



BOARD OF COOPERATIVE EDUCATIONAL SERVICES

17 Berkley Drive
Rye Brook, New York 10573

APPLICATION FOR USE OF SCHOOL BUILDINGS AND/OR GROUNDS

On behalf of (Name & address of Organization)

For use of (Facility, Building & Room) Date from to

For the purpose of estimated attendance.

A public telephone is located at: Emergency Police # Fire#

Prior to start of the event, an announcement shall be made regarding emergency evacuation procedures, pointing out posted procedures, directions for exiting, use of fire alarms, etc.

Permission to use the facility will not be granted unless the required Certificates of Insurance have been filed with the BOCES. The user hereby agrees to effectuate the naming of the BOCES as an unrestricted additional insured on the user's policy.

The policy, naming the BOCES as an additional insured 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 BOCES, its Board, employees and volunteers. The user agrees to indemnify the BOCES 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 BOCES constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the BOCES.

(Par.4, Art. 414, New York State Education Law: "The Board may...permit use of school facilities...when the proceeds thereof are to be expended for an educational or charitable purpose").

The undersigned being over twenty-one years of age agrees to be responsible to the BOCES for the use and care of the school property used, and that the character of the entertainment or program will conform with the foregoing statement.

Approvals

Program Director or Principal

Signature (Representative of Organization)

BOCES, Director of Facilities

(Please Print)

Assistant Superintendent

Address

Telephone



Building Use Regulations

It is advisable to make requests at least (6) weeks in advance of requested date of use. Groups desiring to use a building for a series of meetings may make a single request for such use.

The BOCES reserves the right to refuse or cancel building use where space is needed for school activities.

- Any group requesting use of the facilities agrees to abide by the following:
- No Smoking is permitted on any grounds or in any BOCES facilities.
- There shall be NO Alcoholic liquors or beverages brought to or consumed in the buildings.
- Putting up decorations or moving furniture/equipment is prohibited unless special permission is granted.
- The applicant is held responsible for the preservation of order.
- The BOCES or its representatives must have free access to all rooms at all times.
- The Facility used by the applicant will be examined carefully after use and the applicant agrees to make good promptly, any loss or damage occurring during applicant's use of said room (s).
- The right to revoke a permit at any time is reserved by the BOCES.
- No reservation will be made until the application is returned and approved by the Assistant Superintendent of Business for BOCES.
- Only the BOCES may pay employees for services involving the use of school facilities.