

**AMAGANSETT UNION FREE SCHOOL DISTRICT**  
**Application for Use of School Facilities – School Year 2024-2025**

Name of organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Cell #: \_\_\_\_\_ Telephone #: \_\_\_\_\_ email #: \_\_\_\_\_

Type of activity (purpose) \_\_\_\_\_

Date(s) & days of week needed: \_\_\_\_\_ Time \_\_\_\_\_

Number of people \_\_\_\_\_ Adults (over 12 yrs.) \_\_\_\_\_ Children (12 and under) \_\_\_\_\_

Who will supervise the group when using the building (name(s), phone/cell #, telephone #, email) during this particular event?:

\_\_\_\_\_  
 Cell #: \_\_\_\_\_ Telephone #: \_\_\_\_\_ email: \_\_\_\_\_

\_\_\_\_\_  
 Cell #: \_\_\_\_\_ Telephone #: \_\_\_\_\_ email: \_\_\_\_\_

Section of Building requested: Gymnasium \_\_\_\_\_ Library \_\_\_\_\_ Fields \_\_\_\_\_ Other: \_\_\_\_\_

Is equipment required? \_\_\_\_\_ What type and for what purpose? \_\_\_\_\_

Will there be a registration fee for this event? \_\_\_\_\_ If so, what will the proceeds be used for? \_\_\_\_\_

Attach Insurance with Amagansett Union Free School District as additional insured.

\_\_\_\_\_  
 \_\_\_\_\_ (Name of Organization) does covenant and agree to defend, indemnify and hold harmless the Amagansett Union Free 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 the Amagansett Union Free School District property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of \_\_\_\_\_ (Name of Organization).

\_\_\_\_\_  
 \_\_\_\_\_ (Name of Organization) understands and agrees that its use of Amagansett Union Free School District’s 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”). \_\_\_\_\_ (Name of Organization) agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

**Signature** \_\_\_\_\_ **Email** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Title** \_\_\_\_\_

**ACTION BY DISTRICT:**

Principal: Approved \_\_\_\_\_ Denied \_\_\_\_\_  
 (Signature & Date) (Signature & Date)

Director of Technology Approved \_\_\_\_\_ Denied \_\_\_\_\_  
 (Signature & Date) (Signature & Date)

Buildings & Grounds: Approved \_\_\_\_\_ Denied \_\_\_\_\_  
 (Signature & Date) (Signature & Date)

Superintendent of Schools: Approved \_\_\_\_\_ Denied \_\_\_\_\_  
 (Signature & Date) (Signature & Date)

# THIS FORM MUST BE SUBMITTED AT LEAST 3 WEEKS BEFORE DATE REQUESTED FOR USE

## RULES AND REGULATIONS FOR THE USE OF SCHOOL FACILITIES POLICY

1. To the extent that such use does not interfere with students' use, or the maintenance of, school district facilities may be used by district residents for activities which are educational, cultural, social, recreational or civic in nature, primarily for the benefit of district residents and consistent with all applicable state laws. Any such use, however, shall not be deemed an endorsement of the activity for the purpose for which the facilities are used.
2. The person(s) who sign the request for facilities use (or a designee) is responsible for the facilities used and for the people supervising the activity.
3. Approved applications may be canceled at any time if necessary for school use.
4. The Board of Education and school administrators must have free access to the school building at all times and reserve the right to revoke a permit at any time.
5. The Board of Education reserves the right to change the rules and regulations in any manner it may deem necessary without advance notice.
6. The Board of Education reserves the right to charge fees for room usage and staff services within the confines of existing law and regulations.
7. All state, town and local regulations affecting use of public buildings must be observed. Fire and safety regulations must be strictly enforced.
8. Any group granted permission to use school facilities must provide adequate responsible adult supervision. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
9. Any group granted permission to use school facilities is responsible for the care of the building while it is being used by their organization. They are to insure order and the safety of all participants.
10. Any group granted permission to use school facilities will be responsible to promptly reimburse the school district for any loss or damage to any school property caused as a result of their use.
11. Any group granted permission to use school facilities will not make any alterations in school property or equipment.
12. It shall be the sole responsibility of the using group to provide all necessary insurance (One million dollars per occurrence/ two million dollars aggregate) and assure that the Amagansett Union Free School District, its representatives, agents and employees will be held harmless from all claims, liabilities, suits or damages from employees, participants or spectators to the activity. The district must be named as additional insured.
13. Positively no alcoholic beverages, drugs or illegal substances are to be brought in or consumed on the premises.
14. No weapons or dangerous instrumentality may be brought on school premises.
15. Positively no smoking is allowed on school property or in school buildings.
16. All space must be left in a clean and orderly condition.
17. No school equipment may be used, except as expressly permitted.
18. Normally applications to use school facilities for specific activities must be received at least 21 days prior to the requested date of use, and such applications must be submitted on official forms provided by the district.
19. All use of school facilities must be open to the general public.
20. No individual or group shall be permitted to use school facilities in any way or manner for personal or private gain.
21. Any group granted permission to use school facilities must conclude its meeting or activity and vacate the building by 9:00PM unless expressly approved otherwise.
22. Admission charges to activities held in school facilities/grounds must be stated by the user on the application.
23. Roster lists must be attached to the completed application or submitted prior to the first use of the facilities.
24. All applications must be renewed on yearly (July 1-June30) basis.
25. Organizations wishing to use District facilities shall first apply to the District Clerk on the prescribed form. The Superintendent or his/her designee has final authority on approval.
26. In the event of inclement weather, the Superintendent (or designee) has final authority on whether facilities are usable.
27. 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.
28. Smoking, use of tobacco products or E-cigarettes is not allowed on District property.
29. Facilities are not available if in conflict with school use. No unauthorized vehicles are allowed on school property.
30. The District does not discriminate on the basis of race, color, national origin, physical impairment, gender or sexual orientation in its educational programs or employment services.
31. 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 alarm, etc.
32. In the event of an accident, please notify the custodian (631-644-0154), or call the business office the next morning (631-267-3572).
33. The emergency telephone number for police is 631-537-7575; fire 631-267-3300.
34. All users must provide the following insurance prior to using the facilities.  
**FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT:**
  - A. The user hereby agrees to name 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 insurer, permitted to do business in New York State;
    - State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees, and volunteers.
    - Additional insured status shall be provided with ISO endorsement CG 20 26 11 85 or its equivalent.
  - 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  
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 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.
35. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The consultant further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also the NYSIR, as the District's insurer.

## AMAGANSETT UNION FREE SCHOOL DISTRICT

### POLICY CODE #3280

---

#### COMMUNITY USE OF SCHOOL FACILITIES

To the extent that such use does not interfere with students' use, or the maintenance of, School District facilities may be used by District residents for activities which are educational, cultural, social, recreational or civic in nature, primarily for the benefit of District residents and consistent with all applicable state laws. Any such use, however, shall not be deemed an endorsement of the activity for the purpose for which the facilities are used. In accordance with the law, District facilities may not be used by community groups for aiding any religious purpose or for any denominational doctrine, instruction or service.

Groups wishing to use the facilities must secure written permission from the Superintendent and abide by the rules and regulations established for such use. The Superintendent of Schools shall develop regulations, subject to approval by the Board, for the use of any school facility. The Superintendent shall designate a coordinator (Head Custodian or District Clerk or Physical Education Teacher or any combination of these) to schedule the use of school facilities, ensure that economical use is made of the time and space available, and issue approved building usage forms.

In addition to compliance with all applicable state laws, the regulations must:

1. Assure the protection of school property;
2. Provide for the health and safety of all people involved in the activity;
3. Establish guidelines to determine when a fee should be charged for an activity or the use of a school facility;
4. Provide fee schedules for when the use of a facility is to be charged to the user;
5. Require payment for any damage or loss, whether or not a fee for use has been charged; and
6. Require that the user maintain adequate insurance (\$1,000,000. minimum) to protect the district.

The Superintendent has the right to request the following information when an application is submitted:

- a. Constitution of the organization
- b. By-laws currently in effect
- c. Names of officers
- d. List of members

All building usage forms for the use of any school facility will be issued for specified hours, are non-transferable, and are restricted to the specified purposes for which issued. The Superintendent may revoke any permit at any time.

If the activity for which the permit is issued advocates a position on a topic or issue, the Superintendent has the right to require that the activity provide equal time to individuals advocating alternative positions on said issue or topic.

The Superintendent may make interim changes in the regulations in appropriate situations, but must tender notice to the Board. Permanent changes in the regulations must be approved by the Board.