

# Shelter Island Union Free School District Facility Use Request

## SECTION I

**Date of Event:** \_\_\_\_\_ **Day of Week:** M T W TH F SA

**Time of Event: Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Times of Use: From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
(Include Set Up/Breakdown)

## SECTION II

**Name of Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## SECTION III

**Event Title:** \_\_\_\_\_

**Brief Description:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## SECTION IV

### Specify Area:

Gymnasium

Cafeteria

Athletic Field

Library

Main Lobby

Auditorium

Classroom  Specify \_\_\_\_\_

## SECTION V

### Equipment Needed:

Chairs  # \_\_\_\_\_ Tables  # \_\_\_\_\_ Microphones  # \_\_\_\_\_ (4 Max)

Screen  Slide Projector  Cordless Microphone

Light Board Key  VCR/TV  Other  Specify \_\_\_\_\_

Podium  Overhead



## Facility Use Requirements

- The use of all District facilities shall be subject to the approval and rules of the Board of Education administered by the Superintendent or other board designee.
- Organizations wishing to use district facilities shall first apply to the Superintendent on the prescribed form. The Superintendent or his/her designee has final authority on approval.
- In the event of inclement weather, the Superintendent or his/her designee has the final authority on whether facilities are usable.
- Intoxicants shall not be brought onto/into District facilities at any time.
- All posted rules must be adhered to.
- 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.
- 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.
- Organizations using the facilities must clean up afterwards.
- Permits may be revoked at any time.
- Any organization with youth under 18 years of age requires the presence of adequate adult supervision at all times.
- A telephone is located in the school lobby. The emergency telephone number for police and fire department is 8-911.
- Smoking or other use of tobacco products is not allowed on District property.
- 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.
- The District does not discriminate on the basis of race, color, national origin, physical impairment or sex in its educational programs or employment services.
- All users must provide the following insurance prior to using facilities. **FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT.**
  - **The user hereby agrees to effectuate the naming of the district as an unrestricted additional insured on the user's policy. The Shelter Island Union Free School District should be listed as an additional insured by using an endorsement providing additional insured coverage for accidents and claims arising out of their use of facilities such as ISO endorsement CG 20 206 or equivalent. The decision to accept an alternative endorsement rests solely with the District. A completed copy of the endorsement must be attached to the certificate of insurance.**
  - The policy naming the District as an additional insured shall:
    - ⇒ Be an insurance policy from an A.M. Best rated "secured" NY State licensed insurer; contain a 30-day notice of cancellation;
    - ⇒ State that the organization's coverage shall be primary coverage for the District, its Board, employees, and volunteers.
  - The user agrees to indemnify the District for any applicable deductibles.
  - Required insurance is *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, and an additional insured endorsement. 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.
- 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.