

**ISLAND PARK SCHOOL DISTRICT
150 TRAFALGAR BOULEVARD
ISLAND PARK, NY 11558**

APPLICATION FOR USE OF COMMUNITY FACILITIES

Today's Date: _____ Date(s) Requested: _____

School Requested: _____ Room: _____

INFORMATION ABOUT GROUP

Name of Organization or Individual: _____

Time: _____ to _____. Supervisor in charge: _____

Note: A Security aide must be hired and stationed during this period. There cannot be early arrivals or late departures.

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

INFORMATION ABOUT INTENDED USE OF SCHOOL DISTRICT FACILITIES

Purpose of Use: _____

Total Participants Expected: _____ Adults: _____ Children: _____

Is equipment required? Yes _____ No _____

If needed, state what type and for what purpose: _____

Residents (Number): _____ Non-Residents (Number): _____

Is an admission fee charged? Yes _____ No _____

If so, what will proceeds be used for? _____

If refreshments are served, please confirm that you will follow the district's policy regarding food allergies and only provide approved food/snacks (posted on the district's website and attached).

AGREEMENT

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the Island Park School District for the use and care of facilities. He/she, on behalf of _____ (Name of Organization) does hereby covenant and agree to defend, indemnify and hold harmless the Island Park School District from and against any and all liability, loss, damages, claims, or actions (including costs and attorney 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 Island Park School District's property, facilities and/or services by _____ (Name of Organization).

Signature of Organization's Representative

Address: _____ Telephone Number: _____

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:

ATTN: Recreation Department
Island Park School District
150 Trafalgar Boulevard, Island Park, NY 11558

**ISLAND PARK SCHOOL DISTRICT
150 TRAFALGAR BOULEVARD
ISLAND PARK, NY 11558**

FACILITY USE REQUIREMENTS

The use of all Island Park School District facilities shall be subject to the approval and rules of the Board of Education administered by the Recreation Department.

1. Organizations wishing to use the Island Park School District facilities shall first apply to the Recreation Department on the prescribed form. The Superintendent or his/her designee has final authority on approval.
2. In the event of inclement weather, the Superintendent or his/her designee has the final authority on whether facilities are usable.
3. Intoxicants shall not be brought onto Island Park School District facilities.
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts of illegal activities of any kind are absolutely prohibited, and those violating this probation will be ejected from the premises.
6. Any damage to Island Park School District facilities shall be promptly repaired at the user's expense. **No Exceptions.**
7. Organizations using the facilities must clean-up afterwards.
8. Permits may be revoked at any time.
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
10. The fee for use is \$_____, payable before use begins.
11. Smoking or other use of tobacco products is not allowed on Island Park School property.
12. Facilities are not available if in conflict with school use. No unauthorized vehicles are allowed on school property. No field or building alterations (lining of fields or gymnasiums, erecting permanent goal posts of structures, etc.) are allowed without prior approval.
13. The Island Park School District does not discriminate on the basis of race, color, national origin, physical impairment or sex in its educational programs or employment services.
14. 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 Island Park School District as an unrestricted additional insured on the user's policy.
 - B. The policy naming the Island Park School District "shall"
 - Be an insurance policy from an A.M. Best Rated "secured" New York State licensed insurer;
 - Contain a 30 day notice of cancellation;
 - State that the organization's coverage shall be primary coverage for the Island Park School District, its Board, employees and volunteers;
 - Additional insured status shall be provided with ISO endorsement CG 2026 or equivalent.
 - C. The user agrees to indemnify the Island Park School 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 Island Park School District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Island Park School District. The user is to provide the Island Park School District with a certificate on insurance, evidencing the above requirements have been met. The failure of the Island Park School 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 Island Park School District.

The Island Park School District is a member 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 the NYSIR, as district's insurer.
15. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures.
16. In the event of an accident, please notify the custodian on duty, or call the Recreation office the next morning.
17. The User shall reimburse the District for each security aide, as is required, and is expected to cooperate with District personnel to ensure a safe site. User shall clarify with District personnel all safety and security requirements prior to use of the facilities.

**DEPARTMENT OF RECREATION & COMMUNITY SERVICES
ISLAND PARK SCHOOL DISTRICT
150 TRAFALGAR BOULEVARD
ISLAND PARK, NY 11558
TEL: (516) 434-2600 FAX: (516) 431-7550**

AGREEMENT FOR USE OF SCHOOL DISTRICT FACILITIES

Please complete this application and submit with required insurance certificate at least three weeks prior to intended use. Application can be mailed or hand delivered to the address above.

Name of Organization: _____

Name of Organization Leader/President: _____

Address: _____ Telephone: (Day): _____
(Evening): _____

Check Space Requested:

- Classroom
- Auditorium
- Cafeteria
- Gymnasium
- Playing Field

Describe: _____

Building to Be Used:

- Middle School
- Elementary School
- Conference Center

Days/Dates Requested: _____

ARE YOU A NON-PROFIT ORGANIZATION? Yes No

WILL PARTICIPANTS PAY ADMISSION? Yes No

DOES THE ORGANIZATION PLAN TO USE THE FACILITY FOR FUND RAISING? Yes No

Check Any Special User Needs:

- Custodial Services
- Security Aide(s)
- Other (List): _____

NOTE: The organization is responsible for strict enforcement of the following policies in School District Buildings and on School District Grounds; CODE OF CONDUCT POLICY, NO USE AND/OR POSSESSION OF ALCOHOL, WEAPONS, ILLICIT DRUGS, FOOD AND SNACKS NOT LISTED AS APPROVED CLASSROOM SNACK, ETC.

Intended use of school facility: _____

Is your organization affiliated with any religious group?: Yes No

If yes, please explain: _____

List below the name, address, and phone number of at least two (2) persons who will directly supervise the organization's activity while using the facility:

1. Name: _____ Address: _____
Tel: _____ Cell: _____
2. Name: _____ Address: _____
Tel: _____ Cell: _____

Estimated number of participants: _____ Age range of participants: _____

What percent of the group members are residents of the school district: _____

PLEASE INCLUDE A ROSTER OF ALL MEMBERS WITH ADDRESSES & TELEPHONE NUMBERS: At the time this agreement is signed, applicant must submit a valid & current certificate of insurance, Refer to item #4 on back of this application.

Signature of Recreation Department Director

Signature of Organization Representative(s)

Date: _____

Date: _____

Approved: _____

Date: _____

Superintendent of Schools

REGULATIONS FOR USE OF SCHOOL FACILITIES

Applies to Activities Not Sponsored, Organized or Operated By The School District Recreation Department
Pursuant To Policies #5401 and # 5402

- 1) All groups or individuals desiring to use District Facilities must apply for permission, in writing, to the Recreation Director at least three (3) weeks in advance.
- 2) All meetings must be non-exclusive and open to the general public.
- 3) Applicants are responsible for all damage or loss to District facilities/equipment resulting from use by the applicant. The Superintendent or his designee may require the applicant to submit an appropriate security deposit in advance of the proposed use date to cover potential damage.
- 4) The organization shall indemnify and save-harmless the District from any liability resulting from the use of District facilities. The liability limit for this indemnification shall be \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate. The District insurance policy shall be second and supplemental to the organization policy. The organization shall provide to the District an original Owner's Protective Liability Policy Endorsement Certificate, properly naming the District as an additional insured under the terms of the policy. Such endorsement certificate shall not have an aggregate limit that would in any way limit the coverage required in this paragraph. The policy shall be provided by an insurance company licensed to do business in New York State, and shall be in the form of an occurrence-made policy, not a claims-made policy. The certificate of insurance presented to the district must be original, not a copy.
- 5) Custodial services and security personnel will be required at all times when buildings are used by applicants. If additional custodial, maintenance, security, food service, or other personnel must be hired as a result of any use of a District facility, the applicant shall reimburse the District for such costs at district-established rates for salaries and benefits. All fees shall be paid to the District in advance of the use, unless other arrangements are approved at the time of applications.
- 6) District needs for facilities will always take precedence over other uses. In the event it becomes necessary for a District function to be scheduled at a time and place previously assigned to an applicant, the District function shall take precedence. If the applicant cannot reschedule the activity, any fees or deposits paid will be refunded by the district. In no event shall the district be liable for any losses or damages incurred by such a change.
- 7) Use of District facilities must be directly supervised by two or more adults. The adult supervisors shall be responsible for insuring that all terms of the facilities use agreement are fulfilled. The supervisor(s) is/are responsible for authorizing admission to an activity only to those individuals who have been pre-approved to attend. A responsible group member must be stationed to admit members to rooms or field activities. Staff assistance shall be limited to ordinary day-to-day functions, and persons so employed by the District shall not be responsible for the supervision of activity participants.
- 8) No applicant may alter, add to, or subtract from equipment or facilities in place without specific written authorization from the Recreation Department Director. Approved changes shall be made under the supervision of a qualified District employee. Special equipment, such as that found in auditoriums or cafeterias, may be operated only by members of the staff or persons approved by the school administration. Gym users must wear suitable dress and safety equipment.
- 9) Applicants may charge admission fees to offset the costs of facility usage, or may raise funds for educational or charitable purposes. No fees may be charged to benefit the purposes of any society, association, or organization of a religious sect or denomination, or of a fraternal, association, or organization. Any admission fees and fund-raising must be approved by the District Administration.
- 10) The District Administration may terminate, at any time, the use of a facility in the event the terms of the use agreement are not being fulfilled.