



# THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

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Vincent A. Giordano, *Executive Director*  
Division of Financial Operations

## MEMORANDUM

**DATE:** August 7, 2006

**TO:** Community Based Organizations and Other Users of School Space  
During Extended Use Time

**FROM:** Vincent A. Giordano, Executive Director   
Division of Financial Operations

**SUBJECT:** Use of NYC Public Schools During Extended Use Time

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Dear User of School Space during Extended Use Time,

Keeping schools open beyond the school day – on weekday evenings, school holidays, weekends, and vacation periods – for community activities is known as “**Extended Use**”. We have been advised by Users of school space that the process of shepherding requests toward approval, and remitting the appropriate fees for Extended Use was a long and laborious one and the fees charged were very complex. To address these concerns and to keep within the spirit of the *Children First Agenda*, the New York City Department of Education (NYCDOE) has streamlined, clarified, enhanced and improved the Extended Use Process (which includes a new and simplified rate structure).

Our new On-Line Extended Use process will incorporate a phase in period, which will provide for system testing and modifications. Regional Operations Centers (ROCs) will be phased in first (September 5, 2006), followed by Schools (October 2006) and lastly Outside Organizations (November 2006). We will continually advise you of our progress and provide informational sessions so that you are completely comfortable with our new system once you are ready to use it.

**PLEASE DIRECT ANY QUESTIONS TO THE REGIONAL OPERATIONS CENTER (ROC) WHICH OVERSEES THE BUSINESS OPERATIONS OF THE SCHOOL YOU WISH TO USE. PLEASE REFER TO THE ATTACHED ROC CONTACT SHEET OR CLICK ON THE FOLLOWING LINK:**

<http://schools.nyc.gov/Templates/ROC/PDF/DirectoryROCOfficers.pdf>

**Following are some of the major highlights of the new  
Extended Use Process:**

❖ **On-Line Extended Use Permit Application Process**  
(Phase in Process – see above)

The entire Extended Use Permit Application Process will become completely automated via DOE's on-line Custodial Payroll System (CPS). Unlike the former manual paper-based application process the on-line system provides a more efficient way to process Permit applications. Features of the automated system include:

- on-line application initiation at the User/School level,
- full electronic processing including approval, notification, and
- electronic payment (via credit card or checking account) which will commence on September 5, 2006.

**Important Note:**

The new extended use system and online application will introduce new information fields. In order to capture this information during the phase in process, a new **Hardcopy Extended Use Application Form** has been created. This new form must be used until such time as you have access to the on-line system.

You will be required to submit two separate applications:  
Summer 2006  
and  
September 1, 2006 and beyond.

You may pick up an application at any school, custodian's office or ROC or download and print it by visiting the following site:

<http://schools.nyc.gov/NR/ronlyres/F2381D29-283D-4428-AD06-2FB6BBD38782/0/ExtendedUsePermit.pdf>

Attached is a ROC Contact List containing General Telephone Numbers.  
Use this if you wish to contact a Regional Operations Center (ROC)  
to obtain the cost of a permit with the new rate structure.  
You may also go to the link below to access this information.

<http://schools.nyc.gov/Templates/ROC/PDF/DirectoryROCOfficers.pdf>

## ❖ **New Cost Structure for Custodial Services**

(Effective September 1, 2006)

The DOE's automated CPS will now calculate the cost of custodial services as "flat rates" that is dependent on the type of unit requested (see below). There will be no separate rates for space and labor. New rates will be per hour. Separate "Opening Fees" charged under the former system no longer apply.

The DOE's automated CPS will now calculate the cost of custodial services as "flat rates" that is dependent on the type of space used (see below). There will be no separate rates for space and labor. New rates will be per hour. Separate "Opening Fees" charged under the former system no longer apply.

**Note:** You may notice slight fee changes in the new rate structure as compared to previous charges. The changes are due to certain disproportionate formulas used between school buildings. In some schools "free space" was allocated (based upon the size of the school), while in other schools this was not the case. The new rate structure corrects this discrepancy and charges everyone the same flat rate for the same type of space usage.

It is important to note that these fees are still based on pass along contractual costs and provide no profit to the DOE.

- Classrooms, Special Rooms (offices, bathrooms, etc.) at \$2 per hour per room
- Large Rooms (e.g. Athletic Field, Auditorium, Baths, Bleachers Cafeteria, Gym, Locker Room) at \$12 per hour per room
- Swimming Pool at \$40 per hour
- Furniture Movement at \$2 per hour per unit (1 unit = 1 table/6 chairs)
- No additional fees for special services
- There will be no distinction between regular days, weekends, holidays, vacations, etc. Fees will be calculated based on number of units (number of rooms) multiplied by the number of hours multiplied by the applicable rate
- Minimum charge of \$50 per permit

❖ **Piggy-Backing**

*Piggy Backing (the sharing of Opening Fees in the former system by multiple concurrent Users) no longer applies.*

❖ **Security**

Although DOE strongly recommends that security be provided by School Security Agents (SSAs), *an alternate procedure is now in effect.* If a User wishes to use security personnel other than SSAs, a School Security Plan should be submitted to the Principal indicating that security is to be provided by other individuals with an appropriate security background such as private security firms, local police or responsible individuals from the concerned organization. This alternate security plan should outline the rationale for security personnel other than SSAs and the specific resources being used. If the Principal approves the alternate plan, the User may use security personnel as outlined.

As indicated earlier, informational sessions will be provided to assist as you prepare to utilize our new on-line system and application. Several publications (listed below) will be made available as well.

*September 2006*

Revised chapter to the Standard Operating Procedures (SOP):  
*Extended Use of School Buildings*

*October 2006*

User Guide:

*An Overview for Community Based Organizations and Others Wishing to Use NYC Public Schools During Extended Use Time*

This guide will complement the more-detailed instruction manual below.

*November 2006*

Instruction Manual:

*How to Prepare the On-Line Extended Use Application for Community Based Organizations and Other Users*

This manual explains the functioning of the online system, and the “Extended Use of School Buildings” Chapter of the Department of Education Standard Operating Procedures (SOP), which outlines the comprehensive set of regulations governing Extended Use of school space.

We wish you much success as you utilize our Public Schools for the operation of your programs and know you will embrace our new Extended Use system in a most positive way.

Thank you.



## Regional Operations Centers (ROC)

### **Region 1 & 2**

(Districts: 8, 9, 10, 11, 12)  
1 Fordham Plaza  
Bronx, NY 10458  
(718) 741-7070

### **Region 3**

(Districts: 25, 26, 28, 29, 75)  
30-48 Linden Place  
Flushing, NY 11354  
(718) 281-7650

### **Region 4 & 5**

(Districts: 19, 23, 24, 27, 30, 32)  
28-11 Queens Plaza North  
Long Island City, NY 11101  
(718) -391-8222

### **Region 6 & 7**

(Districts: 17, 18, 20, 21, 22, 31)  
715 Ocean Terrace  
Staten Island, NY 10301  
(718) 556-8300

### **Region 8**

(Districts: 13, 14, 15, 16)  
131 Livingston Street  
Brooklyn, NY 11201  
(718) 935-3400

### **Region 9 & 10**

(Districts: 1, 2, 3, 4, 5, 6, 7)  
333 7<sup>th</sup> Avenue  
New York, NY 10001  
(212) 356-3700