

APPLICATION FOR USE OF SCHOOL FACILITIES

The administration is responsible for the use of all school facilities. In order that they may consider your request for such use, kindly complete the following:

I. Facilities Use Request

_____ requests the use of
(Organization)

_____ at New Suffolk Common School for the purpose of
(Space i.e. Ballfield, School Building)

_____ **(Stated Purpose)**

on _____, _____ from: _____ to: _____
(Day of the Week) (Date)

Will activity be open to the public? Yes _____ No _____

Admission of \$ _____ will be charged; proceeds will be used for: _____

II. All users must provide the following insurance prior to using facilities. FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT:

- A. The user hereby agrees to name the District as an unrestricted additional insured on the user's policy
- B. The policy naming the District as an additional insured shall:
 - i. Be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer;
 - ii. Contain a 30 day notice of cancellation;
 - iii. State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers
 - iv. Additional insured status shall be provided with ISO endorsement GC 2026 or its equivalent
- C. The user agrees to Indemnify the District for any applicable deductibles and self-insured retentions.
- D. Required Insurance: Commercial General Liability Insurance - \$1,000,000 per occurrence / \$2,000,000 aggregate.
- E. 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 New Suffolk District is a member of the New York Schools Insurance Reciprocal (NYSIR). The consultant further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also the 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 alarm, etc. In the event of an accident, please call the District office the next morning.

III. Rules Governing Use of Facilities

- A. No smoking is allowed except in designated areas.
- B. NO drinking of alcoholic beverages is permitted.
- C. Activity shall be restricted to that area for which permission is granted.
- D. Activity shall not extend beyond hours approved in the request.
- E. Programs shall not interfere with regular school schedule.
- F. Organization shall be responsible for moving its equipment into and out of the building.
- G. The supervisor of the activity shall be present before it is due to start and remain with the group until all have left.
- H. In the absence of administrative personnel, the custodian is charged with the responsibility of the building.
- I. School authorities must have free access to all rooms at all times.
- J. Where custodial assistance must be hired, a charge will be made and must be paid within 30 days.
- K. A careful examination will be made after use of the area by the applicant who will make good promptly any loss or damage occurring.
- L. No school property or equipment is to be altered or removed from the premises.
- M. This license is revocable at any time by school authorities.
- N. No reservation will be made until this application is returned and approved by the District's Superintendent.

IV. Rental Fees or Conditions:

AGREEMENT

_____ does covenant and agree to defend, indemnify and hold harmless the **NEW SUFFOLK COMMON SCHOOL DISTRICT** from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of **NEW SUFFOLK COMMON SCHOOL DISTRICT** property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of _____.

_____ understands and agrees that its use of **NEW SUFFOLK COMMON SCHOOL DISTRICT's** property and facilities include, but is not limited to, all areas identified in the application and/or permit, and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as "incidental areas").

_____ agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

Applicant Signature: _____ Date: _____

Granted Denied Superintendent Signature: _____ Date: _____