



Huntington Union Free School District

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Dear Facility User,

Please find attached the Huntington Union Free School District's approved Facility Use Fee Structure, which will become effective July 1, 2026.

The revised structure includes updated user categories, facility rates, and additional information regarding facility use procedures and requirements.

Organizations that believe they may qualify for Tier 2A – Community & Youth Partner designation or Tier 2B – Extended Day Program (Camp) designation may submit the appropriate application for consideration. Applications and all required supporting documentation must be submitted no later than June 15, 2026.

Applications will be reviewed administratively, and recommendations will be submitted to the Board of Education for consideration and approval.

Please note that submission of an application does not guarantee approval or designation status.

If you have any questions regarding the revised structure or application process, please contact the Business Office at 631-673-2111.

Sincerely,

Rubie R. Harris

Rubie Harris, PhD.

Assistant Superintendent for Finance and Management Services

Huntington Union Free School District

Facility Use Fee Structure

User Categories

The Huntington Union Free School District categorizes facility users into the following groups to determine applicable facility rental fees. The District reserves the right to determine the appropriate user tier based on the information provided in the facility use application. District programs, including athletics, performing arts, and school-sponsored activities, receive scheduling priority over all outside users.

Tier 1 – District-Sponsored Activities

School-sponsored programs, district athletic teams, PTA organizations, and district-affiliated student activities. Facility use fees are **waived**, although staffing charges may apply when required.

Tier 2 – Huntington Community Non-Profit Organizations¹

Organizations recognized as 501(c)(3) non-profit entities with **at least 65% Huntington UFSD residents** participating in the activity or program being conducted. Organizations meeting additional Board-approved criteria may be considered for Tier 2A or 2B designation.

- **Tier 2A – Community & Youth Partners²** - Organizations that meet Board-approved criteria demonstrating a direct service connection to District students are eligible for a reduced facility rate upon Board approval.
- **Tier 2B – Community & Youth Partner Summer Programs (Camps)²** - Organizations that meet Board-approved criteria demonstrating multi-day programs connected to District students that use District facilities on a consistent daytime basis are eligible for a reduced facility rate upon Board approval.

Tier 3 – Other Community Non-Profit Organizations¹

Organizations recognized as 501(c)(3) non-profit entities with **less than 65% Huntington UFSD residents** participating.

Tier 4 – Commercial / For-Profit / Non-Resident Organizations

Private businesses, camps, training programs, private vendors, or organizations primarily serving participants outside the Huntington community.

Fee Matrix

The following facility rental fees are based on a four (4) hour session of use. Additional time beyond four hours will be prorated on an hourly basis.

Meeting Spaces (Classrooms / Libraries / Conference Rooms)				
Building Level / Facility	Tier 1	Tier 2	Tier 3	Tier 4
Primary / Intermediate / Middle School	\$ -	\$ 60.00	\$ 75.00	\$ 100.00
High School	\$ -	\$ 60.00	\$ 75.00	\$ 100.00
Cafeteria / Multipurpose Rooms				
Building Level / Facility	Tier 1	Tier 2	Tier 3	Tier 4
Primary / Intermediate / Middle School	\$ -	\$ 75.00	\$ 100.00	\$ 125.00
High School	\$ -	\$ 85.00	\$ 110.00	\$ 145.00
Gymnasiums				
Building Level / Facility	Tier 1	Tier 2	Tier 3	Tier 4
Primary / Intermediate / Middle School	\$ -	\$ 100.00	\$ 125.00	\$ 150.00
High School	\$ -	\$ 150.00	\$ 175.00	\$ 200.00
Athletic Fields (Non-Turf) / Tennis Courts				
Building Level / Facility	Tier 1	Tier 2	Tier 3	Tier 4
Primary / Intermediate / Middle School	\$ -	\$ 100.00	\$ 125.00	\$ 150.00
High School	\$ -	\$ 100.00	\$ 175.00	\$ 200.00
Stadium / Turf				
Building Level / Facility	Tier 1	Tier 2	Tier 3	Tier 4
Turf Field	\$ -	\$ 200.00	\$ 300.00	\$ 500.00

Auditorium / LGI					
Package	Includes	Tier 1	Tier 2	Tier 3	Tier 4
Basic Auditorium Use* <i>Meetings, lectures, and presentations</i> No A/V technician required	4-hour auditorium use, house lighting, and 1 dressing room	\$ -	\$350	\$500	\$750
Concert Requires minimum 1 A/V technician	4-hour auditorium use, stage lighting access, sound system access, and 2 dressing rooms	\$ -	\$600	\$800	\$1,200
Production <i>theatrical plays, dance recitals/competitions, talent shows, and cultural performances</i> Requires minimum 1-2 A/V technicians, depending on the event	4-hour auditorium use, full stage lighting system (including color lighting), full sound system, backstage access, and up to 3 dressing rooms	\$ -	\$800	\$1,100	\$1,500
Multi-Performance³ <i>Multiple productions in one day</i> Requires minimum 1-2 A/V technicians, depending on event size	8 hours of auditorium access, stage lighting access, sound system access, backstage access, and up to 3 dressing rooms	\$ -	\$1,000	\$1,300	\$1,700
*Jack Abrams and Finley Middle School Auditoriums request fall under basic auditorium use					
Packages reflect the level of stage access and equipment required for different types of events. Required staffing, such as custodial, security, and A/V technicians, will be billed separately at the district's hourly rates.					

Time Period	Lighting Availability
September-November	Weekday and Weekend Availability - 7 PM - 9 PM
December - February	NO AVAILABILITY DURING THE WINTER
March - June	Weekday and Weekend Availability - 6:30 PM - 9 PM
July & August	Weekday and Weekend Availability - 7:30 PM - 9 PM
Lighting requests remain subject to district approval and facility availability. The District reserves the right to modify lighting availability based on operational needs or facility maintenance.	

Additional Fees ⁴		
Additional Items	Cost	Notes
Air-Conditioning (Auditorium)	\$350 per session	Sessions are four (4) hours
Air-Conditioning (Cafeteria/Multipurpose)	\$225 per session	Sessions are four (4) hours
Air-Conditioning (Classroom)	\$100 per session	Sessions are four (4) hours
A/V Tech	Averaged hourly rate	
Custodian	Averaged hourly rate	
Fieldhouse Bathrooms	Custodian hourly rate	Four (4) hour minimum charge
Light Programming	TBD	
Screen Equipment	TBD	
Security	Averaged hourly rate	
Stadium Lights	\$100 per hour	Two (2) hour minimum charge

Notes:

¹The District reserves the right to request documentation verifying residency and/or non-profit status.

²Eligibility for Tier 2A and 2B is not automatic. Organizations must apply and will be subject to annual approval by the Board of Education based on established criteria. All designations expire annually and must be reapproved by the Board of Education.

³Multi-performance events scheduled within the same day or requiring extended access to the auditorium will be scheduled under the Recital / Multi-Performance Package.

⁴Average hourly rates will be updated annually and can be found on the district website in the facility use section. Air conditioning charges apply when requested for summer facility use.

Huntington Union Free School District
Tier 2A Application for Community & Youth Partner Designation

Organizations seeking eligibility for **Tier 2A – Community & Youth Partners** must complete this application in full and submit all required documentation for consideration.

Important Information

- Submission of this application does not guarantee approval
- All applications are subject to annual Board of Education approval
- Incomplete applications will not be reviewed
- Tier 2A designation, if approved, is valid for **one year** only
- The 50% reduction applies to the space/room fee only
- All organizations, regardless of tier, are responsible for 100% of additional costs (e.g., security, custodial, lighting)
- In the event the District adopts a contingent budget, all organizations, regardless of tier designation, will be required to pay for any facility use that results in additional cost to the District, in accordance with New York State law.

Section 1: Organization Information

- Organization Name: _____
- Contact Person: _____
- Title/Role: _____
- Phone Number: _____
- Email Address: _____

Section 2: Organizational Overview

1. Please provide a brief description of your organization, including mission and purpose:

2. Is your organization a nonprofit?
 Yes (If yes, attach proof of nonprofit status)
 No
3. If no, does your organization have a supervisory board, and/or do any individuals (including coaches, instructors, or staff) receive compensation? *
 Yes
 No

**Financial documentation/statements may be requested during the review process if deemed necessary.*

Section 3: Participant Information

1. Approximate number of participants: _____
2. Percentage of participants who are District residents:
 75–100%
 50–74%
 Less than 50%
3. Age range of participants: _____

4. Participant Verification Requirement:

A list of student participants, including addresses, must be attached to verify residency. If submitting prior to the start of an upcoming season, the roster for the most recent completed season may be provided.

Section 4: Connection to the District

Describe how your organization directly supports or aligns with District students, programs, or extracurricular activities:

Section 5: Access and Equity

Describe how participation in your program is made accessible to students (e.g., open registration, financial assistance, etc.):

Section 6: Required Documentation Checklist

All items must be included for the application to be considered:

- Completed Application Form
- Proof of nonprofit status (if applicable)
- Certificate of Insurance
- Program description or brochure
- Participant roster including student names and addresses (identifying resident and non-resident participants)

Certification

I certify that the information provided is accurate and complete. I understand that incomplete applications will not be considered and that approval is subject to annual review by the Board of Education.

Name: _____

Signature: _____

Date: _____

Submission Information

- Applications must be submitted by: **June 15, 2026**
- Submit to: **HUFSD Business Office**
(50 Tower St. Huntington Station, NY 11746)

Huntington Union Free School District
Tier 2B Application for Community & Youth Partner Summer Programs (Camps)

Organizations seeking eligibility for **Tier 2B – Community & Youth Partner Summer Programs (Camps)** must complete this application in full and submit all required documentation for consideration.

Eligibility Criteria

Programs must meet all of the following:

- Operate for **10 or more consecutive days**
- Occur during **standard daytime hours** (e.g., 8:00 AM – 4:00 PM)
- Utilize **multiple instructional spaces**
- Serve primarily **District students**

Section 1: Organization Information

- Organization Name: _____
- Contact Person: _____
- Title/Role: _____
- Phone Number: _____
- Email Address: _____

Section 2: Program Overview

1. Program Name: _____
2. Description of Program:

3. Dates of Operation: _____
4. Total Number of Consecutive Days: _____
5. Daily Hours of Operation: _____
6. Is your organization a nonprofit?
 Yes (If yes, attach proof of nonprofit status)
 No
7. If no, does your organization have a supervisory board, and/or do any individuals (including coaches, instructors, or staff) receive compensation? *
 Yes
 No

**Financial documentation/statements may be requested during the review process if deemed necessary.*

Section 3: Participant Information

- Estimated number of participants: _____
- Percentage of participants who are District residents:
 75–100%
 50–74%
 Less than 50%
- Age range of participants: _____

Section 4: Facility Use

- Number of classrooms requested: _____
- Additional spaces requested (if any):
 Auditorium

- Cafeteria
- Gymnasium
- Library
- Nurse's Office
- Teacher Lounge
- Other: _____

Section 5: Eligibility Confirmation

Please confirm the following:

- Program operates 10 or more consecutive days
- Program operates during standard daytime hours
- Program primarily serves District students
- Program utilizes multiple instructional spaces

Section 6: Required Documentation

All items must be included:

- Completed application
- Certificate of insurance
- Program brochure or description
- Participant demographic summary

Important Information

- Submission of this application does not guarantee approval
- All applications are subject to annual Board of Education approval
- Incomplete applications will not be reviewed
- Tier 2B designation, if approved, is valid for **one year** only
- This rate applies only to **extended, consecutive-day programming**; it is not applicable to single-day events, intermittent facility uses, athletic leagues, or tournaments.
- In the event the District adopts a contingent budget, all organizations, regardless of tier designation, will be required to pay for any facility use that results in additional cost to the District, in accordance with New York State law.

Fee Structure

- Base Rate: \$100 per day (includes classroom use and standard building operations, including air conditioning)
- Additional spaces: \$25 per space, per day (e.g., auditorium, gymnasium, cafeteria, library, nurse's office, lounges, or other non-classroom spaces) *
**The District reserves the right to determine what constitutes a standard classroom space versus an additional or specialized space.*

Additional Costs (Not Included)

The following are billed separately, if applicable:

- custodial overtime
- security

Certification

- I certify that the information provided is accurate and complete. I understand that incomplete applications will not be considered and that approval is subject to annual review by the Board of Education
- Name: _____
 Signature: _____
 Date: _____

Submission Information

- Applications must be submitted by: **June 15, 2026**
- Submit to: **HUFSD Business Office**
(50 Tower St. Huntington Station, NY 11746)