



REQUEST FOR THE USE OF SCHOOL PROPERTY

SUBMISSION OF REQUEST: This request must be submitted no later than July 1 of the school year in which the organization intends to use school property. Any requests received after this date will be on a first-come, first-served basis (at least 10 working days prior to use) based on date of written request and acceptable insurance certificate.

NAME OF ORGANIZATION: _____

(Referred to herein as the "Organization")

Check one:

District Affiliated: _____ Non-District Affiliated: _____ For Profit Organization: _____

Registered Not For Profit Organization: _____ (include your Not For Profit #)

This request is made by:

NAME _____ **DATE** _____

ADDRESS _____

PHONE (H) _____ **(W)** _____

PERSON IN CHARGE _____ **E-MAIL** _____

PHONE (H) _____ **(W)** _____

SCHOOL BUILDING REQUESTED OR DESCRIPTION OF SCHOOL PROPERTY TO BE USED:

DATE(S): _____ **TIME(s):** _____

PURPOSE FOR WHICH THE FACILITY/PROPERTY IS TO BE USED:

ADMISSION FEE CHARGED: \$ _____

CHARGES: If you are billed for custodial, lighting or sound/light technician services or other special equipment use, checks should be made payable to: **Saugerties Central School District** and mailed to: *Saugerties Central Schools, Business Office, Call Box A, Saugerties, NY 12477.*

Special Equipment: Please check any Special Equipment that you will require:

Portable Blackboard: _____ Projection Equipment: _____
Choir Riser (size & how many): _____
Tables (size & how many): _____
Chairs (how many): _____ Other: _____

Special Services: Please check any Special Services that you will require:

Kitchen: _____ Projection Operators: _____ Stage Hands: _____

If you are planning to serve food to the public, whether or not you are requesting the use of kitchen facilities, a temporary permit is required from the Ulster County Department of Health. A memo and application regarding this requirement is included in this packet. You must provide the Business Office with a copy of the permit.

Special Arrangements:

Decorations: A detailed description of any proposed decorations should be submitted in writing in advance. No decorations may be put up unless, or until, the plan has been approved. If more information is needed, contact the Buildings & Grounds Office at 247-6520.

Organization's Equipment: Arrangements should be made in advance if special equipment is being brought onto school district property. Removal must be within 24 hours of the termination of the activity, unless special arrangements have been made in advance with the Buildings & Grounds Office. **THE DISTRICT CANNOT BE HELD RESPONSIBLE FOR SUCH EQUIPMENT.**

Prohibitions:

Illegal Behavior & Intoxicants: Intoxicants shall not be brought onto school district grounds at any time. All posted rules must be adhered to. 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.

Smoking Prohibition: Smoking or other use of tobacco products is not allowed on district property.

Unauthorized use of fields and facilities: 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.

Emergencies:

Emergency Evacuations: Prior to the start of the event, an announcement must be made regarding emergency evacuation procedures, i.e. pointing out posted procedures, directions for exiting, use of fire alarms, etc.

The emergency telephone number for police and fire is 911.

INSURANCE: The Organization shall be responsible for obtaining and maintaining, for the duration of the requested use of school property, any public liability or property damage insurance as may be necessary to protect the Saugerties Central School District against claims for damages for personal injury, accidental death and property damage arising from the requested use of school property under this document. The insurance policies shall protect both the **Organization and the Saugerties Central School District, its officers, employees and agents.**

The Saugerties Central School District will not permit the Organization to commence use of the school property for the use herein requested until all of the insurance required herein of the Organization has been so obtained and approved. All insurance acquired under the terms of this document must be obtained through an insurance company authorized to do business in the State of New York and **Certificates of Insurance** shall be filed with the Saugerties Central School District. In addition, a letter indicating that the Producer for the organization has the authority to issue certificates as required.

INSURANCE REQUIREMENTS – USE OF FACILITIES: The Organization shall purchase and maintain during the term of use the following insurance. This insurance must be purchased from a New York State licensed, A.M. Best Rated “A” or “A-” carrier.

The SAUGERTIES CENTRAL SCHOOL DISTRICT and its Board of Education (Board) shall be named as additional insured. *(See Sample 1 attached)*

In the section on the Insurance Certificate labeled:

“DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES...” –

The SAUGERTES CENTRAL SCHOOL DISTRICT MUST be shown in this box as an additional insured (example of acceptable verbiage: **The Saugerties Central School District is named as Addition Insured with regard to Commercial General Liability coverage on a Primary and Non-Contributory basis with Waiver of Subrogation).**

It is also required that the organization include endorsement CG 2026 or broader *(see Sample 2 attached)*

A copy of the certificate shall be mailed to the District, with a provision that in the event the policies either are cancelled or diminished, at least 30 days prior written notice by certified mail, return receipt requested, thereof shall be given to the District. **Any endorsements affecting coverage for additional insureds must be attached to the certificate.** The activities shall not commence until they have obtained all insurance as required and the District has approved such insurance.

- I. **FOR ALL COVERAGES:** Any deductibles or self-insured retentions must be declared to and approved by the District. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its Board, officers, employees or volunteers.
- II. **COMMERCIAL GENERAL LIABILITY INSURANCE:** “Occurrence” form, including Premises-Operations, Products-Completed Operations, Contractual, Personal Injury, Owner-Contractor Protective and Fire Damage Legal Liability. Coverage shall be in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate.

With regard to Commercial General Liability coverages, the policies shall be endorsed to contain the following provisions:

- The organization’s insurance coverage shall be primary and non-contributory as respects the District, its Board, officers, employees and volunteers and include a waiver of subrogation in favor of the Saugerties Central Schools (see sample 3 and 4 attached) ****included in my attachment above are copies of the primary/non-contributory and waiver of subrogation endorsements**.**
- Any insurance or self-insurance maintained by the District, it’s Board, officers, employees and volunteers shall be excess of the Organization’s insurance and shall not contribute to it.

- The District and its Board shall enjoy all rights and privileges of the policy without the responsibility to pay premiums.

Indemnification: The undersigned further agrees to indemnify, defend, and further save harmless the Board of Education and the Saugerties Central School District, its officers, employees and agents from any or all claims that may arise through negligence or otherwise, or that may be made for damage, loss, injury or death resulting to the property of the Saugerties Central School District, its employees or their property, or to other persons or other property resulting from such use directly or indirectly, including reasonable attorney fees and costs. The School District does not insure, protect, safeguard or defend the organization against any claim, which may arise, from any accident or injury to any person through the use of the school facilities by the organization.

Board of Education Policy: It is the desire of the Board of Education to grant the privilege of using the building to those organizations or groups that will comply with the law and will benefit the general welfare of the community educationally or recreationally. It is also the opinion of the Board of Education that such organizations, except those directly connected with the educational interests of the school district should pay the added expenses associated with heat, light and custodial service.

Education Law Section 414: The Board of Education in granting the use of school buildings during out of school hours is governed by Section 414 of the Education law and Section 4 of Article XI of the New York State Constitution. Under these sections, the Board of Education may permit the use of its facilities as indicated in the following extracts of Education Law.

Subdivision I:

- (a) By persons assembling therein for the purpose of giving and receiving instruction in any branch of education, learning or the arts.
- (b) For public library purposes, subject to the provisions of this chapter or as station or public libraries.
- (c) For holding social, civic and recreational meetings and entertainments, and other uses pertaining to the welfare of the community, but such meetings, entertainments and uses shall be nonexclusive and shall be opened to the general public.
- (d) For meetings, entertainments and occasions where admission fees are charged, when the proceeds thereof are to be expended for an educational or charitable purpose, but such use shall not be permitted if such meetings, entertainments and occasions are under exclusive control, and the said proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal secret or exclusive society or organization other than organizations of veteran or volunteer firemen.

NOTE: Section (d) is interpreted to mean that use shall not be permitted if any of the said proceeds are to be applied for the benefit of an individual, society, association, or organization of a religious sect or denomination, or of a fraternal secret or exclusive society or organization.

- (e) For polling places for holding primaries and elections and for the registration of voters and for holding political meetings. However, no meetings sponsored by political organizations shall be permitted unless authorized by a vote of a district meeting, held as provided by law. It shall be the duty of trustees or Board of Education to call a special meeting for such purpose upon the petition of at least ten per centum of the qualified electors of the district. Authority so granted shall continue until revoked in like manner and by the same body as granted.
- (f) For civic forums and community centers. Upon the petition of at least twenty-five citizens residing within the district or city, the trustees or Board of Education in each school district or city shall organize and conduct community centers for civic purposes, and civic forums in several school districts and cities, to promote and advance principles of Americanism among residents of the State. The trustees or Board of Education in each school district or city, when organizing such community centers and civic forums, and shall prescribe regulations for their conduct and supervision, provided that nothing herein contained shall prohibit the trustees of such school district or Board of Education to prescribe and adopt rules and regulations to make such community centers or civic forums self-supporting as far as practicable. Such community centers and civic forums shall be at all times under the control of the trustees or Board of Education in each school district or city, and shall be nonexclusive and open to the public.

- (g) For classes of instruction for mentally retarded minors operated by a private organization approved by the Commissioner of Education.
- (h) For recreation, physical training and athletics, including competitive athletic contests of children attending a private non-profit school.

Subdivision II: The trustees or Board of Education shall determine the terms and conditions for such use, which may include rental at least in an amount sufficient to cover resulting expenses for the purposes of paragraphs (a), (b), (c), (d), (e), and (g) of Subdivision I of this section.

Representations of Applicant: The applicant represents to the Saugerties Central School District that he/she is a

1) Commercial Business with offices at: _____

AND/OR

2) an officer of a business corporation with offices at: _____
organized and existing under the laws of the State of New York.

The applicant also represents that the requested use of the school property is to be for educational or charitable purposes and that any admission fees collected by the applicant or its agents will be applied solely to such causes. None of the admission fees collected by applicant or any of its agents will be paid to the applicant or to its agents or for any other purpose.

That the applicant represents that the admission fee so collected will be applied to the following educational or charitable purpose: _____

Accounting: The applicant agrees to supply the Board of Education of the Saugerties Central School District, or to any one that the Board of Education so directs, an accounting of all admission fees collected to any educational or charitable organization, and receipts or copies of receipts from the educational or charitable organizations indicating the receipt of those funds.



SIGNATURES:

SAUGERTIES CENTRAL SCHOOL Name of Organization: _____

By: _____ Signature by: _____

Title: _____ Title: _____



STATE OF NEW YORK)

:SS.:

COUNTY OF

On this ____ day of _____, two-thousand-____, before me came _____, to me known and known to me to be the **INDIVIDUAL** described in and who executed the foregoing instrument and acknowledged to me that he/she executed the same.

Notary Public

