MAMARONECK BOARD OF EDUCATION
1000 West Boston Post Road Mamaroneck, New York 10543 - (914) 220-3082

APPLICATION FOR USE OF SCHOOL FACILITIES

Do not use for Memorial Field
YOU WILL BE BILLED FOR ALL REQUESTED TIME REGARDLESS OF USE

_____
Name of School Desired

Space required (i.e., Gymnasium, Classroom, Auditorium - Auditorium Manager required for all auditorium functions): _____

_____

Date of Event: _____ From _____ To _____ (Hours)

Additional Dates, if any: _____

Total Participants expected: _____ Admission Charges: _____

Purpose of Event: _____

Equipment Required (tables, chairs, etc.): _____

_____

Technology Needs – (Requester needs to enter a separate IT Ticket for all technology needs)

Name of Person in Charge of Event: _____

Address: _____ Telephone #: _____

E-mail address: _____

Name of Organization: _____

Address: _____ Telephone #: _____

I have read and understand the fee schedule as presented and would like to continue my application for Use of School Facilities at the Mamaroneck Union Free School District
YOU WILL BE BILLED FOR ALL REQUESTED TIME REGARDLESS OF USE

The above named organization further agrees to follow the rules and regulations of the Mamaroneck Union Free School District.

AGREEMENT

(Name of Organization)_____ does covenant and agree to defend, indemnify and hold harmless the Mamaroneck U.F.S.D. 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 Mamaroneck U.F.S.D. 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 Mamaroneck U.F.S.D. 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 of Organization's Representative Date of Application

Mamaroneck Union Free School District
1000 W. Boston Post Road
Mamaroneck, NY 10543

FACILITY USE REQUIREMENTS

The use of all Mamaroneck U.F.S.D. facilities shall be subject to the approval and rules of the Board of Education administered by the Building Principal or other Board designee.

1. Organizations wishing to use District facilities shall first apply to the Building Principal on the prescribed form. The Principal or his/her designee has final authority on approval.
2. In the event of inclement weather, the Principal or his/her designee has the final authority on whether facilities are usable.
3. Intoxicants shall not be brought onto District facilities at any time.
4. All posted rules must be adhered to.
5. 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.
6. 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 are locked and lights are turned out when leaving.
7. Organizations using the facilities must clean-up afterwards.
8. Permits may be revoked at any time.
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
10. The fee for use is determined and invoiced by the business office which is to be paid before event.
11. The emergency telephone number for the Police and Fire Department is 911.
12. Smoking or other use of tobacco products is not allowed on District property.
13. Facilities are not available if in conflict with school use. No unauthorized vehicles are allowed on school property. No field or building alterations (lining of fields or gymnasiums, erecting permanent goal posts or structures, etc.) are allowed without prior approval.
14. The District does not discriminate on the basis of race, color, national origin, physical impairment or sex in its educational programs or employment services.
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.
16. In the event of an accident, please notify the custodian on duty, or call the business office the next morning.

INSURANCE AGREEMENT – USE OF FACILITIES
All users must provide insurance prior to using the facilities.
FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT:

Please refer to 1500-R Public Use of School Facilities Regulations for detail

Revised: January 17, 2020