

APPLICATION FOR USE OF SCHOOL FACILITIES
PELHAM PUBLIC SCHOOLS
575 COLONIAL AVENUE
PELHAM, NY 10803

Date: _____

Application is hereby made on behalf of _____
(Organization)

for use of _____ in the (please circle one below)
(Specific room#, space, etc.)

COLONIAL

HUTCHINSON

PROSPECT HILL

SIWANUY

MIDDLE SCHOOL

HIGH SCHOOL

GLOVER FIELD

between _____ P.M. and _____ P.M. on _____, 201_____ and on successive weeks/months
from _____ to _____. (If multiple days, give exact days on separate paper)

1. Nature of Program _____
2. Number of people participating _____
3. Is use non-exclusive and will meeting, entertainment or occasion be open to public? _____
4. Is admission fee to be charged? _____
5. If yes, state amount _____
6. Are proceeds to be expended for educational or charitable purpose? _____
7. If yes, state purpose _____
8. Are proceeds to be expended for the organization? _____
9. Is occasion to be under exclusive control of organization for which application is made? _____
10. Is organization a society or association of a religious sect or denomination? _____
11. Is it fraternal sect or other exclusive organization? _____
12. Give name of president or other head of organization _____
13. Is your organization non-profit: yes___ no___? If yes, provide tax-exempt# _____

It is understood and agreed that if this application is granted the user/organization does hereby covenant and agree to defend, indemnify and hold harmless Pelham Public Schools from and against any and all liability, loss, damages, 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 proposed use of Pelham Public School's property, facilities and/or services by said organization.

INSURANCE

All users must provide the following insurance prior to using the facilities,
FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT:

- A. The user hereby agrees to effectuate the naming of the District as an unrestricted additional insured on the user'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
 - **Insured status shall be provided with ISO endorsement CG 20 26 11 85 or its equivalent**
- C. The user agrees to indemnify the District for any applicable deductibles.

COMMERCIAL GENERAL LIABILITY INSURANCE

\$1,000,000 per occurrence/2,000,000 aggregate (additional \$1,000,000 coverage is required when District property is used for athletic events)

- D. 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.
- ✓ All regular and extracurricular activities carried on as part of the program of the Pelham Public Schools shall have precedence in the use of school building.
- ✓ Any member of the Board of Education, and its representatives, shall have full and free access to any part of said building.
- ✓ Organization will pay a reasonable fee, as fixed by the Board, for extra compensation to the custodian of said building and if required, for the use of the building.
- ✓ Prior to the start of the event, an announcement should be made regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, use of fire alarms, etc. In the event of an emergency telephones are located in the office of the building custodian and principal.
- ✓ The use of alcohol or drugs under any circumstances is forbidden. Smoking or use of tobacco products is not allowed on District property.
- ✓ Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
- ✓ Any damage to District facilities shall be promptly repaired at the user's expense. No exceptions. If District personnel are not available, make sure all doors are locked and lights are turned out when leaving.
- ✓ Organizations using facilities must clean up afterwards.
- ✓ Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
- ✓ The District does not discriminate on the basis of race, color national origin, physical impairment or sex in its educational programs or employment services.

The applicant represents that he/she is _____ of the above named organization and is duly authorized to make this application.

Signature of Applicant

Telephone Number

Address

For Business Office Purposes Only:

Certificate of Insurance Secured ___ Yes ___ No ___/___/___ (attach to application)

Approved ___ Yes ___ No ___/___/___

Assistant Superintendent for Business

Director of Facilities

**PELHAM PUBLIC SCHOOLS
575 COLONIAL AVENUE
PELHAM, NY 10803**

**HOLD HARMLESS AGREEMENT
(USE OF FACILITIES)**

_____ does hereby covenant and agree to defend, indemnify and hold
(Name of Organization)

harmless the PELHAM PUBLIC SCHOOLS from and against any and all liability, loss, damages,
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 PELHAM PUBLIC SCHOOLS
property, facilities and/or services.