

This document is intended to help clarify questions regarding extended use permit procedure for charter schools. Generally, the NYC Department of Education (DOE) will apply the same extended use policy to charter schools as district schools, per Chancellor’s Regulation [D-180](#). Most significantly, charter schools will be required to request and pay for permits OUTSIDE of the following times:

During the DOE academic year<sup>1</sup>:

Monday – Friday: 7am (or 30 minutes prior to the start of student instruction) – 6pm

Saturday and Sunday: permit always required

During the DOE summer session<sup>2</sup>:

Schools will fall into one of three categories:

- schools located at a centrally funded DOE summer session site
- schools located at a self funded summer school site
- schools located at a closed for construction/renovation site

#### Centrally Funded Summer School Sites

Schools located at a centrally funded DOE summer session site will not need to pay for permits Monday – Friday: 8am – 3pm (permits should still be submitted so facilities knows school will be in session).

Session times outside 8am – 3pm will require permits and payment.

#### Self Funded Summer School Sites

Schools located at sites that are not centrally funded are considered self funded summer school sites. Self funded summer school sites are responsible for covering the full cost of the permit and therefore should only request space accordingly. However, safety does not need to be requested for the school days associated with the summer school schedule (Monday through Friday from 8am – 3pm) because it is free of charge during that time. If your program exceeds these hours you will need to enter a request for the additional hours of security coverage under a new permit detail. Note: schools are required to pay the custodial cost regardless of when the program runs.

#### Sites Closed for Construction/Renovation

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<sup>1</sup> The DOE school year 2011-2012 includes 9/8/11 – 6/27/12. 2012-2013 includes 9/6/2012 – 6/26/2013.

<sup>2</sup> The DOE summer session 2012 includes 7/9/12 – 8/15/12.

Schools at a site closed for construction will not be able to hold summer session at their academic year site. Those schools may inquire whether space is available at a nearby centrally funded site or can request to self-fund at a nearby site that is not centrally funded and not closed. Such requests will require review and approval by the DOE Charter Schools Office and Summer Session team.

#### How To Submit a Permit Request:

Permits are completed in the online CPS application. Currently charter schools do not have access to CPS and must coordinate with their district co-location partner to submit a permit request. If necessary, charter schools can also contact their extended use borough office (contact info below). The DOE Charter Schools Office (CSO) is working with the extended use team and the DIIT to make CPS available to charter schools. At this time, there is not a set completion date for the project, but schools will be advised as soon as access is available.

- a) Permits should be completed for the specific day(s) of the week, actual dates of the activity, and specific start and end times of the activity. Be sure to note whether security is needed and exact number and type of rooms needed as this information will have a significant impact on the total cost of the permit. You can use the [paper permit application](#) to help facilitate this process.
- b) Permits should be submitted to the co-located district school at least four weeks in advance of the event. District schools must enter the permit three weeks in advance to allow for planning.

#### Permit Costs:

There are two types of costs associated with permits, space (or custodial) and security.

1. Space costs are the costs for the custodial entity to prepare and clean the actual space required by a user to carry out the function or program. **Schools will be charged for any use of space 30 minutes before the start of school and after 6:00 PM Monday through Friday, as well as Saturdays, Sundays, and during the summer if their summer program is not located at a centrally funded summer school site.** The cost table for space (per room per hour) is below.
2. Security costs are the costs to use security agent(s) from the NYPD. As per Section IV of Chancellor's Regulations D-180, contractual costs for security services provided by school safety agents are passed along to the users at all schools except as indicated above during the summer schedule Monday through Friday 8:am – 3:pm. The cost table below also includes security cost rates.

Please be advised, fees associated with extended use of school facilities are the responsibility of the charter schools, and extensive outstanding fees will result in rejection of future permit requests until balances are up to date. As per Section IV of Chancellor's Regulation D-180, the DOE imposes no excess charge (profit or overhead) on extended use of its schools. However, there are pass-along contractual costs (determined through a collective bargaining agreement between the DOE and Custodial Engineers Local 891), i.e., costs incurred in schools for custodial services when the use is outside of normal school hours on school days and anytime on weekends, holidays and when school is not in session.

#### Additional Information:

- Permit fees paid by the DOE:
  - Some events require permit submissions, but fees will be paid by central DOE (not charged to the school). These include, but are not limited to:
    - Parent forums/student orientations
    - Parent/teacher conferences
    - PTA/PA meetings and activities: PTA's/PA's are entitled to one hundred ten (110) hours of free building use outside of normal school hours (including security fees) per year

- Summer programs from 8am – 3pm at sites that are centrally funded
- Permit fees NOT paid by DOE:
  - Early openings prior to 7am or earlier than thirty minutes prior to the start of instruction are not approved unless associated space/security fees are paid for by the charter school.
  - Summer session at non-centrally funded sites or outside DOE summer session dates. **Schools are responsible for covering the full cost of space and security outside of the summer school session of Monday through Friday 8:am to 3:pm.**
  - Summer programs at centrally funded sites that take place outside of the summer school session of Monday through Friday 8:am to 3:pm.
- “Blanket Permits”:
  - A ‘blanket permit’ is the term used for permits that extend beyond one event or reasonable time frame and beyond reasonable expected space use. This is the most frequent cause of inadvertently high cost permits
    - For example, a school is not certain of the days it will need to run a program so the principal requests that the permit cover ALL days Monday through Friday. Another example includes when a school leader is uncertain of the number of rooms needed for an event, so requests ALL school rooms, the cafeteria, the gym and all other space in the school. These situations lead to blanket permits. To avoid blanket permits, provide the detailed information requested in the permit.

FAQs

- Do I need to pay when district schools are on vacation but our school is in session?
  - On Mondays through Fridays no, the normal non-vacation day permit hours apply. On weekends, permits fees will apply as usual
- Who can I contact to verify that my permit was submitted or with questions about my permit?
  - Once you have your permit number from you district co-location partner, if you have questions you can contact one of the borough office staff per the table below

<b>Extended Use Borough Office Contacts (Senior Grant Officers)</b>			
<b>Borough</b>	<b>Name</b>	<b>Phone #</b>	<b>Email Address</b>
Brooklyn Districts: 13, 14, 15, 16, 19, 23, & 32	SLOCOMBE, CAROL	718-935-3255	<a href="mailto:cslocom@schools.nyc.gov">cslocom@schools.nyc.gov</a>
Manhattan	WALLACE TIFFANY	212-356-3874	<a href="mailto:twallace@schools.nyc.gov">twallace@schools.nyc.gov</a>
Queens	LORENZO, ARNOLDO	718-391-8248	<a href="mailto:alorenzo@schools.nyc.gov">alorenzo@schools.nyc.gov</a>
Brooklyn/Staten Island Districts: 17, 18, 20, 21, 22, & 31	PAYNE, PATRICIA	718-390-1544	<a href="mailto:ppayne@schools.nyc.gov">ppayne@schools.nyc.gov</a>
Bronx	VILLANUEVA, MAITE	718-741-3207	<a href="mailto:mwillanueva11@schools.nyc.gov">mwillanueva11@schools.nyc.gov</a>

<b>Space Usage Costs</b>			
<b>Space Descriptions</b>	<b>Cost/hr</b>	<b>Space Descriptions</b>	<b>Cost/hr</b>
Athletic Field	\$12/hr	Classrooms, Teacher Rooms	\$2/hr
Auditorium - High School	\$12/hr	Furniture Movement (1 unit = 1 table/6 chairs)	\$2/hr
Auditorium - J.H.S. and Elementary	\$12/hr	Gyms	\$12/hr
Baths (5 or more heads)	\$12/hr	Locker Rooms (4 or more CL rms.)	\$12/hr
Baths (less than 5 heads)	\$12/hr	Locker Rooms (1 -3 CL rms.)	\$12/hr
Bleachers	\$12/hr	Special rooms (Bathroom/administrative Offices)	\$2/hr
Cafeteria	\$12/hr	Swimming Pools	\$40/hr

<b>SSA Level/Type.</b>	<b>Rate</b>	<b>General Guideline</b>
SSA1 - School Safety Officer, Level 1:	<b>\$25.40</b>	Recommended Ratio for every 100 participants is one SSA1
SSA1 - School Safety Officer, Level 1: (Scanner Metal Detection)	<b>\$25.73</b>	Recommended Ratio for every 100 participants is one SSA1
SSA2 - School Safety Officer, Level 2 (Scanning & Mobile Task Force):	<b>\$26.45</b>	Scanning Schools need 4 SSA2's for every event
SSA3 - School Safety Officer, Level 1 (Supervisor):	<b>\$28.80</b>	For every 300 participants one SSA3 is required