



TUCKAHOE UNION FREE SCHOOL DISTRICT

65 Siwanoy Boulevard
Eastchester, New York 10709

Use of Facilities – Terms & Conditions of Use

1. Use of Facilities is granted only as provided in Section 414 of the Education Law and District policy. In addition to the following terms & conditions listed below, please refer to District Policy # 1500: Public Use of School Facilities.
2. The activity shall be properly supervised at all times and kept within confines of the area designated by request. It is agreed that the Board of Education will be compensated for any damage or other expense caused by use of facilities.
3. Smoking will be prohibited in all areas as designated by the Board of Education.
4. If use contemplates 200 or more spectators or attendants, the requesting organization shall employ a uniformed fireman to be present and notify the Board of Education as the insured.
5. This permit may be revoked by the Board of Education under any of the following circumstances: a) with or without cause at least fourteen (14) days before the date of use; b) at any time if there is any violation of the terms of the District's Use of Facilities Policy, the organization's application, or the permit granted; or c) at any time when the proposed use is deemed contrary to public interest. In addition, the organization may withdraw its application up to fourteen (14) days before the proposed date of use.
6. All school-sponsored activities/events take precedence over outside organizations' requests.
7. Auditorium/Stage Use: if tape must be used to mark designated locations, only painter's tape may be used so as not to damage the hardwood. Please ask the custodial staff to provide this tape if necessary. At the conclusion of the event, it is the requesting organization's responsibility to remove the tape. Failure to comply with the condition will result in additional fees to restore the hardwood to its original condition.
8. Cafeteria Use: in order to prevent the threat of food contamination and safety liability, requesting organizations are strictly prohibited from entering into kitchens. Garbage cans are located throughout the facilities and are expected to be utilized. Additional fees may be applied if trash is scattered and tables are not wiped down with a damp cloth.
9. Any minor modifications or alterations to the facilities, such as the rearrangement of furniture, must be restored to its original condition. As such, an additional one half hour fee may be applied in addition to the duration of the actual event in order to restore the facilities to its original condition.

Use of Facilities – Terms & Conditions of Use (Continued)

Insurance

Applicant releases the Tuckahoe Union Free School District, the Board of Education, and District employees from all claims, damages, expenses (including attorney's fees) and other liabilities that may arise from applicant's use of buildings, grounds and other property of the District; and applicant agrees to indemnify and hold harmless the Tuckahoe Union Free School District, the Board of Education, and District employees from all such claims, damages, expenses and other liabilities arising from such use. The use of the school building is requested in accordance with the conditions listed above.

***All requesting organizations must provide the following proof of insurance at least ten (10) days prior to the requested date of use:**

A. The requesting organization hereby agrees to name the District as an unrestricted additional insured on the requesting organization's policy.

B. The policy naming the District 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 District, its Board, employees and volunteers;
- Additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.

C. The requesting organization 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. Requesting organization 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 requesting organization 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 right's held by the District.

The District is a member/owner of the NY schools Insurance Reciprocal (NYSIR). The requesting organization 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.

***Failure to provide proof of insurance will result in the revocation of the requesting organization's permit.**

Use of Facilities – Terms & Conditions of Use (Continued)

Automatic External Defibrillators (AFDs)

AEDs are located in the faculty rooms at both buildings. The Tuckahoe Middle/High School faculty room is located directly across from the high school principal's office. The Cottle Elementary School faculty room is located across from the cafeteria.

Source Separation Law

Please be advised that requesting organizations are required to comply with Chapter 825 of the Laws of Westchester County, known as the "Source Separation Law". All requesting organizations are required to separate cardboard and commingled recyclables (glass, plastic and metal food and beverage containers) from solid waste as per the memo dated, November 12, 2010. Any fines and/or violations incurred by the requesting organization's failure to comply with this law will be the responsibility of the requesting organization.

Contact Information

In order to submit insurance certificates or for general questions, please contact the Secretary to the School Business Administrator:

Karen Barros

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F: (914) 337 – 5735

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