

INSURANCE NOTICE

Applications for Use of School Facilities **will not be approved without the required Certificate of Insurance that includes the actual endorsements.

(Additional Insured endorsement CG 2026 & Primary and Non-Contributory endorsement) *see attached samples

*Certificates of Insurance must have the following wording, along with the actual endorsement or it will not be approved:

Lansingburgh Central School District is named as additional insured, coverage is primary and non-contributory in favor of the district.

*A signed Hold Harmless Agreement must accompany all use of school facilities requests.

For any questions regarding insurance requirements for Lansingburgh CSD,
please contact:

jmoore@nysir.com
(716) 671-2046

POLICY NUMBER

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - DESIGNATED,
TED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERICAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of person or Organization:
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II - Who is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising in injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf.

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**PRIMARY AND NONCONTRIBUTORY –
OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

SAMPLE

**HOLD HARMLESS AGREEMENT
(Use of Facilities)**

(NAME OF FACILITY USER) _____ does covenant and agree to defend, indemnify and hold harmless the Lansingburgh Central School District 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 the Lansingburgh Central School District's property, facilities and/or services including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of (FACILITY USER) _____. (FACILITY USER) _____ understands and agrees that its use of the Lansingburgh Central School District's property and facility includes, but is not limited to, all areas identified in the application and/or permit, and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as "incidental areas"). (FACILITY USER) _____ agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and/or all incidental areas.

Signature of Authorized Representative _____

Officers Names & Phone Numbers:

LANSINGBURGH CENTRAL SCHOOL DISTRICT-55 NEW TURNPIKE RD TROY, NY 12182
518-233-6850

APPLICATION FOR USE OF SCHOOL FACILITIES- (BUILDINGS/ALL FIELDS)

****Please read the attached policy and regulations governing use of facilities. Return application, signed hold harmless form, and all insurance form requirements to the school business administrator at the above address at least two (2) weeks prior to the function.****

As an Authorized Representative of my organization, I certify that I have read and reviewed the policy and regulations with all members of my organization and agree that our group will use the facilities in accordance with the policy and regulations. (Authorized representative must be 21 or older) If any school equipment is to be used, it shall be listed below and the organization will assume full responsibility in case of damage or loss. The sponsor and/or user agree to hold the Lansingburgh Central School District harmless from any suit resulting from activities of the using organization. It is understood that I will notify the contact person of all responsibilities and obligations. It is further understood that additional fees and billing may be incurred.

Signature: _____

Date of Application: _____ Organization Name: _____

Contact Person: (Print Name) _____

Address: _____ Zip Code: _____

Telephone: Home _____ Work _____ Cell _____

Email: _____

Does your organization carry Liability Insurance? YES/NO * Insurance Certificate: ATTACHED/ON FILE

***A certificate of insurance, including an additional insured endorsement (CG2026) naming Lansingburgh Central School District as additional insured, is required for all organizations. The minimum liability limit required is \$1,000,000 per occurrence/\$2,000,000 General aggregate/occurrence. ***All Groups are REQUIRED to sign the attached Hold Harmless Agreement before any approval can be given to use the district's facilities.

SCHOOL BUILDING REQUESTED:

High School Knickerbacker Middle School Rensselaer Park Elementary Turnpike Elementary

FACILITY REQUESTED:

Classroom Gym Cafeteria/Cafetorium Auditorium Turf Soccer/LHS Turf Football/LHS
Turf Baseball/LHS Softball Field/RPES Football/Soccer/TES

SPECIFY ACTIVITY: _____

Expected Attendance: _____ Is function open to the public? YES/NO WILL ADMISSION BE CHARGED: YES/NO
(* If yes, see item 16 of regulations below*)

Locker rooms needed: YES/NO-#? ____ *Restrooms needed: YES/NO *Special Equipment needed _____

SINGLE DATE REQUESTED: Month _____ Day _____ Time- from: _____ To: _____

REGULAR DATES FOR A PERIOD OF TIME: Day of Month: _____

Months from: _____ To: _____ Time from: _____ To: _____

***Item 16-Public Use of School Facilities Regulation:**

A detailed financial statement showing total receipts and expenses for each use of building(s) or grounds for which admission is charged must be available on request.

****If event runs past scheduled time, organization will be responsible for additional fees****

******IT IS MANDATORY THAT ALL EVENTS HAVE A LANSINGBURGH CENTRAL SCHOOL DISTRICT SITE SUPERVISOR******

SCHOOL USE ONLY

Personnel assigned by District to this event:

	<u>YES/NO</u>	<u>How Many</u>		<u>YES/NO</u>	<u>How Many</u>
Security	_____	_____	Site Supervisor	_____	_____
Custodian	_____	_____	Clock Operator	_____	_____
Groundskeeper	_____	_____	Announcer	_____	_____
Chaperone	_____	_____	Ticket Sales	_____	_____
Trainer	_____	_____			

Police/Security required? YES/NO – If yes, how many? _____ Hours Needed: From _____ To _____

List any other personnel needed: _____

APPROVALS:

BUILDING PRINCIPAL APPROVAL: _____ DATE: _____

SCHOOL BUSINESS ADMINISTRATOR: _____ DATE: _____

ATHLETIC DIRECTOR: _____ DATE: _____

1500-E.4 Athletic Field Fee Schedule (effective 2021)

<u>Football and Soccer Fields</u>	w/o lights	w/lights
Site Fee	\$125	\$125
Event (3 hr. min.) Add'l. prorated	\$405	\$525
Practice Rate	\$135/hr.	\$175/hr.
Sectional Event Fee	\$400/day	

<u>Baseball Field</u>	w/o lights	w/lights
Site Fee	\$225	\$225
Event	\$135/hr.	\$175/hr.
Practice	\$135/hr	N/A
Tennis	\$150/event	

Seasonal fee for Local Youth Groups – TBD

There are no fees for District associated or sponsored Booster Clubs.



LANSINGBURGH CENTRAL SCHOOL DISTRICT

55 New Turnpike Rd. Troy, NY 12182 • (518)233-6816 • mrobbins@lansingburgh.org

Athletic Director

Michael T. Robbins

ATHLETIC FACILITIES USE AGREEMENT

To Whom it May Concern,

The Lansingburgh Central School District welcomes you to our athletic facility for your upcoming event(s). There are a few rules pertaining to our facility that must be shared with you before you arrive:

1. Users must wear appropriate gym shoes or sneakers.
 - A. Metal Cleats and Spikes are not permitted on our turf field or track surface.
2. Food of any kind, including sunflower seeds and chewing gum are not allowed.
3. Tobacco, Drugs and Alcohol are prohibited on school grounds.
4. Garbage/Debris must be thrown in trash bins/cans.
5. Groups are responsible for any damage caused during their use and will be billed for any cost associated with the repairs.
6. In the event of a cancellation for one of our turf fields, we require 7 days notice. Failure to cancel within this time frame will result in a charge of \$260 (Site Fee + One Hour Rental Fee).

Furthermore, it is our expectation that those who use our facilities will contribute to and accept responsibility for an orderly and respectful climate while in our school buildings and on our school grounds.

Please share this with members of your organization's members before you/they arrive at our facility to avoid any confusion.

Sincerely,

Michael T. Robbins

Policy 1500 PUBLIC USE OF SCHOOL FACILITIES

While the district's school buildings and grounds are maintained primarily for the purpose of educating students within the district, the Board of Education recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities. This policy is intended to identify the uses that community groups may make of those facilities.

The Board grants the use of school facilities as a temporary license that can be revoked by the Board at any time.

District facilities may be used for the purposes listed below, subject to the conditions and restrictions set forth in this policy.

- A. Instruction in any branch of education, learning or the arts.
- B. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
- C. Social, civic (including but not limited to meetings of parent associations, and parent-teacher associations) and recreational meetings and entertainments, or other uses pertaining to the welfare of the community so long as such uses are non-exclusive and open to the general public.
- D. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
- E. Polling places for holding primaries and elections, and for the registration of voters and for holding political meetings.
- F. Civic forums and community centers.
- G. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
- H. Child-care programs when school is not in session, or when school is in session for the children of students attending schools of the district and, if there is additional space available, for children of employees of the district.
- I. Licensed school-based health, dental or mental health clinics as defined in Education Law 414, operated by an entity other than the school district. Additionally, as a condition of receiving state funding, the district permits access to military recruiters to school buildings, grounds and facilities to the same extent it provides access to those who inform students of educational, occupational or career opportunities.
- J. Graduation exercises held by not-for-profit elementary and secondary schools.

Prohibited Uses

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited.

- A. Meetings sponsored by political organizations.
- B. Meetings, entertainments and occasions, where admission fees are charged that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, association or organization or a religious sect or denomination or of a fraternal, secret or exclusive society or organization, other than veterans' organizations or volunteer fire fighters or volunteer ambulance workers.

Conditions of Use for District Facilities

- A. Use of district facilities may be permitted unless such facilities are in use for school purposes, or during educational programs. The district reserves exclusive and nonreviewable judgment to determine if a requested use would interfere with or disturb the district's educational programs.
- B. The District retains the right to waive use fees for groups that are associated or sponsored by the District.
- C. Use of district facilities will be permitted only where the applicant agrees to pay the district a user fee according to a schedule adopted by the district. The district retains the further right to waive user fees for groups that are associated with or sponsored by the district.
- D. Where, in the judgment of the district, the requested use of district facilities requires special equipment or supervision, the district reserves the right to deny such use, or in the alternative, to condition such use upon the applicant's payment of additional fees in accordance with paragraph C above. Only authorized personnel shall operate district equipment. (Please refer to 1500 E.2 for specific requirements).
- E. The Board reserves the discretion to deny use of district facilities described above, or to terminate use of district facilities:

1. By an applicant who has previously misused or abused district facilities or property or who has violated this policy;
2. For any use which could have the effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York State Constitutions;
3. For any use which, in the estimation of the Board, could reasonably be expected to or actually does give rise to a riot or public disturbance;
4. For any use which the Board deems inconsistent with this policy;
5. For any use by a private for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
6. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
7. For any use prohibited by law.
8. For any prohibited conduct exhibited as listed in the District's Code of Conduct on School Property (Policy #5300.15) and accompanying regulations.

Application Procedure for Use of District Facilities

- A. All applications for use of school facilities shall be made in writing and submitted to the Business Office per District schedule. A use permit application is available in the Business Office.
- B. The applicant must clearly and completely describe the intended use of the district facility in the application.
- C. All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board policies and regulations and to use district facilities strictly in accordance with the use described in the application.
- D. All applicants must agree to assume responsibility for all damages resulting from its use of district facilities. Proof of adequate insurance must be provided by the applicant at the time of application.

E. Permits shall be valid only for the facility, use, dates and time specified in the permit. No adjustment to the permit is allowed except with the prior written approval of the Superintendent. Permits shall not be transferable.

F. The Superintendent is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reason.

G. With regard to scheduling activities, the district retains the right to give preference to groups and organizations which are associated with or sponsored by the district, and to modify requests in order to facilitate scheduling.

H. Issuance of a permit shall not limit the right of access to the facility by district staff.

I. All applications from groups not sponsored by the district must include the names addresses and phone numbers of the organization officials. All applications must also include a contact person for the activity for which the use of facility was requested.

Ref:

Education Law 414

Revised First Reading: March 10, 2014

Revised Date: March 31, 2014

First Reading: March 30, 2015

Revised and Adopted: April 21, 2015

Revised: October 24, 2016

Lansingburgh Central School District

Regulation 1500-R PUBLIC USE OF SCHOOL FACILITIES REGULATION

1. Application forms for the use of school buildings or grounds can be obtained from the Business Office. Such applications must be signed by a responsible person over 21 years of age and submitted, in quadruplicate, to the Office of the School Business Administrator at least two weeks prior to the function for single events, by February 15 for summer/fall sports, and by August 15 for winter/spring sports.
2. Groups, which are associated with or sponsored by the district, shall have first preference.
3. The Superintendent of Buildings and Grounds on duty is to be regarded as the representative of the Board of Education.
4. There shall be no use, possession, sale or distribution of alcohol or controlled substances as defined in Board policy 5312.1, Drug and Alcohol Abuse, at any time in the school buildings or on school property.
5. There shall be no smoking on school property.
6. Regular gym shoes must be worn when sports or games are conducted on the gymnasium floors. No metal cleats or spikes are allowed on our turf fields.
7. Children's activities must be under strict supervision of adult sponsors at all times. Sponsoring organization officers are responsible for insuring adequate supervision.
8. The Building Principal under whose supervision the event is scheduled shall determine the number of police, fire personnel, school employees and chaperones required to maintain adequate security.
9. When school and PTA sponsored events are held, the Principal or his/her designee shall be present at the event and shall be responsible for approving and supervising the chaperons and police and fire personnel to be used.
10. When non-school sponsored events are held, the person signing the request for use of the buildings or grounds will be responsible for maintaining security in lieu of the Principal or his/her designee.
11. The Business Administrator shall be responsible for contracting all required security personnel such as police and fire personnel.
12. Any group using school facilities is required to pay for the security (i.e., police and fire personnel) required by the Building Principal and contracted for by the Business Administrator. In the case of the Parent-Teacher Association and Board-approved booster organizations, the Board will provide up to \$500 in security cost in any one school year. In addition, the Board will provide up to \$500 for security and custodial costs to each Building Principal for approved student organizations.
13. Any group using building facilities for fund raising activities are required to pay for the services of custodians, as well as police and fire personnel.
14. Responsibility for order and safety must be assured by the applicant. Any damage to school property shall be reimbursed by the organization using same.
15. The space used shall be vacated no later than 11 p.m., unless a specific exception is granted in the permit.
16. A detailed financial statement showing total receipts and expenses for each use of building(s) or grounds for which admission is charged must be available on request.
17. It shall be understood that the Superintendent of Schools or designee has sole authority to grant or reject requests for the use of school facilities and equipment.

18. Any group using school facilities is required to present evidence of liability insurance, with the district named as an additional insured, in an amount deemed adequate by the Superintendent or Business Administrator.

Permitted Uses

District facilities may be used for the purposes listed below, subject to the conditions and restrictions set forth in this policy.

1. Instruction in any branch of education, learning or the arts.
2. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
3. Social, civic and recreational meetings and entertainments, or other uses pertaining to the welfare of the community so long as such uses are non-exclusive and open to the general public.
4. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
5. Polling places for holding primaries and elections, for the registration of voters and for holding political meetings.
6. Civic forums and community centers.
7. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
8. Child-care programs when school is not in session, or when school is in session for the children of students attending schools of the district and, if there is additional space available, for children of employees of the district.
9. Graduation exercises held by not-for-profit elementary and secondary schools.

Prohibited Uses of School Buildings and Property

State Education Law and the Constitution of New York State specifically prohibit the following uses of school buildings and property:

1. for any purpose that will in any way interfere with the use of school buildings, grounds, or other school property by the school;
2. by any outside organization or group to conduct religious services or religious instruction;
3. by any person or profit-making organization for personal or private gain, financial or otherwise;
4. for holding a social, civic or recreational meeting or other use pertaining to the welfare of the community, unless such meeting, entertainment or use shall be non-exclusive and open to the general public;
5. for a meeting, entertainment, or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or charitable purpose approved by the Board; and/or
6. for a meeting, entertainment or occasion where admission fees are charged, if such meeting, entertainment or occasion is under the exclusive control and the 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 any organization of veterans or of volunteer firefighters or volunteer ambulance workers.

Use of School Facilities by School Personnel

Any use of school facilities for school-related activities will be scheduled through the Building Principal. Any other use outside the regular school week will be scheduled through the Superintendent of Schools.

Recognized collective bargaining units may use school facilities to conduct meetings as specified in the collective bargaining agreement(s).

No students are allowed in a school building unless appropriate school personnel is on duty. Scheduling in advance will ensure that the space requested is available and not given to outside groups.

Revised First Reading: March 10, 2014

Board Revisions Adopted: March 31, 2014

Reviewed First Reading: March 30, 2015

Adopted: April 21, 2015

Reviewed October 24, 2016

Lansingburgh Central School District

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 Lansingburgh Central School District and its Board of Education (Board), shall be named as additional insured. A copy of the certificate and additional insured endorsement (62026 or equivalent) and additional insured endorsement (AIE CG 2026) shall be mailed to the District, two weeks prior with a provision that in the event the policies are either canceled or diminished, at the time of application, by certified mail, return receipt requested, thereof shall be given to the District. The activities shall not commence until they have obtained all insurance as required and such insurance has been approved by the District.

I. For All Coverages:

Any deductibles or self-insured retentions must be declared to and approved by the District and are the responsibility of the facility user. 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 Lansingburgh CSD, its Board, officers, employees and volunteers shall be listed as additional insured on the user’s liability policies with the users coverage as primary and non-contributory coverage. Insurance coverage shall be primary insurance as respects the District, its Board, officers, employees and volunteers. It is the intent of this agreement that additional insured status shall cover and extend to property and facilities including, but not limited to all areas identified in the application and/or permit, and sidewalks, walkways, parking lots, entrances, stairs and all other incidental to and/or connected with the use of the premises.
- Any insurance or self-insurance maintained by the District, its Board, officers, employees and volunteers shall be excess of the Organization’s insurance and shall not contribute to it with the users coverage as primary and non-contributory coverage.

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

Adopted: March 31, 2014

Revised: April 21, 2015

Revised: October 24, 2016

Reviewed: November 28, 2016

Revised: March 28, 2022