

NEXT BOE MEETING DATE: _____

POLICY 1500-E

RETURN MATERIAL BY: _____

Please return form with:
1) Cert. of Liability Insurance
2) "Blurb" or Mission Statement
3) Sign back of form.
4) *If charging a fee, please provide explanation for use of proceeds.

WYANDANCH UNION FREE SCHOOL DISTRICT
Tele: (631) 870-0420; FAX: (631) 491-8510

APPLICATION FOR USE OF A SCHOOL FACILITY

COMPLETE SECTIONS I, II, III, AND V ON REVERSE SIDE

I. Submit this form to Business Office at least one (1) month prior to the monthly Board of Education Work Session (2nd Wednesday of the month).

TODAY’S DATE _____

Name and address of Organization Requesting Facility

Telephone Number _____

II. Submit this form with Certificate of Liability Insurance (Liability limits must be at least \$1,000,000 Single limit)
_____ On file with Superintendent _____ No (explain)_____

III. FACILITY REQUESTED

Purpose: _____

Date(s) Requested _____ Hours: _____

Will there be an admission charge or request for donation? _____ No _____ Yes*
Amount \$ _____

Anticipated Attendance _____ (Membership names may be requested)

A. BUILDINGS/FIELDS

First Choice:	LFH ES	MLK ES	OLIVE MS	HIGH SCHOOL
Second Choice:	LFH ES	MLK ES	OLIVE MS	HIGH SCHOOL

AREA OR PROPERTY REQUESTED (Check)

_____ Gymnasium	_____ Library	_____ Classroom(s)
_____ Auditorium	_____ Field	
_____ Lunchroom	_____ Kitchen (specify what food and/or beverage will be prepared/served)	

B. EQUIPMENT REQUEST (Check and indicate number requested)

Sound/Lights _____	Microphone _____	Other _____
Tables _____	Chairs _____	Layout Requested _____

C. BUS

_____ # Bus(es) _____ Bus Size _____ # of Children _____ # of Adults
Special Request _____
Destination _____

IV. (Office Use Only) APPROVAL ROUTE

REQUEST FR USE OF FACILITY GRANTED SUBJECT TO RULES AND REGULATIONS AND SCHOOL FUNCTIONS
Following approval by the Board of Education, copies of this form will be sent to each of the persons listed below. The organization must present approved form to school personnel as requested.

Estimated Cost for Building Use _____

Building Principal _____ Date _____

Athletic Director _____ Date _____

Supervisor of Buildings & Grounds _____ Date _____

Director of Food Service _____Date _____

Director of Finance _____Date _____

Superintendent of Schools _____Date _____

Technology or A/V _____Date _____

Security Dept. _____Date _____

DATE OF BOARD APPROVAL _____

Fees Revised per BOE 01/21/03

ACKNOWLEDGEMENT OF REGULATIONS FOR USE OF FACILITIES

1.

Smoking, alcoholic beverages and illicit drugs are prohibited.
2.

Facility usage will be confined to the spaces or rooms reserved.
3.

No group or organization may sublet their use of the building to any other group.
4.

The responsibility and liability for injury to person or damage must be assumed by the organization or individual making the application.
5.

All decorations in conformance with fire ordinance must be of fireproof materials or sprayed with fireproof solution when utilized in places of public assembly.
6.

Children must be properly supervised and no group will be admitted which does not have at least one adult for a given number of children.
7.

A permit may be cancelled if conduct or infraction of rules warrants it.
8.

No use of building space will be permitted without the presence of a district employee. That is, groups will not be allowed in a building when it is closed or otherwise unoccupied.
9.

Use of special facilities such as kitchens, stages and libraries will not be permitted without an employee present who regularly works in such an area.
10.

Alterations or substantial rearrangement of facilities and equipment will not be permitted.
11.

Parking will be in designated areas only and all safety rules, such as free access to fire exits will be maintained.
12.

The district will not be held liable for any damages, direct or consequential, if for any reason the facilities agreed upon are not made available.
13.

Certain spaces should not be used by the public under any circumstances. These include offices where pupil records are kept, shops, laboratories and other areas where potentially dangerous or high value equipment is regularly kept.
14.

Each member of an adult group should sign a waiver of the right to make a claim against the district for any loss or injury before being permitted to participate.
15.

GYMNASIUM USE: All persons participating in gym activities must use sneakers at all times.
16.

KITCHEN USE: There is to be no use of any of the kitchen facilities unless otherwise authorized. In the event that a group has been authorized to use the kitchen, the duly authorized person of the group assumes full responsibility for the cleanliness of the room. If any eating or drinking takes place, a statement in writing must accompany this request indicating the type of eating that is to take place (i.e. cake and coffee, etc).
17.

It is further stipulated that all organizations must be out of the building by 10:00 PM unless otherwise authorized.
IN NO CASE WILL THE BUILDING BE OPEN AFTER MIDNIGHT OR ON DAYS WHEN THE SCHOOLS ARE CLOSED.
18.

Fees payable to the Wyandanch Union Free School District: (School Day Fees/Non-School Day Fees)*
*All personnel fees are per contract and subject to change.

Classroom	\$1.00 hr/\$2.00 hr	Custodian	\$30.00 hr/\$40.00 hr
Cafeteria	\$3.00 hr/\$6.00 hr	(any school day facility use beyond 8:00 PM)	
Auditorium	\$8.00 hr/\$16.00 hr	Bus Driver	\$32.00 hr/\$43.00 hr (+ 1/2 hr prep & 1/2 hr clean-up)
Gymnasium	\$7.00 hr/\$14.00 hr	Bus Mileage	\$0.50 mi/\$0.50 mi
Multipurpose Rm	\$2.00 hr/\$4.00 hr	Security Guard	\$30.00 hr/\$40.00 hr
Food Service	\$29.00 hr/\$38.00 hr	(1 guard per 25 attendees)	
(required for kitchen use)		Sound/Lights/A/V Tech \$40.00 hr (as of 02/24/16)	
		(+ 1 hr set-up & 1 hr break-down)	
19.

There is to be constant supervision of the group using the building and the person in charge of the group assumes full responsibility for the group. Any damage to the school building and/or school property will be the responsibility of the person who is making this application.
20.

It is understood that the undersigned person will be personally responsible to see that there is no misuse of the building.
21.

It is understood that approval of use of the facility is subject to rules/regulations and school functions.
22.

Conditions for private gain: (1) use is sponsored by some other organization which is not operated for private gain; (2) use will not benefit principally the organization which is operated for private gain; (3) a worthy educational, civic, or charitable purpose will be served.
23.

The organization should not enter into any agreement with a third party until this request form has been approved and signed by the Superintendent of Schools.

ADDITIONAL CONDITION(S): _____

I have read and acknowledged the above rules/regulations and understood that the organization accepts primary responsibility for liability, building fee supervision, damage and compliance with Board Policy

#1500, and that the undersigned representative accepts secondary responsibility.

PERSON RESPONSIBLE

Print Name: _____
Signature: _____
Address: _____
Telephone/Cell/E-Mail: _____

ALTERNATE CONTACT PERSON:

Print Name: _____
Signature: _____
Address: _____
Telephone/Cell/E-Mail: _____

SAMPLE

INSURANCE REQUIREMENTS FOR ORGANIZATIONS USING SCHOOL FACILITY

An organization using the facilities must comply with Board Use of Facility Standards. It is suggested that the organization maintain at a minimum the following, giving evidence of same to the School District in the form of a CERTIFICATE OF INSURANCE or copy of the policy providing 30 days notice of cancellation, non-renewal or material change and attach copies of the additional insured's endorsement. Insurance carrier must be a New York State licensed carrier with AM Best Rating of at least A IX. Workers Compensation and NYS Disability is required for any organization that has employees that will be working on premises.

I. Commercial General Liability

Coverage	Occurrence – 1988 ISO or equivalent
Limits	General Aggregate \$2,000,000 Products – Comp/opps Aggreg. . . \$1,000,000 Pers. & Advert. Injury. \$1,000,000 Each Occurrence. \$1,000,000 Fire Damage (any one fire). \$ 50,000 Medical Exp. (any one Pers.) \$ 5,000
Additional Insured	School District, Board of Education, Employees Volunteers and Committee Members using ISO Form CG2005 or its equivalent
Unacceptable Exclusions	Athletic Participants Sexual Abuse & Molestation

II. Umbrella Liability - Recommended

Coverage	Umbrella Form (not excess)
Minimum Limit	\$5,000,000
Additional Insured	School District, Board of Education, Employees, Volunteers, and Committee Members

(continued)

INSURANCE REQUIREMENTS (Page 2)

III. Automobile Insurance

Coverage	Standard New York Policy insuring all owned, hired, and non-owned vehicles
Limits	Minimum Limit - \$1,000,000 CSL
Additional Insured	School District, Board of Education, Employees, Volunteers, and Committee Members

IV. Umbrella Liability

Coverage	Umbrella Form (not excess)
Minimum Limit	\$5,000,000
Additional Insured	School District, Board of Education, Employees, Volunteers, and Committee Members of the District using ISO Form CG2005 or its equivalent

V. BONDS*

Company must be New York State licensed and approved by Municipality

Bid Bond	Minimum of 5% of contract bid
Final Bond	Limit 100% of contract price including Performance and Payment bonds
Bond Form	AIA Document A312