

**HAMPTON BAYS U.F.S.D. REQUEST FOR USE OF SCHOOL
FACILITIES & GROUNDS 2010-2011**

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

School: ES MS HS Rooms: _____ Time: _____ to _____

Purpose: _____ # of participants: _____ (Adults) _____ (Children)

Equipment, staff, or security required: _____

Individual or Organization: _____ E-mail: _____

Mailing Address: _____

Phone (Day) _____ (Night) _____ Refreshments? _____

OPEN TO PUBLIC? _____ ADMISSION FEES? _____ PROCEEDS used for? _____

**Non-Refundable Application Fee \$25. Fee is for event or cluster of similar events.
RETURN THIS FORM TO: Hampton Bays Schools, 86 E. Argonne Rd. Hampton Bays, NY 11946**

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 attorneys 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

Signature of **Organization's Representative** _____ Insurance Policy # and Expiration _____

Approved: **Building Principal** Date _____ Approved: **Facilities Administrator** Date _____

FEES: * CLASSROOMS \$15.00 * FIELDS \$50.00 * SEASONAL FIELD OR GYMS \$200.00 *PARKING LOT \$35.00

Elementary School		Middle School		High School	
New Gym	\$90.00	Gymnasium	\$100.00/side	Caf. & Library	\$55.00
Old Gym	\$60.00	Cafetorium	\$75.00	Gymnasium	\$100.00
Cafeteria	\$50.00	Library	\$55.00	Auditorium	\$ 65.00
Library	\$20.00			Room 9	\$ 20.00
Staff rates:					
Custodial regular \$20.00		Custodian Sat. OT after 3:30 \$30.00/hour		Custodian Sun. OT \$40.00/hour	
Security Regular \$20.00/hour		Security Overtime \$30.00/hour		AV Overtime \$60.00/hour	

NOTES: No food permitted in Middle School Library – Organizer of event guarantees phone service is available in case of emergency.

SCHEDULE ID# _____ DATE ENTERED _____ DATE ACTIVATED _____

FACILITIES USE REQUIREMENTS

The use of all District facilities shall be subject to the approval and rules of the Board of Education administered by the Building Principal or other Board designee.

1. Organizations wishing to use District facilities shall first apply to the Building Principal on the prescribed form. The Principal or his/her designee has final authority on approval.
2. A charge may be made to organizations holding meetings on days when school is not in session. This charge is made to cover the custodial cost incurred.
3. If the kitchen is to be used, it will be necessary to have a member of the kitchen staff on duty to supervise the use of equipment. A week's notice is required, and a charge may be made.
4. If visual aide equipment is to be used, a week's notice is required. The equipment must be operated by a member of the staff, and a charge may be made.
5. All building uses will terminate no later than 10:00 PM.
6. Building and equipment will be left in the same condition in which it was found. Any damage to District facilities shall be promptly repaired at the user's expense. **No exceptions.** Organizations must clean up afterwards. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving. If an organization's use of the facilities results in extra time to clean and check fields, etc., we reserve the right to assess fees for clean up.
7. Permits may be revoked at any time.
8. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
9. Smoking or other use of tobacco products is not allowed on District property.
10. 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 or structures, etc.) are allowed without prior approval.
11. The District does not discriminate on the basis of race, color, national origin, physical impairment or sex in its education programs or employment services.
12. The New York State Education Laws limit 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 New York State Education Laws and Regulations.
13. 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, directions for exiting, how to respond to a fire alarm, etc.
14. **All activities are restricted to the facility area requested and approved. User must have approved form available at all times when using the facility.**
15. 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

1. The user hereby agrees to effectuate the naming of the District as an unrestricted additional insured on the user's policy.
2. 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 coverage for the District, its Board, employees and volunteers;
3. The user agrees to indemnify the District for any applicable deductibles.
4. Required Insurance:
 - a. **Commercial General Liability Insurance \$1,000,000 per occurrence/ \$2,000,000 aggregate.**
5. User 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 user 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 rights held by the District.

Examples of Level I, Level II and Level III users:

Level I: Not for profit groups chartered for the purpose of and/or recognized by the Board of Education as Hampton Bays School District partners - Application Fee only

Level II: Not for profit community groups based within Hampton Bays School District - Application Fee, and fees for Saturday after 4 PM and all day Sunday or holidays.

Level III: All for profit groups and others - Application Fee, and use fees per fee schedule and use requirements.