



## DIVISION OF FINANCIAL OPERATIONS

### **COMING SOON** **NEW ONLINE EXTENDED USE SYSTEM AND RATE STRUCTURE**

In an effort to streamline the current extended use process, the Department of Education (DOE) plans to release a new extended use system and rate structure.

#### **SYSTEM CHANGES**

The new extended use system will be web-based. Through the use of an online application called Custodial Payroll System (CPS) outside organizations will find the entire Extended Use process quick, easy and user-friendly. It will reduce the need for personal visits to a School and/or ROC when requesting a permit.

The new system will be phased in throughout the fall. The following is the current rollout schedule:

- Regional Operations Centers (ROCs) - September 5, 2006
- Schools - October 2006
- Outside Organizations - November 2006

We will continually advise you of our progress. Additionally, training will be provided. A schedule of dates and sites will be forthcoming via an article in *Principal Weekly* and email notification.

An updated hardcopy application form will be used until the online system is completely rolled out. This form can be accessed using the following link:

<http://www.nycenet.edu/NR/ronlyres/F2381D29-283D-4428-AD06-2FB6BBD38782/0/ExtendedUsePermit.pdf>

#### **NEW RATE STRUCTURE**

The former, complex rate structure used to calculate space and labor costs has been replaced with one where all fees are flat rates based on the type of rooms and hours requested. These rates were set based on a review of historic costs and will be revisited each year. Unlike the former system, there will be no separate rates for space and labor. *The new rates will be effective on September 1, 2006.*

- Classrooms and 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 Pools at \$40 per hour
- Furniture Movement at \$2 per hour per unit (1 unit = 1table/6chairs)
- 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

Please note that the Standard Operating Procedures (SOP) will be updated to reflect the new online extended use system and the revised rate structure. The update will be posted on the web and the link will be shared with you in a future *Principals' Weekly*.

Also, please note that Community Based Organizations (CBOs) and other Users of space during Extended Use time are being advised of this new on-line process. You may access this memorandum by clicking on the following URL:

<http://www.nycenet.edu/NR/rdonlyres/2E62090A-B2FC-4460-B6DE-44D6CC032D2B/0/MemoCBOExtendedUse.pdf>

Please direct any questions regarding this article or the SOP chapter to the Extended Use staff at your respective Regional Operations Center (ROC). ROCs will continue to provide extended use support for the Empowerment Schools in their area.