LANCASTER CENTRAL SCHOOL DISTRICT

School Facility Use Application and Agreement (Please send \$10.00 processing fee with submission)

ORGANIZATION: __

177 Central Avenue, Lancaster, NY 14086

DATE(S) REQUESTED: ___

TIME REQUESTED: From am/pm To am/pm HRS:						Approx. # Attendees:						
ACTIVITY:												
IS THERE AN ADMISSION OR PARTICIPATION CHARGE FOR THIS ACTIVITY? Yes $\hfill \square$ \$_					\$	No 🗆						
APPLICANT:					PHO	PHONE: Home: Work:						
ADDRESS:												
BUILDING REQUEST		HS LMS				JAS		DO		`R □		
□ HIGH SO	CHOOL - *\$1 CHOOL – M		Ir		des utilities) □ WILLIAM S' □ ELEMENTA				r			
		, if required, use of au OOL \$25/Hr; LANCA									<u>es</u> at:	
STANDARD USE FER With the exception of the	ne auditoriu	ms, the following prop				are foo	tage amoun	t (average	ed and 1	ounded to the	near	est 10 th)
calculated by the buildi	ngs & groun	LMS:	I	1 1	MATERIA ME CO	η.		FIEM	TENTE A	RY SCHOOL	G.	
HIGH SCHOOL: Cafeteria*	\$70/Hr	Cafeteria*	\$35/Hr	+	WILLIAM ST Classroom #		\$15/Hr	Art Ro		MI SURUUL		\$20/Hr
Choir Rm #142	\$25/Hr	Classroom #	\$15/Hr		Cafeteria* per	level	\$35/Hr	Cafete				\$30/Hr
Classroom #	\$20/Hr	Gym A	\$55/Hr		Commons#_		\$30/Hr	Classr				\$15/Hr
Conference Rm #171	\$25/Hr	Gym B	\$55/Hr	_	Gymnasium A	1	\$40/Hr	Gymna				\$40/Hr
Courtyard Field House	\$70/Hr \$180/Hr	Fitness Center Kitchen*	\$35/Hr \$25/Hr		Kitchen* Media Center	C£	\$25/Hr \$20/Hr	Kitche Media				\$25/Hr \$25/Hr
Fitness Center	\$35/Hr	Kitchen	\$25/Hr		Pool/Locker R		\$55/Hr	Media	Center			\$25/Hr
Gym – Activity Rm	\$50/Hr			+	Stage	OOM	\$35/Hr					
Gym - Auxiliary	\$75/Hr											
Gym - Java	\$75/Hr			\perp								
Kitchen*	\$25/Hr			+				PLAY		ELDS		\$140/Hr
Orchestra Rm #143B Room # 122	\$25/Hr \$25/Hr			+				(all sc		rooms (HS onl		Per field Custodial rates
EQUIPMENT REQUI		☐ Table(s)		hair((s) 🗆	Podiu	 m □	Lights		dicrophone	<i>y)</i>	
*If Cafeteria and/or leatered event applications complete both applications.	ation shoule		use of ki ead of th	V/DV tche his fo	D/VCR n equipment	ional r	essary and ooms/area	or if food	d will b		e <u>kito</u>	chen and
r					Item		# of	No.	a	Salary	=	Total
AETED THE	r rvent	VOLUMILI	7 L.,			Pe	rsonnel	Hrs			<u> </u>	
AFTER THE EVENT YOU WILL BE INVOICED			Clear					<u>a</u>		=		
BE INVOICED			Cleaning Grounds				(a)		=	+		
\$				Cafeteria staff					a		=	1
Ψ				AV Personnel					@		=	
* Estimate Only-Actual bill based on hours			Equipment						@		=	
used		Security Snowplowing					(a) (a)		=	+		
			_		r (list)				<u>a</u>		=	+
príor to the of 2. The athletic of request to the 3. The principal 4. The director of 5. The assistant	date of the ac office will core building pr will affix his of facilities w superintence	nplete fee calculation	and dete The form ture (#3).	ermin is th The rvices	e if the buildingen sent to the eform is then se will affix his/h	g is ava director ent to t	ailable at the of facilities he assistan	e requestos. s. t superint	ed date	time. They w	vill the & supp	en forward th
							E C	··	. 1 .			
(CONTINUED ON REVERSE)				Date Received Fee Paid 				For office use only AV Department Athletic Department Music Department				

For use of the school facility, the organization and its users agree to abide by the following regulations:

- 1. When the Lancaster Central School District is on a contingency budget there will be a \$20.00 application fee for each building use form submitted.
- 2. A custodian must be on duty. Any salary for a custodian beyond normal working hours must be paid for by the organization using the facility.
- 3. Use of kitchen equipment/appliances requires the presence of a Lancaster Central School District cafeteria employee. The kitchen use and catered events application must be used for any kitchen and/or cafeteria requests. The salary of this employee must be paid for by the organization using the facility.
- 4. Use of auditoriums for plays, etc. which require audio video equipment, lights, curtains, stage, etc. requires the presence of a Lancaster Central School District employee. The salary of this employee must be paid for by the organization using the facility.
- 5. The organization and/or its users agree that the facilities they use will be left in the condition that they were found. If any additional cleaning and/or repairs/damages are necessary, all charges will be the responsibility of the organization and/or its users. Any necessary repairs may only be performed by authorized district personnel and/or its contractors.
- 6. All safety and fire prevention measures and laws are to be observed at all times. No person may possess any firearm or weapon on school grounds and are not permitted in any District building.
- Proper supervision must be maintained at all times.
- 8. Alcohol, drugs, use of tobacco, smoking, and/or vaping are prohibited on school grounds and are not permitted in any facility or on any grounds owned by the district. Such use is in violation of NYS Public Health Law and the Federal Pro-Children Act of 1994.
- 9. INSURANCE REQUIREMENTS:
 - a. A **Certificate of Insurance** must be provided with the Lancaster Central School District, 177 Central Avenue, Lancaster, NY 14086 as the certificate holder when you submit this signed application. The description of operations box must include the group name and activity.
 - b. Additional Insured: Coverage in the sponsoring group's Commercial General Liability and Umbrella/Excess Liability (if applicable) policies or coverage sections shall be written or endorsed so as to apply to the following additional insured on a primary and non-contributory basis: "Lancaster Central School District and its employees, volunteers and committee members, student teachers, auxiliary instructors and members of the Board of Education." The Certificate must reference the policy form(s) being used to achieve this additional insured status on a primary and noncontributory basis.
 - c. **Certificate of Insurance** must have the required insurance coverage shown below with carriers with an A.M. Best rating of A-or higher and licensed as "admitted" carriers by NYS Insurance Department. Limits applicable shall be the greater of those indicated below or the amounts carried by the organization requesting use of District facilities:
 - Occurrence based Commercial General Liability coverage to include bodily injury, personal injury and property damage liability.

1.	General Aggregate	\$2,	000,000	
2.	Products & Completed Operations Aggregate	\$1,	000,000	
3.	Personal & Advertising Injury	\$1,	000,000	
4.	Each Occurrence	\$1,	000,000	
5.	Fire Damage (any one fire)	\$	50,000	
6.	Medical Expense (any one person)	\$	5 000	

ii. If higher risk activities are involved (i.e. athletic activities), then Umbrella or Excess Liability coverage is required:

1. Per Occurrence \$1,000,000 2. Aggregate \$1,000,000

- d. The School District reserves the right to modify the requirements herein, including limits, based on circumstances involved, including but not limited to the nature of the risk involved, prior experience, insurer, or coverage.
- e. **Unmanned aircraft:** *If* the activities of applicant's organization involve use of unmanned aircraft (aka drones) while on District property, proof of applicable liability insurance coverage must be provided to the District for approval.
- 10. Indemnification: To the fullest extent permitted by law and by this agreement, the organization shall defend, indemnify and hold harmless the district and its agents, servants, and consultants, and any of their employees, officers, directors, and trustees from and against any claims, liability, loss, damage and expense, including reasonable collection expenses, attorney's fees and court costs (collectively "claims") which may arise or be incurred as a result of the acts or omissions of the organization, its members, agents servants, or consultants and any of their employees, officers, or directors. This indemnification includes but is not limited to (i) Claims attributable to any breach of the Agreement, (ii) Claims attributable to bodily injury, sickness, disease, or death, and (iii) claims attributable to, damage to, tangible property including loss of use resulting therefrom, which claims are caused by, or arise out of, or are connected with, or are claimed to be caused or arise out of or be connected with, the performance of the organization's obligations under this agreement by the organization, its members, agents, servants or consultants or any of their employees, officers or directors, or any accident or occurrence involving the organization, its members, agents, servants, or consultants or any of their employees, officers or directors, including, but not limited to, claims caused by a negligent act or omission. This indemnity does not extend to that part of any claim arising from the gross negligence of the district. The provisions of this section will survive termination of this agreement
- 11. The district reserves the right to cancel any scheduled event.
- 12. Types of organizations and priority for scheduling use of district property and/or facilities:
 - a. School organizations (student, employee, or parent).
 - b. Co-sponsored organizations (Community Education; Lancaster Town Recreation Department, Depew Recreation Department & YMCA).
 - c. Resident groups or clubs from within the district, which are not co-sponsored groups.
 - d. Non-resident or "for profit groups or organizations" to the extent permitted by law.

1. APPLICANT'S Signature:	DATE:
2. PRINCIPAL'S APPROVAL: Forward to director of facilities	DATE:
3. DIRECTOR OF FACILITIES:	DATE:
4. ASSISTANT SUPERINTENDENT FOR BUSINESS & SUPPORT SERVICES: Forward to athletic office	DATE: