HAMPTON BAYS U.F.S.D. REQUEST FOR USE OF SCHOOL
FACILITIES & GROUNDS 2018-2019

Today’s date:_________________ Date(s) Requested:_________________________________________________

Campus: Elementary – Middle – High (circle one) Time requested: ___________to__________

Rooms:________________________________________________ Event Time: ___________to__________

Purpose:___________________________________________ # of participants:_______ (Adults) _______ (Children)

Equipment, staff, or security required:_____________________________________________________________

Individual or Organization:___________________________________________ E-mail:_______________________

Mailing Address:________________________________________________________________________________

Phone (Day)_________________(Night)___________________Refreshments?______________________________

“Day of” Contact Person________________________________“Day of” Contact Phone_______________________

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

USE FEES:

<table>
<thead>
<tr>
<th>Elementary School</th>
<th>Middle School</th>
<th>High School</th>
<th>Direct Costs</th>
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</thead>
<tbody>
<tr>
<td>New Gym</td>
<td>Gymnasium</td>
<td>Library</td>
<td>Custodial</td>
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<tr>
<td>$100.00</td>
<td>$100.00/side</td>
<td>$65.00</td>
<td>Regular ($20/hr)</td>
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<tr>
<td>New Café/Gym</td>
<td>Cafeterium</td>
<td>Gymnasium</td>
<td>Overtime Sat ($30/hr)</td>
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<tr>
<td>$75.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>Overtime Sun ($40/hr)</td>
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<tr>
<td>Library</td>
<td>Library</td>
<td>Cafeteria</td>
<td>Security</td>
</tr>
<tr>
<td>$55.00</td>
<td>$55.00</td>
<td>$100.00</td>
<td>Regular ($20/hr)</td>
</tr>
<tr>
<td>Tennis court</td>
<td></td>
<td>Room 9</td>
<td>Overtime ($30/hr)</td>
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<td>$100.00</td>
<td></td>
<td>$50.00</td>
<td>($60/hr)</td>
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<td></td>
<td></td>
<td>Auditorium</td>
<td>Audio Visual</td>
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<td></td>
<td></td>
<td>$75/hr</td>
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<td></td>
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<td>(Level II-III)</td>
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<td></td>
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<td>Auditorium</td>
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<td>$300 + $75/hr (Level IV)</td>
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NOTES: *CLASSROOMS $25  *FIELDS $50  *SEASONAL FIELD OR GYMS $250  *PARKING LOT $35
NO FOOD OR DRINK permitted in Libraries or Auditorium
Event organizer guarantees phone service is available in case of emergency.
All facility usages will be billed after event or events occur.
TWO-SIDED form must be approved 5 business 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. 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 or at times when school is not in session. These charges are intended to cover the direct costs incurred.
3. If the kitchen is to be used, it will be necessary to have a member of the kitchen staff or a Suffolk County Food Handler permit holder in the kitchen to supervise the use of equipment.
4. A one-week notice is required for audio/visual. Equipment must be operated or supervised by staff at a charge.
5. All building use will terminate no later than 10:00 PM.
6. Facilities shall remain 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 is unavailable. If the facility 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.
7. Permits may be revoked at any time and usage is determined in part by the District’s schedule.
8. The District shall determine the proper staffing level needed to adequately meet the demands of the event.
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
10. Smoking, use of tobacco products, or any form of alcohol is not allowed on District property.
11. 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.
12. The District does not discriminate on the basis of race, color, national origin, physical impairment or sex in its education programs or employment services.
13. NYS 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 NYS Education Laws and Regulations.
14. 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.
15. Activities are restricted to the approved facility area. User must have approved form available at all times when using the facility and the use of the facility is under the jurisdiction of the Fire Marshal rules related to capacity.
16. If facility use is granted and then 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.
17. All users must provide the following insurance prior to using facilities:
   • The user agrees to name the District 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;
     d. 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 $1,000,000 per occurrence/ $2,000,000 aggregate.
   • User acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contact 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. 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.

Level I-IV Users:
Level I: Non-profit groups, charging no admission chartered for the purpose of and/or recognized by the Board of Education as an HBUFSD partner - Application Fee only
Level II: Non-profit community groups, charging no admission based within HBUFSD - Application Fee and Usage fees.
Level III: Not for profit groups, charging admission - Application Fee, Usage fees, and Direct Costs.
Level IV: Profit groups – Application fee, Level III charges, plus $300.00 flat fee for Auditorium (followed by $75/hr)