

BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
65 PARROTT ROAD, WEST NYACK, NY 10994  
Telephone: 845-627-4720

**APPLICATION FOR USE OF COMMUNITY FACILITIES**

Today's Date: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

School Requested: \_\_\_\_\_ Room: \_\_\_\_\_

Time: From: \_\_\_\_\_ To: \_\_\_\_\_

**INFORMATION ABOUT GROUP**

Name of Organization or Individual: \_\_\_\_\_

Supervisor in Charge: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ Evening: \_\_\_\_\_

**INFORMATION ABOUT INTENDED USE OF SCHOOL DISTRICT FACILITIES:**

Purpose of Use: \_\_\_\_\_

Total Participants Expected: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Is equipment required? Yes \_\_\_\_\_ No \_\_\_\_\_

If needed, state what type and for what purpose: \_\_\_\_\_

Residents (number) \_\_\_\_\_ Non Residents: \_\_\_\_\_

Is an admission fee charged: Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what will proceeds be used for?

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**AGREEMENT**

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/She agrees to be responsible to the Rockland BOCES for the use and care of the facilities. He/She, on behalf of Name of Organization does hereby covenant and agree to defend, indemnify and hold harmless the Rockland BOCES from and against any and all liability, loss, damages, 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 Rockland BOCES' property, facilities and/or services by Organization

\_\_\_\_\_  
Signature of Organization's Representative      Date

\_\_\_\_\_  
Signature of Building Supervisor      Date

\_\_\_\_\_  
Signature of Business Office      Date

\_\_\_\_\_  
Signature of BOCES Director of Facilities      Date

**ROCKLAND BOCES**  
**65 Parrott Road, West Nyack, NY 10994**  
**FACILITY USE REQUIREMENTS**

The use of all district facilities shall be subject to the approval and rules of the Board of Cooperative Educational Services administered by the Building Principal or other Board designee.

1. Organizations wishing to use District facilities shall first apply to the Building Principal on the prescribed form.
2. In the event of inclement weather, the Principal or his/her designee has the final authority on whether facilities are usable.
3. Intoxicants shall not be brought onto District facilities at any time.
4. All posted rules must be adhered to.
5. 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.
6. Any damage to District facilities shall be promptly repaired at the user's expense. No exceptions. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
7. Organizations using the facilities must clean-up afterwards.
8. Permits may be revoked at any time.
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
10. The fee for use is \$ \_\_\_\_\_, payable before use begins.
11. A public telephone is located in \_\_\_\_\_. The emergency telephone number for Police is 911; Fire - 911.
12. Smoking or other use of tobacco products is not allowed on District property.
13. 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.
14. The District does not discriminate on the basis of race, color, national origin, physical impairment or sex in its educational programs or employment services.
15. All users must provide the following insurance prior to using 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 Rockland BOCES as an unrestricted additional insured on the user's policy.
  - B. The policy naming the Rockland BOCES as an additional insured shall:
    - Be an insured 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 Rockland BOCES, its Board, employees and volunteers.
  - C. The user agrees to indemnify the Rockland BOCES for any applicable deductibles.
  - D. Required Insurance:
    - **Commercial General Liability Insurance**  
\$1,000,000 per occurrence/\$2,000,000 aggregate.
  - E. User acknowledges that failure to obtain such insurance on behalf of the Rockland BOCES 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 Rockland BOCES 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.
16. 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, directions for exiting, how to respond to fire alarms, etc.

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Office Use

Certificate of Insurance Required: Yes \_\_\_\_\_ No \_\_\_\_\_ Certificate expires (Date) \_\_\_\_\_