

**PINE PLAINS CENTRAL SCHOOL DISTRICT
REQUEST FOR USE OF SCHOOL FACILITIES**

Requests for use of School District facilities must be submitted to the Building Principal no later than two (2) weeks prior to the date needed.

SCHOOL BUILDING TO BE USED: (Please check all that apply)

SEYMOUR SMITH _____ COLD SPRING _____ STISSING MOUNTAIN JR/SR HS _____
AREA/ ROOM(S) TO BE USED: _____ DATE NEEDED: _____
NAME OF EVENT: _____ ESTIMATED ATTENDANCE: _____
SET UP TIME: _____ AM/PM BEGINNING TIME: _____ AM/PM ENDING TIME: _____ AM/PM
IS EQUIPMENT REQUIRED? YES _____ NO _____ IF YES, please state what type and for what purpose:

ORGANIZATION INFORMATION:

NAME OF RESPONSIBLE PERSON / ORGANIZATION: _____
Address _____
Telephone Number: Day _____ Evening _____ Cell _____
THIS IS A: (PLEASE CHECK ONE)
_____ SCHOOL ACTIVITY - Principal's Signature: _____
_____ STUDENT CLUB - Advisor's Signature: _____
_____ SPORTING EVENT - Athletic Director's Signature: _____
_____ NON-SCHOOL GROUP **NOTE: INSURANCE CERTIFICATE REQUIRED - ATTACH COPY (Exp Date _____)**
OR **COPY OF CURRENT CERTIFICATE IS ON FILE (Exp Date _____)**

CUSTODIAL SERVICES NEEDED:

Will a custodial worker be on duty during your event? YES NO
Will additional work (setup, cleanup, etc) be required of that person? YES NO If yes, please explain

If no custodian is required, please indicate who will be responsible for **setup** and **cleanup**: _____

COMPLETE THE FOLLOWING IF SCHOOL BUILDING WILL BE CLOSED FOR REQUESTED DATE:

Who will be responsible for unlocking/locking the building and turning the **alarm off** and **on**? _____

NOTE: When necessary, the District may require one or more custodians or district employees who will be paid at the prevailing wage rate. Your group will be billed by the District the sum of these wages and applicable benefit costs (\$30 to \$40 per hour).

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 District for the use and care of the facilities. He/she, on behalf of _____, does hereby covenant and agree to defend, indemnify and hold harmless the District from and against any and all liability, loss, damages, claims or actions 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 the Pine Plains Central School District's property, facilities and/or services by _____.

Signature: _____ Date: _____

Upon approval by the Building Principal this form will be submitted to the Business Office for final approval. If you have any questions, please call (518) 398-7181 x 1410.

Approvals: Building Principal: _____ Date: _____
Business Office: _____ Date: _____

Director of Facilities/Custodian
White/Original

Building Principal
Approved Canary

Business Office
Approved Pink

Organization
Approved Goldenrod

FACILITY USE REQUIREMENTS

The Board of Education recognizes that District buildings and grounds are community assets. District facilities exist primarily for the education and recreation of the school children of the District. All uses of facilities shall be governed by and consistent with Section 414 of the Education Law of the State of New York.

The use of all Pine Plains Central School District facilities shall be subject to the approval and rules of the Board of Education.

1. Organizations wishing to use District facilities shall first apply to the Building Principal on the prescribed form. The Business/District Office has final authority on approval.
2. The Board of Education reserves the right of revocation, upon review, of a request granted by the Business/District Office.
3. In the event of inclement weather, the Business/District Office has the final authority on whether facilities are usable.
4. Intoxicants shall not be brought on District facilities at any time.
5. All posted rules must be adhered to.
6. 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.
7. 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 and windows are locked and lights are turned out when leaving.
8. Organizations using the facilities are responsible for clean up.
9. Permits may be revoked at any time.
10. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
11. The fee for use of District facilities will be determined by the Business/District office.
12. Smoking or other use of tobacco products is **not** permitted on District property.
13. Facilities are not available if in conflict with school use. No unauthorized vehicles are permitted on school property. No field or building alterations (lining of fields or gymnasiums, erecting permanent goal posts or structures, etc.) is permitted without prior approval.
14. All users must provide the following insurance prior to using the facilities:
 - 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 cancelation;
 - State that the organization's coverage shall be primary coverage for the District, its Board of Education, employees and volunteers.
 - C. The user agrees to indemnify the District 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 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.
15. 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 a fire alarms, etc.

**Pine Plains Central School District
2829 Church Street
Pine Plains, NY 12567
(518) 398-7181**