

# Application for Use of Facilities/Equipment



Facility/Room(s) Requested:

Date(s) Requested:

Event Time(s):

Set Up Time(s):

## INFORMATION ABOUT GROUP

Name of Organization or Individual:

Person in Charge:

Mailing Address:

Telephone:

Email Address:

## INFORMATION ABOUT INTENDED USE OF SCHOOL DISTRICT FACILITIES

Purpose of Use:

Equipment Requested:

## AGREEMENT

The undersigned is over 21 years of age and has read this form and the Facility Use Requirements and agrees to comply with them. He/she agrees to be responsible to the Schenevus Central School District for the use and care of the facilities. He/she, on behalf of the applying organization or individual, does hereby covenant and agree to defend, indemnify and hold harmless the Schenevus Central School District from and against any and all liability, loss, damages, claims or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Schenevus Central School District property, facilities, equipment and/or services. He/she understands and agrees that its use of Schenevus Central School District property and facilities includes, but is not limited to, all areas identified in the application, and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to use of the premises. He/she agrees that indemnity and insurance obligations extend to the areas identified in the application and any and all incidental areas.

\_\_\_\_\_  
Signature of Organization's Representative

\_\_\_\_\_  
Date

Main Office:	Principal:	Athletic Director:	Buildings & Grounds:	Cafeteria Manager:	Superintendent:
--------------	------------	--------------------	----------------------	--------------------	-----------------

## FACILITY USE REQUIREMENTS

- The use of all District facilities shall be subject to the approval and rules of the Board of Education administered by the Building Principal or other Board designee.
- Organizations wishing to use District facilities shall first apply to the Building Principal on the prescribed form. The Principal or his/her designee has final authority on approval.
- In the event of inclement weather, the Principal or his/her designee has the final authority on whether facilities are usable.  
Intoxicants shall not be brought onto District facilities at any time.
- All posted rules must be adhered to.
- Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
- Any damage to District facilities shall be promptly repaired at the user's expense. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
- Organizations using the facilities must clean up afterward.
- Permits may be revoked at any time.
- Any organization with youths under 18 years old must require the presence of adequate adult supervision at all times.
- Smoking or other use of tobacco products is not allowed on District property.
- Facilities are not available if in conflict with school use. No field or building alterations (lining of fields or gymnasiums, erecting permanent goal posts or structures, etc.) are allowed without prior approval.
- The District does not discriminate on the basis of race, color, national origin, physical impairment or sex in its educational programs or employment services.
- All users must provide the following insurance prior to using facilities. Failure to do so prior to use will result in revocation of permit.
  - The user hereby agrees to name the District as an unrestricted additional insured on the user's policy.
  - The policy naming the District as an additional insured shall:
    - be an insurance policy from an A.M. Best-rated "secured" New York State insurer, permitted to do business in New York State;
    - contain a 30-day notice of cancellation;
    - state that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers;
    - additional insured status shall be provided with ISO endorsement CG 20 26 11 85 or its equivalent;
  - The user agrees to indemnify the District for any applicable deductibles;
  - Required Insurance: Commercial General Liability Insurance - \$1,000,000 per occurrence/\$2,000,000 aggregate;
  - User acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The user is to provide the District with a certificate of insurance, evidencing the above requirements have been met. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.
  - The district is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the district but also NYSIR, as the district's insurer.
- Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures, for example pointing out posted procedures, directions for exiting, how to respond to a fire alarms, etc.
- In the event of an accident, please notify the custodian on duty, or call the business office the next morning.