

Request and Permit for Use of School Facilities

Prepare one copy and submit to: **Pearl River School District**
135 West Crooked Hill Road, Pearl River, NY 10965
Fax: (845) 620-3860

Robert Nelan, Director of Facilities Phone: (845) 620-3856 e-mail: nelanr@pearlriver.org

Telephone: _____ Name of Organization: _____

E-Mail Address: _____ Fax: _____

Name and Title of Authorized Representative _____

Address of Authorized Representative _____

We request the use of the following school facilities:

School Building _____ **School Grounds** _____

Room(s) _____ **Other** _____

Day(s)/Date(s) _____

Time: From _____ **To** _____ **Room to be opened at** _____

Tables/Chairs Needed _____ Other Equipment _____

Note: Tables, chairs, and other equipment limited by location. Inquire for further details.

Additional Instructions _____

Purpose of event _____

Is meeting non-exclusive and open to the public? _____ Admission Charged? _____

If yes, what use will be made of charge or donation? _____

The above named organization agrees that only the facilities requested will be used and only for the time and on the date(s) requested. The organization further agrees that it will abide by all policies of the Board of Education and will pay for any damage done by the organization to school property.

Date Submitted: _____ Signature of Representative: _____

A certificate of insurance naming the Pearl River School District as "Additional Insured" must be submitted ten (10) days before the use of the premises is authorized. Comprehensive General Liability, Including Premises Operations, Products/Completed Operations, and Personal Injury with limits of Bodily Injury and Property Damage \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate must be purchased. Sports activities must include the clause: "Claims from participants are included." This insurance should be purchased from a New York State Admitted, Best Rated A or A+ Carrier.

PERMIT FOR USE OF SCHOOL FACILITIES (Do Not Write Below This Line)

Your request for use of school facilities is approved.

The estimated charges are as follows:

_____ Auditorium
 _____ Gym
 _____ Kitchen (additional personnel may be required)
 _____ Classroom
 _____ Field
 _____ Other (specified) _____
 _____ Custodial Rate per hour

cc:

- Requestor
- Building Principal
- Building Custodian
- Supt. Of Bldgs. & Grnds.
- Accts. Receivable
- File

 Director of School Facilities (Signature)

Reminder: Parking and Traffic Regulations Must Be Obeyed on School Grounds