

Haldane Central School District Application for Use of School Facilities

Organization Name: _____ Date Submitted: _____

Event Name: _____ Applicant Name: _____

Email: _____ Phone: _____

Date(s) Requested: _____ Start and End Times: _____

LOCATION(S) REQUESTED:

- | | |
|--|---|
| <input type="checkbox"/> Large Gym | <input type="checkbox"/> Elementary Library |
| <input type="checkbox"/> Auditorium/Small Gym | <input type="checkbox"/> Middle/High School Library |
| <input type="checkbox"/> Band Room (adjacent to Cafeteria) | <input type="checkbox"/> Classroom # _____ |
| <input type="checkbox"/> Chorus Room | <input type="checkbox"/> Turf Field |
| <input type="checkbox"/> Home & Careers Room | <input type="checkbox"/> Softball Field (Route 9D) |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Other _____ |

ANTICIPATED ATTENDANCE:

of Adults _____

of Children _____

SETUP REQUESTED:

SPECIAL EQUIPMENT REQUESTED:

FEES:

	Philipstown Community	Non-Philipstown
Room Rental (per room)*	\$50	\$75
Turf Field	\$100 (for up to 4 hours)	\$50/hour
Softball Field (Route 9D)	no usage or custodial fees	no usage or custodial fees
Summer Camp Programs*	\$100/week	n/a
Custodial Fee (per custodian)	\$65/hour	\$65/hour

All events require a minimum of 2 hours of custodial services. Asterisked locations also require custodial services for the duration of the event. Number of custodians is based on setup requirements and will be communicated at the time of confirmation.

The above named organization accepts full responsibility for the facilities and equipment used, and agrees to abide by the regulations and policies established by the Board of Education and attached. The organization hereby agrees that it will pay for the replacement or repair of any damaged property when said damage occurs during the use of the facilities by the organization. Further, the organization hereby agrees to hold harmless the Board of Education, the school district, and its employees from any act of negligence resulting from the use of facilities.

The above named organization must furnish a Certificate of Insurance naming the Haldane Central School District as an additional insured for general liability and excess liability at a coverage rate acceptable to the school. Auto liability and worker's compensation insurance will be required when applicable. See reverse.

Final approval of this application is pending receipt of insurance, verification of space availability, and payment. School events take precedence; please refer to the school calendar at haldaneschool.org/calendar prior to submitting a request.

Signature of Applicant _____ Date _____

District Approval _____ Date _____

Total Fee Due Before Event: _____

Internal Use:

_____ Space Available (DK) _____ Fee Due Confirmed (CP) _____ Approval to Organization (DK) _____ Fee Received (DK)

Haldane Central School District Facilities Use Rules & Regulations

Community organizations and school groups shall be permitted to use school facilities when such use does not interfere with the school program. All arrangements shall be consistent with Section 414 of NYS Education Law.

1. Groups whose functions are directly related to the work and promotion of the public school will only incur custodial fees when using school facilities. These groups include students, school employees, and Haldane partner organizations.
2. The use of Haldane equipment such as projectors, screens, tech booth, piano, scoreboards, etc. is not included in the use of facilities unless by special permission granted by the Superintendent. In such cases, the group must secure the services of approved district personnel or vendors to manage the equipment. Additional fees may be incurred.
3. The facility must be returned to the condition in which it was found.
4. Auditorium capacity must be honored (500 max chairs on floor, 120 seats in balcony).
5. The application must be signed by an authorized member of the community organization.
6. Political advertising is prohibited on school grounds.
7. Smoking is prohibited in school buildings and on school grounds.
8. It is agreed that the Superintendent (or an appointed representative) shall be the sole judge in assessing the costs of missing, damaged, or stolen property/facilities/equipment during the event.

Insurance Requirements

The permittee agrees to indemnify the Haldane Central School District for any applicable deductibles and self-insured retentions.

Commercial General Liability Insurance: \$1,000,000 per occurrence/\$2,000,000 aggregate, with no exclusions for athletic participants.

Excess Insurance: \$1,000,000 each occurrence and aggregate. Excess coverage shall be on a follow-form basis.