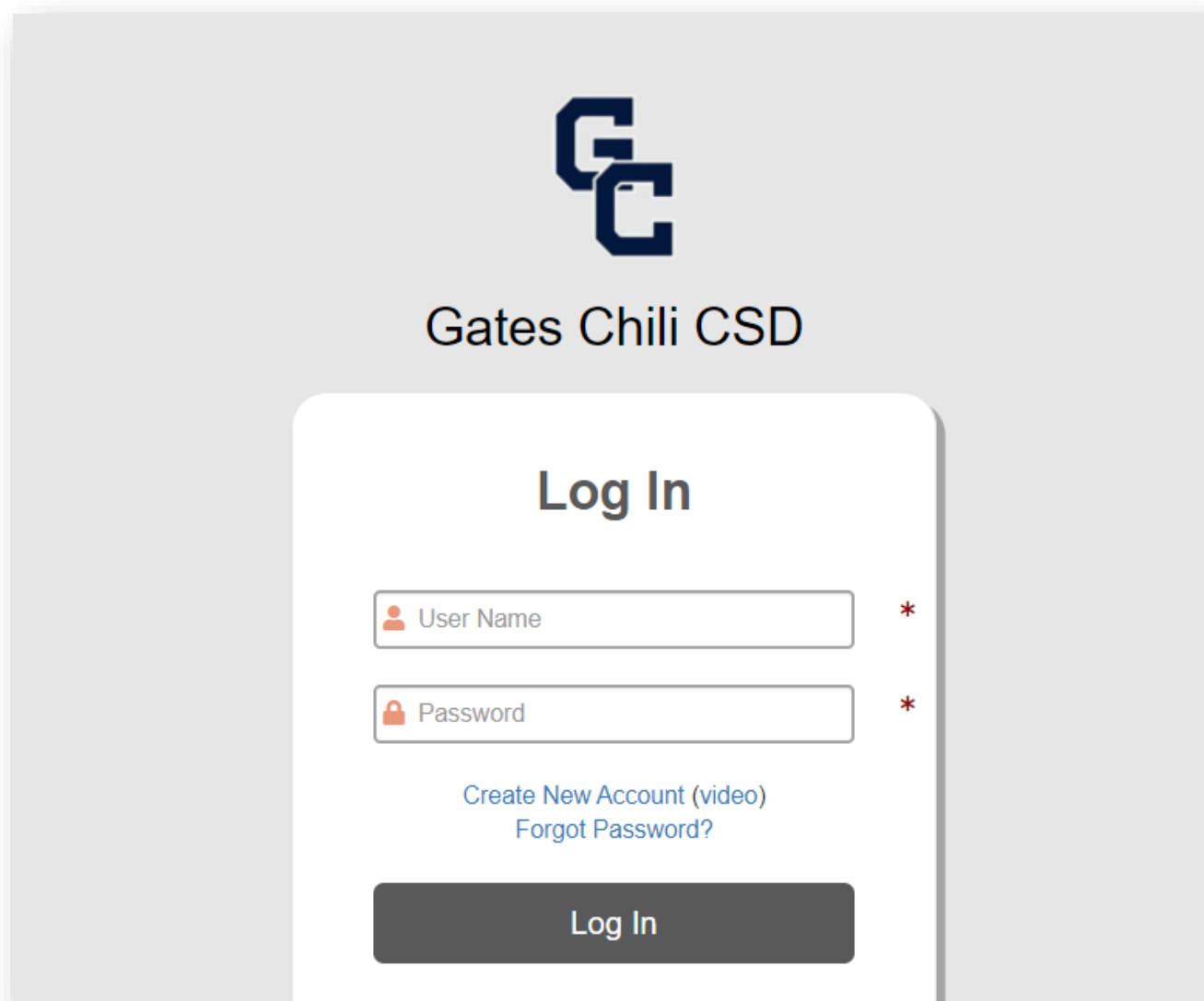
In the event that damages occur as a result of misuse or negligence on behalf of the requesting party, the party will be subject to fines and/or denial of future facilities use. If there is damage or other problems, please notify the custodian on duty or Derek Yacono at dcyacono@gateschili.org immediately.



SECTION VII: RESERVING USE OF AVAILABLE FACILITIES

Gates Chili utilizes MasterLibrary, an online facilities use management system, for scheduling events and meetings in various spaces throughout the district. All individuals, groups, and organizations who wish to use Gates Chili facilities must have an account with MasterLibrary.

School district personnel are automatically provided with a MasterLibrary account and can access MasterLibrary via the Staff Intranet or ClassLink. External groups, organizations and individuals can access Master Library by going to gateschili.org/MasterLibrary.

The image shows a login interface for Gates Chili CSD. At the top, there is a logo consisting of two interlocking 'G' and 'C' letters. Below the logo, the text 'Gates Chili CSD' is displayed. The main content area is a white rounded rectangle with a 'Log In' heading. It contains two input fields: 'User Name' with a person icon and 'Password' with a lock icon. Both fields have a red asterisk to their right. Below the fields are two links: 'Create New Account (video)' and 'Forgot Password?'. At the bottom of the white box is a dark grey 'Log In' button.

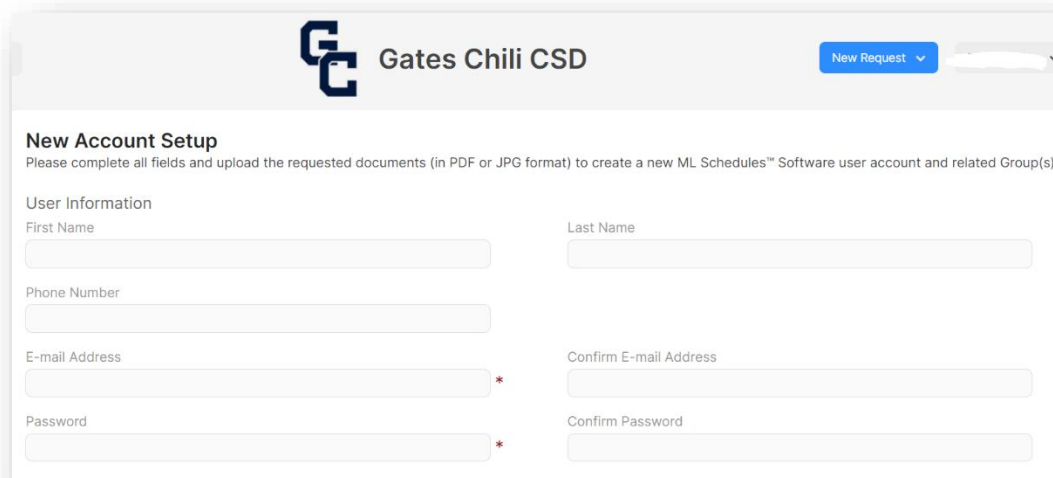
If you are an external individual, group, or organization without an existing account, follow the steps in subsection A.

If you are a staff member or an external individual, group, or organization and already have an account, move on to subsection B.

A. REQUESTOR ACCOUNT CREATION FOR FIRST-TIME USERS

All external individuals, groups and organizations must first create a requestor account in MasterLibrary. [To create an account, click here.](#)

Step 1 Users must provide their first and last name, phone number, email address and create a password for each account user.



The screenshot shows the 'New Account Setup' form for Gates Chili CSD. The form is titled 'New Account Setup' and includes a sub-header: 'Please complete all fields and upload the requested documents (in PDF or JPG format) to create a new ML Schedules™ Software user account and related Group(s)'. The form is divided into two columns. The left column contains fields for 'First Name', 'Last Name', 'Phone Number', 'E-mail Address', and 'Password'. The right column contains fields for 'Confirm E-mail Address' and 'Confirm Password'. Red asterisks are placed next to the 'E-mail Address' and 'Password' fields. A 'New Request' button is visible in the top right corner of the form.

Step 2 Users must provide information about their group or organization including name, mailing address, phone number and group classification based on the criteria below. Non-profit organizations must upload a copy of the roster or tax form under the additional files section.

Class	Description
District Groups	District staff and school-related groups (i.e., clubs, continuing education, any district employee using space for school use)
For-Profit Groups	All private parties, commercial, business and profit-making organizations
Non-Profit Groups	All external non-profit making organizations
School Feeder Program	Group with at least 50% of their roster comprised of Gates Chili students

Step 3 Under additional files, users must upload a Certificate of Insurance (COI) and its expiration date, as well as a signed copy of the Indemnity / Hold Harmless Agreement. See Appendix 1 for this form and all other insurance and legal requirements.

After everything is submitted, the information will be reviewed, and the user whose email is listed in the account creation form will be notified of an approval or denial within 72 hours. Once approved, you will be eligible to enter requests in MasterLibrary.

B. ENTERING YOUR REQUEST IN MASTERLIBRARY

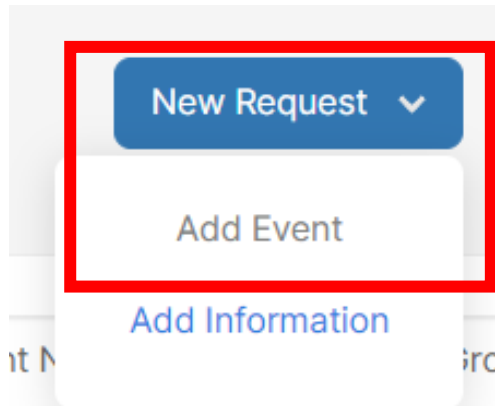
[Login to MasterLibrary](#) and follow the steps below to enter a request to use a facility on a specified date and time. District events take priority over external individuals, groups, and organizations, therefore, the district reserves the right to decline new requests and/or cancel/move approved requests, if needed, without explanation.

DETERMINE SPACE AVAILABILITY

Step 1 Once logged in, filter the calendar by building or space by clicking “filter” in the top left corner. Once you filter the space you can view availability on any given date/time.



Step 2 If you find an available date/time that you would like to request, click “new request” in the top right corner then “add event.” This will take you to a new page.



COMPLETE THE RESERVATION REQUEST

Step 1 Select your group from the dropdown menu.

A screenshot of the 'Make A Request' form. It features a title 'Make A Request' and a dropdown menu for selecting a group. The dropdown menu is currently closed, showing a blue arrow icon and a red asterisk indicating a required field.

Step 2

Select the site for which you would like to reserve a date and time. When selecting spaces, you can select multiple locations. Please note that spaces including the Spartan Field House, Gates Chili Performing Arts Center and Gates Chili Professional Learning Center are listed under Gates Chili High School.

Site(s)

- Select Site -

Step 3

Select the frequency of the request (i.e., one-time event, daily, weekly, etc.) and then enter the date(s) and time(s) for your reservation. Be sure to include enough time for setup and breakdown of the event, then click “view availability.” This will show you if

Frequency

One Time Event

Date & Time Information

Start Date *

End Date *

Start Time *
(including Setup)

End Time *
(including Breakdown)

View Availability

Note : Entries marked with (*) denotes a required field

the space requested is available on the requested date(s) and time(s).

Step 4

Click the “X” on any date/time combination to remove it from the request. Adjust dates and times and click “view availability” as many times as necessary. Once all date/time combinations are marked with a “YES” in the available column, click “continue.”

Space(s) Available?

Space	Start Date	Start Time (incl. Setup)	End Date	End Time (incl. Breakdown)	Available
<div>X</div>	12/27/2022	1:00pm	12/27/2022	2:00pm	YES

View Availability

Continue

Note : Entries marked with (*) denotes a required field

Step 5 Enter your event information including name and any setup details. Please note that depending on the location that you are requesting, questions may vary. Complete all additional information, equipment and personnel questions that may apply.

Confirm Your Recurring Request:

[> Go back to previous screen](#)

[View Requested Events](#)

EVENT INFORMATION*

Event Name*

Minutes for Setup

Minutes for Breakdown

Select Event Type

Event Type

Notes (Set Up Directions, Other Instructions, etc)

ADDITIONAL INFORMATION

Estimated Attendance

Set Up Details

-

▼

Will there be Buses for this event?

- Select -

▼

Please check one of the following options for seating*

Step 6 At the bottom of the page, you must review and agree to the terms and conditions then click “confirm and submit request.” After submitting a request, you will receive a confirmation email.

For questions about requests and reservations, use the table below to contact the appropriate person for your location.

Space	Contact	Email Address
Gates Chili Performing Art Center (GCPAC)	Technical Theater Director	mebeck@gateschili.org
Spartan Field House and all other locations	Field House Supervisor	dcyacono@gateschili.org

C. APPROVAL PROCESS

All requests will be processed within 72 hours. District events take priority over external individuals, groups, and organizations, therefore, the district reserves the right to decline new requests and/or cancel/move approved requests, if needed, without explanation.

Upon approval, you will receive an email from info@masterlibrary.com at the address attached to your user account. You will also be provided with a quote based on the information provided in your request. This is an estimate only and may differ from what is listed in MasterLibrary, as that quote will not include costs related to staffing and supervision.

The school year calendar runs from July 1 through June 30. The district will not take any new requests beyond June 30 until the district calendar is finalized for that year, which is typically completed in May.

D. PAYMENT PROCESS

A final invoice will be sent to the registering user upon completion of the event or reservation. If you have multiple dates, the invoice will be combined and processed at the end of the schedule. The invoice will be sent by mail or email, along with the district payment form.

Payments may be made in several ways:

- Via check or money order to the order of Gates Chili Central School District, 3 Spartan Way, Rochester, NY 14624
- Via purchase orders in limited circumstances to the order of Gates Chili Central School District, 3 Spartan Way, Rochester, NY 14624
- Via credit card payment using MySchoolBucks. Please note this payment method requires a MySchoolBucks account and will include a percentage-based credit card fee. Please notify the district if you intend to pay using this method.

All payments must be made within 30 days of receiving the invoice. Once your payment is cleared, any outstanding balance holds on your account will be removed and you will be able to make new requests.

SECTION VIII: INSURANCE AND LEGAL REQUIREMENTS

A. INSURANCE REQUIREMENTS

Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the facility user hereby agrees to effectuate the naming of the District/BOCES as an Additional Insured on the facility user's insurance policies, except for workers' compensation and NYS Disability insurance.

The policy naming the District/BOCES as an Additional Insured shall:

- a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred. The decision to accept non-licensed and non-admitted carriers lies exclusively with the District/BOCES and may create significant vulnerability and costs for the District/BOCES.
- b. State that the organization's coverage shall be primary and non-contributory coverage for the District/BOCES, its Board, employees and volunteers including a waiver of subrogation in favor of the District/BOCES for all coverages including workers compensation.
- c. Additional insured status for General Liability coverages shall be provided by standard or other endorsements that extend coverage to the District/BOCES (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District/BOCES. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.

The facility user agrees to indemnify the District/BOCES for applicable deductibles and self-insured retentions.

MINIMUM REQUIRED INSURANCE

1. Commercial General Liability Insurance

- a. \$1,000,000 per Occurrence/ \$2,000,000 Aggregate, with no exclusions for Athletic Participants
- b. \$2,000,000 Products and Completed Operations
- c. \$1,000,000 Personal and Advertising Injury
- d. \$100,000 Fire Damage
- e. \$10,000 Medical Expense

2. Automobile Liability (when an organization's vehicle is brought onsite)

- a. \$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.

3. Workers' Compensation and NYS Disability Insurance (For Organizations with Employees)

- a. Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

4. Umbrella/Excess Insurance

- a. **General Use:** \$1 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.
 - b. **Organized Athletic Leagues:** \$3 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.
 - c. **Athletic/Recreational Camps:** \$5 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.
 - d. **Carnivals and Firework Displays, etc.:** \$10 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.
5. The facility user acknowledges that failure to obtain such insurance on behalf of the District/BOCES constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the district. The facility user is to provide the district with a certificate of insurance, evidencing the above requirements have been met, prior to the event.

B. INDEMNIFICATION AGREEMENT

(NAME OF FACILITY USER) does covenant and agree to defend, indemnify and hold harmless the **(NAME OF DISTRICT/BOCES)** from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of **(NAME OF DISTRICT/BOCES)** property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, spectator, contractor or subcontractor of **(FACILITY USER)**.

(FACILITY USER) understands and agrees that its use of **(NAME OF DISTRICT/BOCES)** property and facilities includes, but is not limited to, all areas identified in the application and/or permit, and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as "incidental areas").

(FACILITY USER) agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

APPENDIX A: EVENT SUPERVISION INFORMATION

A. EVENT SUPERVISION: ATHLETIC EVENTS

Staffing may be required for your requested event and labor fees may be increased based on the location and the size of the event. This will be determined by the Gates Chili Central School District.

Responsibilities for Gates Chili event supervisors and staff are listed below. Please note these staff members are NOT to be used to run your event.

RESPONSIBILITIES OF LEAD SUPERVISOR OR DESIGNEE AT ATHLETIC CONTESTS

- a. Arrive 45 minutes prior to the start of the contest
- b. Ensure the facility is set up for spectators, including: Entrance signage, bleachers out.
- c. Greet and welcome visiting team(s) at the entrance and show them where their locker room/team bench are located.
- d. Greet all officials to the site and show them to the bathroom
- e. Give all supporting yellow coats radios for communication and establish rotation plan through the contest
- f. Ensure AED is available on site.
- g. After the contest, have officials escorted off the playing surface and brought to locker room and/or back to their vehicle safely.
- h. After the contest, the visiting team is escorted off the premises to their bus.

RESPONSIBILITIES OF YELLOW COAT STAFF AT ATHLETIC CONTESTS

- a. Arrive to the contest dressed in yellow coat clothing at least 45 minutes prior to the start of the contest.
- b. Familiarize yourself with the location of AEDs.
- c. Get radio from the lead yellow coat and confirm it is working properly.
- d. Supervise and provide crowd control before, during and after the contest. See above guidelines for spectator supervision.
- e. Enforce district expectation of sportsmanship by spectators by doing the following:
- f. Watch and listen to sections of the crowd you are assigned.
- g. Provide verbal warning to spectators who violate sportsmanship expectations.
- h. All removed spectators must be reported to the Director of Education, Health and Athletics so notification of at least one contest suspension can be administered.
- i. Enforce no food or drink in our indoor facilities other than water closed-plastic containers (no glass bottles allowed).
- j. After contest, ensure that no spectators enter the playing surface and welcome spectators to exit the facility.
- k. Remain on duty until the visiting team and spectators have been escorted off the playing surface.
- l. Work the event, don't watch the game.
- m. Yellow Coat presence is at all entry and exit points when a facility is opened.
- n. If there is a spectator or staff injured, a district incident report must be completed and file with the Director of Physical Education, Health and Athletics.
- o. Ensure exit doors are not blocked.

C. EVENT SUPERVISION: PERFORMING ARTS EVENTS

Staffing may be required for your requested event and labor fees may be increased based on the location and the size of the event. This will be determined by the Gates Chili Central School District.

Responsibilities for Gates Chili event supervisors and staff are listed below. Please note these staff members are NOT to be used to run your event.

RESPONSIBILITIES FOR EVENT SUPERVISORS AT PERFORMING ARTS EVENTS

- a. Greet patrons in the lobby in a friendly, courteous, and helpful manner.
- b. Direct students to appropriate spaces if they need to check in and warm up prior to a performance.
- c. Check in with directors as needed if they need support prior to the performance.
- d. Know where restrooms, exits, elevator, etc. are located be able to give directions.
- e. During the event remain near the auditorium entrance to assist patrons as needed.
- f. Reinforce general auditorium etiquette as outlined below.
- g. Communicate with custodial and security staff as needed during events.
- h. At the conclusion of the event remain in the lobby to assist patrons as they exit.
- i. Walk through the auditorium at the conclusion of the event to pick up programs or other visible items left behind.
- j. Event supervisors are required to arrive one (1) hour before the scheduled event time and should stay at least 30 minutes after the end of the event.

GENERAL AUDITORIUM ETIQUETTE

Event supervisors act as a second pair of eyes and ears during each performance. Please ensure outside events are equipped with someone who is aware of the following auditorium etiquette:

- Patrons cannot bring food, snacks, or beverages into the auditorium.
- Trafficked areas, such as aisles, entrances, or steps should be clear of items at all times. This also includes the edges of the stage and railings.
- Should a patron answer a phone call during a performance, please direct them to the lobby.
- Repeatedly entering and exiting the auditorium should be avoided. There is a monitor in the lobby for any patron feeling restless or otherwise unable to sit quietly.
- During musical and drama performances use of cameras, cell phones, tablets or any other electronic device is strictly prohibited within the auditorium.

APPENDIX B: EVENT SUPERVISION RATES

Staffing may be required for your requested event and labor fees may be increased based on the location and the size of the event. This will be determined by the Gates Chili Central School District.

For a custom quote, reach out to the appropriate contact for the space you wish to reserve as outlined in [Section I, Subsection C: Important Contacts](#).

Number of hours of event supervision	Rate per person per day
Between 1 hour and 4.5 hours	\$68
Between 5 hours and 6.5 hours	\$126
Between 7 hours and 8.5 hours	\$204
Between 9 hours and 10.5 hours	\$272
Between 11 hours and 12.5 hours	\$340
Between 13 hours and 14.5 hours	\$408
Between 15 hours and 16.5 hours	\$476
Between 17 hours and 18.5 hours	\$544

APPENDIX C: CONNECTING PERSONAL DEVICES TO GATES CHILI MONITORS AND SCREENS

A. CONNECTING WINDOWS 10 OR WINDOWS 11 DEVICES

If you have a Mac or Chromebook, please follow the instructions outlined on page __ for a wired connection.

WIRELESS CONNECTION TO WIDI WITH A WINDOWS DEVICE

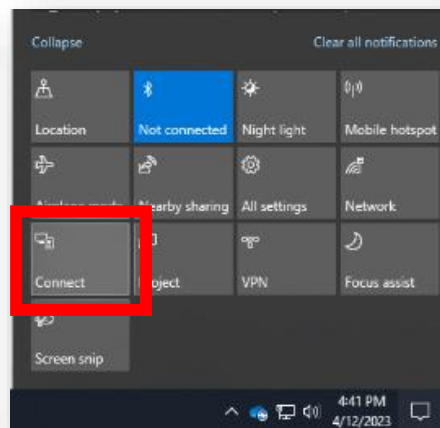
WiDi, or Wireless Display, devices are available throughout the district including the following spaces: Gates Chili Professional Learning Center, libraries at all levels, elementary cafeteriums,

Please note that you must have a Windows 10 or Windows 11 device to connect wirelessly to WiDi devices. Follow the steps on the screen to which you are trying to connect (pictured here) or the directions outlined in the steps below.



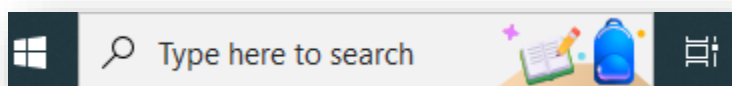
Directions for a touchscreen device

- STEP 1** If you are using a touchscreen device, swipe from the right side of your screen to open the Action Center.
- STEP 2** Tap Connect.
- STEP 3** Find your ActionTec device that matches your room number (e.g., HS-211-WIDI)
- STEP 4** Tap it to connect. Please note, if this is your first connection, you will be prompted for a PIN that will appear on the screen.
- STEP 5** After a moment, your device will begin projecting.



Directions for a device without touchscreen

- STEP 1** If you are NOT using a touchscreen device type **Connect to A Wireless Display** in the Windows Search Bar at the bottom-left of the screen.

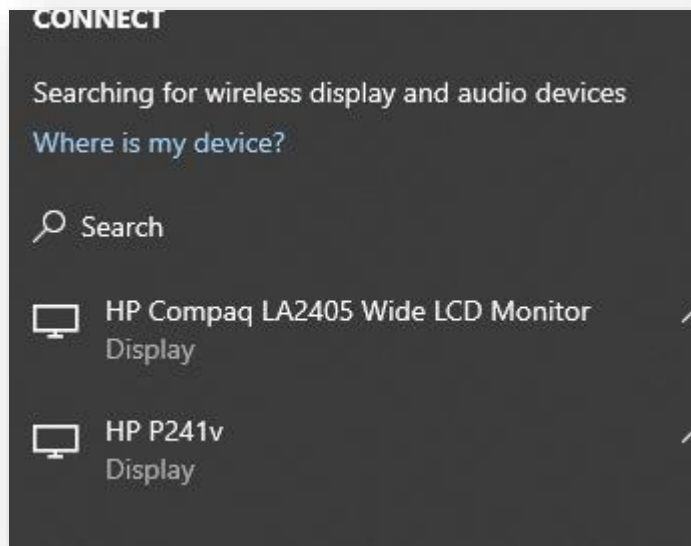


STEP 2 Click on the result, then click **Connect to a Wireless Display** on the Display Screen



Connect to a wireless display

STEP 3 Select the device with which you wish to connect and follow the onscreen directions for entering the PIN.



WIRELESS CONNECTION TO INTERACTIVE DISPLAY (SAMSUNG FLIP)

STEP 1 Type connect to a wireless display in the search box of windows (see above)

STEP 2 Click on Connect to a wireless display (see Step 2 above)

STEP 3 Select a [Flip] Samsung WMA Series device to complete the connection.

STEP 4 After the Wireless Display connection is made, you can control the laptop screen from the product screen.

B. CONNECTING MAC OR CHROMEBOOK DEVICES

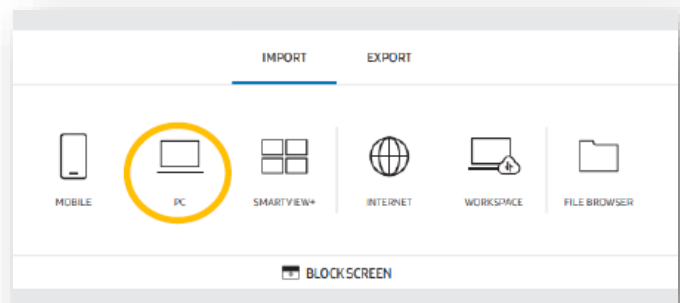
Please note that Macs and Chromebooks do NOT connect wirelessly to WiDi devices nor Samsung Flip Interactive Displays. You must provide your own cords and any adapters to connect devices in spaces equipped with these technologies and follow the steps below to connect.

WIRED CONNECTION TO INTERACTIVE DISPLAY (SAMSUNG FLIP) OR OTHER DISTRICT PROJECTOR SYSTEMS

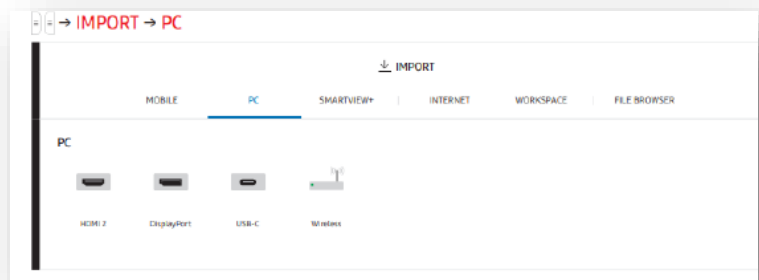
STEP 1 Connect your device to the FLIP using USB-C or HDMI connections on the front of the board.



STEP 2 Tap on the  left or right side of the board to open the **IMPORT/EXPORT** window. Then, tap **IMPORT** to select the desired device. Choose PC.



STEP 3 Choose the proper HDMI source for the device (most likely HDMI 2).



STEP 4 Once connected, click maximize to make the desktop full screen.



**NORTH
ENTRANCE**

Wegman Road

**WEST
ENTRANCE**

Spartan Way

Spartan Way

SOUTH ENTRANCE

Buffalo Road

MAP KEY

-  Gates Chili Performing Arts Ctr.
-  Gates Chili Professional Learning Ctr.
-  Spartan Field House
-  Spartan Stadium
-  Door / building entrance
-  Campus entrance
-  Parking lot

ADDRESSES

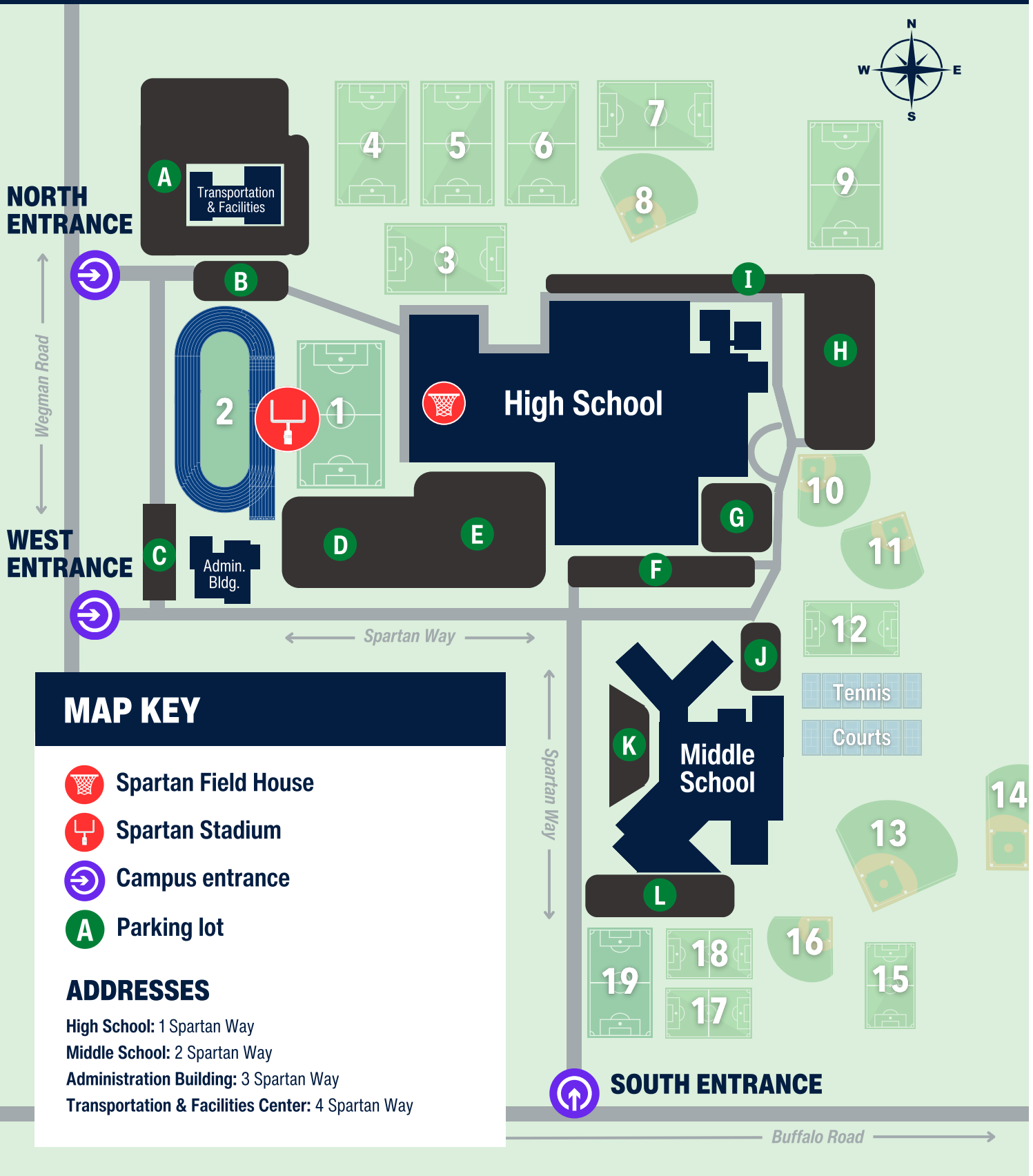
High School: 1 Spartan Way

Middle School: 2 Spartan Way

Administration Building: 3 Spartan Way

Transportation & Facilities Center: 4 Spartan Way







The Gates Chili Central School District is dedicated to fostering curiosity, growth and diversity within our school community. The district celebrates and embraces differences and strives to dismantle exclusion, bias, racism, and prejudice of all forms.

GATESCHILI.ORG