HAMPTON BAYS U.F.S.D. REQUEST FOR USE OF SCHOOL
FACILITIES & GROUNDS 2019-2020

Today’s Date: _________________________ Date(s) Requested: _____________________________

Campus: Elementary Middle High Time Requested: _____ to _______

Rooms: _____________________________ Event Time: _______ to _______

Purpose: ____________________________ # of Participants: ______ (Adults) ______ (Children)

Equipment, staff, security, special accommodations: ______________________________________

______________________

Individual/Organization: ________________________ Email: ____________________________

Mailing Address: ____________________________

Phone (Day): ___________________ (Night): __________________ Refreshments?____________________

Day Of Contact: _________________________ Day Of Phone Number: _________________________

OPEN TO PUBLIC? _______________ ADMISSION FEE? _______________ PROCEEDS USED FOR? _______________

For Office Use Only - USER LEVEL (see back of form for description): I II III

RETURN THIS FORM with a Non-Refundable $25 Application Fee to:
PLEASE NOTE: If applying for seasonal field or gym use, usage fee is due prior to the start of the season

Agreement: The undersigned is over 21 years of age, has read the form and attached regulations, and has agreed to comply with them. He/She agrees to be responsible to Hampton Bays School District from or against all liability, loss, damage, 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 connection with the actual or proposed use of The Hampton Bays School District’s property, facilities, and or services by the above named individual/organization. I HAVE READ THE BACK OF THIS FORM & AGREE TO ALL ITS TERMS

USE FEES:

<table>
<thead>
<tr>
<th>Elementary School</th>
<th>Middle School</th>
<th>High School</th>
<th>Direct Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Gym $100.00</td>
<td>Gymnasium</td>
<td>Library</td>
<td>Custodial</td>
</tr>
<tr>
<td>Multipurpose Rm $100.00</td>
<td>Cafetorium (Lvl II) $50/hour</td>
<td>Gymnasium $100.00</td>
<td>Regular ($30/hr)</td>
</tr>
<tr>
<td>Library $55.00</td>
<td>Cafetorium (Lvl III) $200 + $50/hour</td>
<td>Cafeteria $100.00</td>
<td>Overtime Sat ($45/hr)</td>
</tr>
<tr>
<td>Tennis court $100.00</td>
<td>Library $55.00</td>
<td>Room 9 $50.00</td>
<td>Overtime ($50/hr)</td>
</tr>
<tr>
<td></td>
<td>Wrestling Room $50.00</td>
<td>Auditorium (Lvl II) $75/hour</td>
<td>Security Regular ($30/hr)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Auditorium (Lvl III) $300 + $75/hour</td>
<td>Overtime ($45/hr)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wrestling Room $50.00</td>
<td>Audio Visual ($60/hr)</td>
</tr>
</tbody>
</table>

NOTES: - NO FOOD OR DRINK permitted in Libraries or Auditorium
- Event organizer guarantees phone service is available in case of emergency
- Two-sided form must be submitted at least 14 days before scheduled event

Signature of Organization’s Representative/ Date

Insurance Policy # and Expiration

Approved: Building Principal/Date

Approved: Facilities Administrator/ Date

SCHEDULE ID# DATE ENTERED DATE ACTIVATED
FACILITIES USE REQUIREMENTS

District facility use is subject to the rules of the Board of Education as administered by District Administration.

1. Outside organizations wishing to use District facilities shall first apply to the Facilities Department on the prescribed form at District Office, 86 E. Argonne Road. The Building Principal has final authority on approval.
2. Permits may be revoked at any time and usage is determined by the District’s schedule. If use is granted and then a school-based conflict arises, the District will attempt to provide a comparable alternative but maintains the right to the space originally granted to the outside applicant.
3. The District shall determine the proper staffing level needed to adequately meet the demands of the event.
4. Activities are restricted to the approved facility area. User must have the approved form available at all times when using the facility; facility use is under the jurisdiction of the Fire Marshal and applicable rules.
5. NYS Education Laws regulates the use of public school facilities; therefore, the Hampton Bays Board of Education reserves the right to limit the use of facilities in compliance with the NYS Education Laws and Regulations.
6. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
7. All building use will terminate no later than 10:00 PM.
8. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures. For example, pointing out posted procedures, exit directions, responding to a fire alarm, etc.
9. A 14-day notice is required for audio/visual, which must be operated or supervised by District staff at a charge.
10. If the kitchen is to be used, a member of the District kitchen staff or a Suffolk County Food Handler permit holder must be present in the kitchen to supervise the use of equipment and food.
11. Facilities shall be left in the same condition in which it was found. Any damage to facilities shall be promptly repaired at the user’s expense. Organizations must clean up and ensure doors are locked and lights out if maintenance personnel are unavailable. If the use results in extra clean-up time, additional fees may be assessed. An inspection will be completed after the use and you may be contacted concerning conditions that exist.
12. Smoking, use of tobacco products, or any form of alcohol is not allowed on District property.
13. No unauthorized vehicles are allowed on school property. No field or building alterations (lining of fields or gymnasiums, erecting permanent goal posts or structures, etc.) are allowed without prior approval.
14. The District does not discriminate on the basis of race, color, national origin, physical impairment or sex in its education programs or employment services.
15. **All users must provide the following insurance prior to using facilities:**
   - The user will name Hampton Bays UFSD as an unrestricted additional insured on the user’s policy.
   - The policy naming the District as an additional insured shall:
     a. be an insurance policy from an A.M. best-rated “secured” New York State licensed insurer;
     b. contain a 30-day notice of cancellation;
     c. state that the organization’s coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers;
   - Additional insured status shall be provided with ISO endorsement CG 20 26 or its equivalent.
   - The user agrees to indemnify the District for any applicable deductibles.
   - Commercial General Liability Insurance of $1,000,000 per occurrence/ $2,000,000 aggregate is required.
   - 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 user is to provide the District with a certificate of insurance, evidencing that 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 rights held by the District. The District is a member/owner 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 the district’s insurer.

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User Levels

**Level I:** Groups recognized by the Hampton Bays Board of Education as a partner whose event is in service of the District’s students with no participation fees being charged for the event - Application Fee only

**Level II:** Non-Profit Community Groups - Application Fee, Use Fees and Direct costs

**Level III:** For-Profit Groups – Application fee, Use Fees and Direct costs