

**Rondout Valley Central School District
2017-2018 Request For Use of School Facilities**

Directions: A completed application form must be submitted to the Principal's Office of the building/space requested at least **four weeks** prior to the event. Requests received late will not be approved. A Certificate of Insurance must be included with your application. Contact the main office of the building/space requested for any questions about this form or scheduling space. Questions about athletics spaces or fields should be directed to the Athletics Department. Fees for use may be incurred. Regulations for the Use of School Facilities (attached) must be complied with. Administration reserves the right to deny or cancel this request for any reason at any time. You must receive approval prior to use of any space.

Person Making Request	From _____ to _____ Day and date(s) of use	From _____ to _____ Hours of use No later than 9:00 pm Yes _____ No _____
Name of Organization	Purpose/Type of Activity	Fee to be part of/join organization? Yes _____ No _____
Building Request	Describe Fund Raising Activity	Admission charge for event? Yes _____ No _____
Organization Non-Profit #	Describe Any Required Set Up, Furniture or Equipment Needed	

Check the following areas needed for the activity:

<input type="checkbox"/> Auditorium	<input type="checkbox"/> Track	<input type="checkbox"/> Library
<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Athletic Field
<input type="checkbox"/> Lecture Hall	<input type="checkbox"/> Classroom (list rooms)	<input type="checkbox"/> Other _____

List all adults that will be supervising the activity _____

Does event require on-site security? Yes _____ No _____

If serving food Board of Health approval is required. Attach Board of Health permit

All non-school groups must provide certificate of insurance and Fill out Indemnification Agreement on page 3

I hereby certify that I have read and agree to abide by the attached Regulations for the use of school facilities:

Signature: _____ Printed Name: _____

Address: _____

Telephone Number (_____) _____ Today's Date _____

Approved/Denied _____
Building Administrator Signature _____ Date _____

Approved/Denied _____
Athletic Director Signature _____ Date _____

Approved/ Denied _____
School Facilities Department Signature _____ Date _____

Approved/Denied _____
School Business Office Signature _____ Date _____

Cost _____ Invoice Date _____ Date Paid _____

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Regulations for the Use of School Facilities

Under Chapter 9 of the Laws of 1991, it is required that the person in charge of any after-school program, event or performance which takes place in a school and which is attended by persons not regularly attending classes in the school, notify all persons in attendance at the beginning of such program, event or performance of the proper procedures to evacuate the building in an orderly and timely manner in the event of an emergency.

1. Adequate supervision for the activity must be provided by the sponsor. The sponsor or representative in charge of the activity shall be responsible for the fulfillment of the regulations governing the use of the facilities.
2. Persons attending or participating in the activity shall be limited to the use of the requested areas only. Vehicles will be parked in proper areas as provided will be insured by the group.
3. policy, not a claim-made policy
5. Any damage caused to school property will be a charge back to the organization using the building.
6. Smoking is **not** permitted in any of the buildings or on the grounds. No illegal drugs or alcohol permitted on school property.
7. Custodians must be in attendance when properties are used by groups. Before custodial services are provided a detailed descriptions of needs shall be provided.
8. All uses of facilities by any and all groups must be in conformance with Board of Education Guidelines which govern the Use of School facilities.
9. Changes in hours, dates and facilities will be arranged in advance with the principal, who shall notify the central office **and all necessary parties.**
10. When the use of school kitchen is required, a member of the cafeteria staff will be assigned to this duty. An additional charge will be based upon the hourly rate of the employee and paid by the organization or group requesting the kitchen.
11. School equipment will be used only with approval of the building principal.
12. Decorations, displays and non-school equipment must conform to fire regulations and will not be used or installed without prior consent of the building principal.
13. On a day when school is closed due to weather or other emergency conditions, the use of school facilities is cancelled.
14. The **Administration** reserves the right to deny the use of school facilities to any individual or group failing to abide by the rules and regulations covering the use of the facilities.
15. When conditions of the event warrant security personnel being assigned, an additional charge will be calculated and paid by the organization or group using the facilities/grounds.

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Insurance Requirements for Use of School Facilities

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of the District as an additional insured on the permittee's insurance policies.
2. The policy naming the District as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best rated "Secure" or better insurer, licensed in New York State.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the District its Board, employees and volunteers.
 - c. The District shall be listed as an additional insured by using an endorsement providing additional insured coverage for accidents and claims arising out of their use of facilities such as ISO endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with the District. A completed copy of the endorsement must be attached to the certificate of insurance.
 - d. At the District's request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.
3. The permittee agrees to indemnify the District for any applicable deductibles and self-insured retentions.
4. Required Insurance:
 - a. **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate, with no exclusions for athletic participants.
5. Permittee 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 permittee is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.
6. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The permittee 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.

Fill out the following insurance indemnification agreement

<p>_____ does covenant and agree to defend, indemnify and hold harmless the (Name of Organization) Rondout Valley Central 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 the Rondout Valley Central School District's property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor.</p> <p>_____ understands and agrees that its use of the Rondout Valley Central (Name of Organization) School District's property and facilities includes, 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") and agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.</p>
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Applicant Signature

Applicant Print Name

Today's Date