

PUTNAM VALLEY CENTRAL SCHOOLS

BUILDING USE INFORMATION

CUSTODIAL CHARGES

All prices include custodial charges for the time that the building is used by the group during regular custodial hours.

Custodial Overtime will be charged in addition to the building use rates if:

- a. The custodian must work overtime to complete his regularly scheduled duties because he couldn't complete them due to the needs of the rental group.
- b. The custodian must work overtime, after the group has left the premises, due to the condition of the building left by the group.
- c. The group requests a dedicated custodian for the time they are renting the facilities.

DAMAGE DEPOSIT

A damage deposit of \$500.00 will be required of all rental groups and must be paid at the time of rental deposit. It must be remitted separately and not included in the rental deposit amount. A damage assessment walk-through will be required of all groups prior to using the PAC. Any damage noted prior to the rental will be documented. The PAC manager will conduct a walk-through after the rental and note any damages that were not previously documented. The rental group will be responsible for damages, including but not limited to carpet and upholstery cleaning, seat repair, damage to the stage, lighting or any other equipment. Any fees for repair or replacement will be deducted and the remainder of the deposit will be returned to the group in a timely manner.

If additional fees, such as custodial overtime or extra rental time, are incurred, they will be taken out of the damage deposit and the remainder will be returned to the group. A detailed explanation of any charges incurred will be sent to the group with the return of the deposit. If there are additional charges not covered by the damage deposit, they will be billed to the group by the Putnam Valley Central School District on a net 10 basis.