



NEW YORK CITY  
DEPARTMENT OF EDUCATION  
Extended Use of Building

**PERMIT**88464  
Permit Total Cost\$280.00

**Approved Approved**

**Organization Information**

**Organization Name** DOWNTOWN LITTLE LEAG      **Tax ID:** 133703959  
**Mailing Address:** 260 W. BROADWAY APT 10C      **Phone:** (212)219-0868  
**City:** NY **State:** NY **Zip:** 10013  
**Email:** BCRAWFORD@LAW.PACE.EDU  
**Fax:** (212)965-9388  
**Name of Authorized Representative:** BRIDGET CRAWFORD      **Title:** PARENT REP.

**Permit Information**

**Permit Period From:** 04/04/2008 **To:** 06/27/2008      **Name of Activity Supervisor:**  
**Nature of Event:** STUDENT ACTIVITY      BRIDGET CRAWFORD  
**Descriptions of Activities to be Conducted:** LITTLE LEAGUE BASEBALL  
**Anticipated Attendance:** 75

**Special Requests**

**Sale of Goods:** N      **Donations:** N      **Liability Insurance:** N

**Accounting Information**

**District:** 96      **Quick Code:** 014620  
**Line:** 6800      **Organization:** A05-Outside Organizations  
**Location:** MISC      **Activity:** D29-Other  
**Galaxy Code:** 664      **City Agencies:** Z09-Other  
**University:** -      **Other Activity:** LITTLE LEAGUE BASEBALL      **Number of Security Agents:** 0  
**Space Centrally Funded:**  
**Security Centrally Funded:**

**Permit Details**

**Boro\School:** M520      **District:** 02  
**School Name:** M BERGTRAUM HS      **Phone:**(555)555-5555  
**Mailing Address:** 411 PEARL ST      **Principal or Designated Email:**02M520@SCHOOLS.NYC.GOV  
**City:** NY **NY State:** NY **Zip:** 10038  
**Name of Custodian Engineer:** MONEZ, STEPHEN J  
**Approval use of Stage Scenery:**N      **Custodian Email:** CM520@SCHOOLS.NYC.GOV  
**Youth Ind.:**N      **Food Ind.:**N



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No	Details
1	Days : Fri, Dates : 4/4/2008 to 4/4/2008 Time: : 6:30 PM-8:00 PM Space \ Qty : Special Rooms \ 2, Athletic Field \ 1
2	Days : Fri, Dates : 4/18/2008 to 4/18/2008 Time: : 6:30 PM-8:00 PM Space \ Qty : Special Rooms \ 2, Athletic Field \ 1
3	Days : Wed, Dates : 5/7/2008 to 5/7/2008 Time: : 6:30 PM-8:00 PM Space \ Qty : Special Rooms \ 2, Athletic Field \ 1
4	Days : Fri, Dates : 5/2/2008 to 5/2/2008 Time: : 6:00 PM-8:00 PM Space \ Qty : Special Rooms \ 2, Athletic Field \ 1
5	Days : Wed, Dates : 5/21/2008 to 5/21/2008 Time: : 6:30 PM-8:00 PM Space \ Qty : Special Rooms \ 2, Athletic Field \ 1
6	Days : Fri, Dates : 5/23/2008 to 5/23/2008 Time: : 6:30 PM-8:00 PM Space \ Qty : Special Rooms \ 2, Athletic Field \ 1
7	Days : Wed, Fri, Dates : 6/11/2008 to 6/13/2008 Time: : 6:30 PM-8:30 PM Space \ Qty : Special Rooms \ 2, Athletic Field \ 1
8	Days : Wed, Fri, Dates : 6/25/2008 to 6/27/2008 Time: : 6:30 PM-8:30 PM Space \ Qty : Special Rooms \ 2, Athletic Field \ 1



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### Cost Summary

**Total SetUp and Cleaning Cost: \$280.00**

**Security Cost: 0.00**

**Total Permit Cost: \$280.00**

**Start Date: 04/04/2008**

**End Date: 06/27/2008**

**School: M520**

SetUp and Cleaning Cost			Labor and Heating and special services			Total
Detail #	Time Range	Date Range	Detail #	Time Range	Date Range	
01	06:30 PM-08:00 PM	04/04/2008-06/27/2008	01	06:30 PM-08:00 PM	04/04/2008-06/27/2008	
1.00 *	(ATHLETIC FIELD WKDAY)	\$18.00	2.00 *	(FIREMAN HEATING WKDAY)		
2.00 *	(SPECIAL ROOM WKDAY)	\$6.00				
SetUp and Cleaning Subtotal: \$24.00						\$24.00
02	06:30 PM-08:00 PM	04/04/2008-06/27/2008	02	06:30 PM-08:00 PM	04/04/2008-06/27/2008	
1.00 *	(ATHLETIC FIELD WKDAY)	\$18.00	2.00 *	(FIREMAN HEATING WKDAY)		
2.00 *	(SPECIAL ROOM WKDAY)	\$6.00				
SetUp and Cleaning Subtotal: \$24.00						\$24.00
03	06:30 PM-08:00 PM	04/04/2008-06/27/2008	03	06:30 PM-08:00 PM	04/04/2008-06/27/2008	
1.00 *	(ATHLETIC FIELD WKDAY)	\$18.00	2.00 *	(FIREMAN HEATING WKDAY)		
2.00 *	(SPECIAL ROOM WKDAY)	\$6.00				
SetUp and Cleaning Subtotal: \$24.00						\$24.00
04	06:00 PM-08:00 PM	04/04/2008-06/27/2008	04	06:00 PM-08:00 PM	04/04/2008-06/27/2008	
1.00 *	(ATHLETIC FIELD WKDAY)	\$24.00	2.00 *	(FIREMAN HEATING WKDAY)		
2.00 *	(SPECIAL ROOM WKDAY)	\$8.00				
SetUp and Cleaning Subtotal: \$32.00						\$32.00
05	06:30 PM-08:00 PM	04/04/2008-06/27/2008	05	06:30 PM-08:00 PM	04/04/2008-06/27/2008	
1.00 *	(ATHLETIC FIELD WKDAY)	\$18.00	2.00 *	(FIREMAN HEATING WKDAY)		
2.00 *	(SPECIAL ROOM WKDAY)	\$6.00				
SetUp and Cleaning Subtotal: \$24.00						\$24.00
06	06:30 PM-08:00 PM	04/04/2008-06/27/2008	06	06:30 PM-08:00 PM	04/04/2008-06/27/2008	
1.00 *	(ATHLETIC FIELD WKDAY)	\$18.00	2.00 *	(FIREMAN HEATING WKDAY)		
2.00 *	(SPECIAL ROOM WKDAY)	\$6.00				
SetUp and Cleaning Subtotal: \$24.00						\$24.00
07	06:30 PM-08:30 PM	04/04/2008-06/27/2008	07	06:30 PM-08:30 PM	04/04/2008-06/27/2008	
2.00 *	(ATHLETIC FIELD WKDAY)	\$48.00	4.00 *	(FIREMAN HEATING WKDAY)		

4.00 \* (SPECIAL ROOM WKDAY) \$16.00

SetUp and Cleaning Subtotal: \$64.00

\$64.00

Detail #	Time Range	Date Range	Detail #	Time Range	Date Range
08	06:30 PM-08:30 PM	04/04/2008-06/27/2008	08	06:30 PM-08:30 PM	04/04/2008-06/27/2008
1.00 * (ATHLETIC FIELD WKDAY)		\$24.00	2.00 * (FIREMAN HEATING WKDAY)		
1.00 * (ATHLETIC FIELD WKEND)		\$24.00	2.00 * (CLEANER (NON-HEATING))		
2.00 * (SPECIAL ROOM WKDAY)		\$8.00			
2.00 * (SPECIAL ROOM WKEND/HOL/VAC)		\$8.00			
SetUp and Cleaning Subtotal: \$64.00			SetUp and Cleaning Subtotal: \$64.00		
<b>Total SetUp and Cleaning Cost: \$280.00</b>			<b>\$280</b>		



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**Representation**

1. Certification- As the applicant, I/We hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I/We understand that rates are subject to change by DOE. I/We agree to observe all the rules and regulations contained in the SOPM chapter on Extended Use of School Buildings, and in this application, to conform to all applicable New York State laws and regulations governing the extended use of school buildings, to exercise the utmost care in the use of school premises and property, to make good any damage arising from the occupancy of any person of the school premises, to provide adequate supervision of the activity at all times, and to save the DOE harmless from any claim, loss or damage by reason of any act on the part of the applicant, its members, officers, agents or any person using the premises on the invitation of the applicant. I/We understand that failure to do so may lead to the cancellation of the permit, the denial of future permit applications, or other legal action by the DOE.
2. Payment of Fees - I/We agree to pay in advance all fees for the cost of custodial and security services, plus 15 percent fringe costs if we are required to pay such fees.
  - a. Fees must be paid by all organizations (e.g., unions, community based organizations, other government entities, elected officials) that conduct an allowable activity that was not engaged by the school or the Department of Education, even if the activity involves students in the school.
3. Accounting - I/We agree to provide the DOE with statement of the receipts, expenses and proceeds from the event, and certification of distribution of profits to charitable organization.
4. Untoward Incident - Permit holders must complete an incident report when safety/criminal incidents occur and return it to the principal and or the SSA on duty.
5. Insurance - The Department of Education reserves the right to require liability insurance for certain events or activities. I/We agree to name the D.O.E. and NYC as an additional insured on policy with respect to an event for which I/We seek permit and submit certification of insurance together with payment for use fee. Such instances that require liability insurance include, but are not limited to:
  - a. Carnivals
  - b. Athletic activities(if a fee is paid to participate)
  - c. Use of swimming pool
  - d. Use of home economic rooms
  - e. Use of shop rooms
6. Publicity Material- I/We agree to share material with DOE in advance. Any publicity material may not suggest and must disclaim DOE involvement in the activity.
7. Revocation- In the event the permit is revoked, permit holder will be held responsible for associated costs. Permit may be revoked at any time at the discretion of DOE for:
  - a. Providing incorrect information on an application form
  - b. Failure to adhere to the conditions of the permit or violation of law
8. Termination Provision- I understand that the school may need to use the facility for a school function. I agree to temporary discontinuance of this permit as needed to accommodate the need of the school to use the facility. Barring an emergency, a minimum of 2 weeks notice will be provided.



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9. Cancellation Provision- I/We agree that if we wish to cancel an activity, my/our organization will inform the Integrated Service Center and School Custodian at least 48 hours prior to the event. I/We are further aware that failure to do so will result in a cancellation fee equal to 15% of the daily charge for the activity.

X \_\_\_\_\_  
SIGNATURE OF  
ORGANIZATION REPRESENTATIVE

\_\_\_\_\_  
DATE

I hereby approve the organization listed above and authorized their use of the building and the facilities as indicated on this permit.

X \_\_\_\_\_  
SIGNATURE OF PRINCIPAL

\_\_\_\_\_  
DATE

I hereby confirm the space availability for the time and date(s) indicated on this permit.  
Total Number of Permit Details: **8**

Take the Field Waiver

X \_\_\_\_\_  
SIGNATURE OF CUSTODIAN

\_\_\_\_\_  
DATE