

# TICONDEROGA CENTRAL SCHOOL DISTRICT

5 CALKINS PLACE  
TICONDEROGA, NY 12883

## APPLICATION FOR USE OF FACILITIES

**PERMISSION MUST BE SECURED BEFORE ANY DEFINITE ANNOUNCEMENT IS MADE CONCERNING PROPOSED USE. A CERTIFICATE OF INSURANCE PROVING LIABILITY COVERAGE OF AT LEAST \$1,000,000 PER OCCURRENCE/\$2,000,000 AGGREGATE, NAMING THE TICONDEROGA CENTRAL SCHOOL DISTRICT AS AN ADDITIONAL INSURED BY USING AN ENDORSMENT, IS REQUIRED (SEE ATTACHED INSURANCE AGREEMENT FOR LIABILITY INSURANCE REQUIREMENTS). CERTIFICATE OF LIABILITY INSURANCE MUST BE SUBMITTED WITH THIS REQUEST; NO USAGE WILL BE APPROVED WITHOUT LIABILITY INSURANCE. IT IS UNDERSTOOD, COVENANTED AND AGREED AS FOLLOWS:**

1. The undersigned does covenant and agree to defend, indemnify and hold harmless the Ticonderoga Central School District from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of Ticonderoga Central School District property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, spectator, contractor or subcontractor of the undersigned. The undersigned understands and agrees that its use of Ticonderoga Central School District property and facilities 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"). The undersigned agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas. 2. The undersigned, hereby certify that he/she will personally be responsible on behalf of the organization/individual for any damages sustained by the school building, equipment, or ground accruing through the occupancy or use of the district's facilities by the organization/individual. 3. There will be no sale of tickets beyond the seating capacity of the requested facility. 4. The undersigned has familiarized himself/herself with the regulations of the Board of Education pertaining to the use of districts property and all of said regulations are agreed to and will be observed. 5. Rental fee, if applicable, must be paid before the requested event. 6. Permission now applied for, if granted, is revocable at any time by the Board of Education. 7. If the application is made in the name of the organization/individual, the undersigned below is authorized to do so and will be personally responsible for full compliance with the terms hereof and all payments hereunder.

All persons conducting activities at any district building **MUST** do the following at the start of the activity: 1. Inform all attendees where the fire evacuation plan is located in the room, they are in. 2. Explain an evacuation route for all participants that would be most orderly and efficient based on how or where people are seated in relation to exits. 3. Be sure to mention **ALL** exits and point out their locations – also remind people to be calm if there is an alarm or emergency. 4. Every time there is a new audience, this instruction must be followed.

The District has students with LIFE-THREATENING FOOD ALLERGIES. Food of any sorts, must **ONLY** be served/consumed in the CAFETERIA.

If those in attendance are primarily students, at least eight (8) chaperones must be provided – Four (4) adult males and four (4) adult females. **Chaperones must adhere to the following rules:** 1. Supervise corridors and lavatories 2. Do not admit any students to the activity after 9:00 p.m. 3. Do not allow any student to return to the activity after he/she leaves the building. The organization/individual requesting use of the facilities shall be responsible for supervision of patrons for the entire activity. Young people may occasionally display a zealouslyness, which, if not controlled, could lead to an unfortunate mishap. The sponsoring activity accepts responsibility for complete supervision of its sponsoring activities.

### APPLICANT INFORMATION

School/Site Requested for Use:			
Requested Date(s) and Hours:		Day of Week: <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.	
Purpose of Use:			
Organization/Individual:			
Address:		Phone:	
City:		State:	ZIP Code:
Applicant/Contact Person:		Title:	
Email Address:			
Chaperone Names:			
Is equipment required: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type and for what purpose:			
Is admission charged? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what will the proceeds be used for:			
Is a custodian required: <input type="checkbox"/> Yes <input type="checkbox"/> No		Is a Food Service Worker required: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long?	

**SIGNATURE:**

**DATE:**

### DISTRICT USE ONLY

<input type="checkbox"/> Insurance on File, <input type="checkbox"/> Custodian Needed From _____ to _____, <input type="checkbox"/> Food Service Worker Needed From _____ to _____	
Rental Fee Amount:	<input type="checkbox"/> Rental Fee Paid
Signature of Principal:	Date:
Signature of Athletic Dir.:	Date:
Signature of Cafeteria Manager:	Date:
Signature of O & M Dir.:	Date:
Approved by Supt. of Schools:	Date:

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## USE OF FACILITIES - INSURANCE AGREEMENT

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the facility user hereby agrees to effectuate the naming of the District as an Additional Insured on the facility user's insurance policies, except for workers' compensation and N.Y. State Disability insurance.
2. The policy naming the District as an Additional Insured shall:
  - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred.
  - b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers including a waiver of subrogation in favor of the District for all coverages including workers compensation.
  - c. Additional insured status for General Liability coverages shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26) or equivalent. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.
3. The facility user agrees to indemnify the District for applicable deductibles and self-insured retentions.
4. Minimum Required Insurance:
  - a. **Commercial General Liability Insurance**  
\$1,000,000 per Occurrence/ \$2,000,000 Aggregate, **with no exclusions for Athletic Participants**  
\$2,000,000 Products and Completed Operations  
\$1,000,000 Personal and Advertising Injury  
\$100,000 Fire Damage  
\$10,000 Medical Expense
  - b. **Automobile Liability (When an organization's vehicle is brought onsite)**  
\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.
  - c. **Workers' Compensation and NYS Disability Insurance (For Organizations With Employees)**  
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.
  - d. **Umbrella/Excess Insurance**  
General Use  
\$1 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.  
  
Organized Athletic Leagues  
\$3 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.  
  
Athletic/Recreational Camps  
\$5 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.  
  
Carnivals and Firework Displays, etc.  
\$10 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.
5. The facility user acknowledges that failure to obtain such insurance on behalf of the 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 facility user is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the event.