

SCHOOL ALLOCATION MEMORANDUM NO. 33, FY 2016

DATE: June 11, 2015

TO: Community Superintendents
High School Superintendents
Borough Field Service Center Teams
School Principals

FROM: Raymond J. Orlando, Chief Financial Officer

SUBJECT: Extended Use

Extended Use of School Buildings occurs after 6:00 p.m. on days when school is in session and anytime on days when school is not in session (weekends and holidays for both extracurricular and instructional activities). Resources are being provided to the Office of Field Support in the Galaxy Transfer Utility to manage and process extended use costs on behalf of the schools, central offices and community based organizations.

School Extended Use Costs

Space fees will be paid against central budgetary accounts for any activity that was authorized by the school, is conducted on behalf of the school, or is conducted in partnership with the school where only students attending the school are eligible. Such authorized activities include, but may not be limited to:

- Activities connected with Open School week or Parent/Teacher Conferences
- School clubs and other school-sponsored events, e.g., Math Club, Sport Club

Fixed Cost

- Parent Meeting – PA/PTA are entitled to free use of school buildings including school safety coverage, for one hundred ten (110) hours per year outside of school hours. If there is more than one PA/PTA in the building, each is entitled to the full one hundred and ten hours per year.
- Public meetings of the Community/Citywide Education Councils (CEC) – Usually one to two per month.

The cost of custodial services for Extended Use is covered by various budgets when utilizing the facilities. The DOE's automated Custodial Payroll System (CPS) calculates the cost of custodial services based upon the amount of space used, the type of the space (e.g. classroom, auditorium, bathrooms, gym, etc.) and day/time of usage.

The principal or designee must carefully review all permit applications before approving such application. The permit application should be specific about the requested purpose and the duration of use. All relevant fields included on the permit application need to be completed. For the Space Sheet the principal or designee should only sign/approve Space Sheets that they are familiar with

the activity, level of attendance, and the actual space used. **Failure to appropriately review the Space Sheet actual usage could result in higher cost.**

For additional and complete detail of the regulations for the Extended Use please go to:
<http://schools.nyc.gov/NR/rdonlyres/AA9455BE-74BB-46E1-B361-DBD0F29E4D0C/0/D180.pdf>

Security

All DOE sponsored events must have security provided by the New York Police Department School Safety Division (NYPDSSD). Additional information can also be found in Chancellors Regulation D-180 which governs the extended use of school buildings..

Extended Use allocations will be placed in the **TL Extended Use** allocation category.

Location	Amount
95ELEX	\$33,500,000

All extended use allocations are preliminary and will be updated for collective bargaining and final program parameters at the mid-year.

[Click here to download a copy of the School Allocation Memorandum.](#)

RJO: df

C: Sandy Brawer