

GREENPORT UNION FREE SCHOOL DISTRICT
720 FRONT STREET
GREENPORT, NEW YORK 11944

Request to Use Building and/or Grounds

Date Submitted:

Areas to be used (check all that apply):

****Subject to availability when not in use by the school**

☐

Auditorium

☐

Classrooms
(Please Specify
Rooms)

☐

Gyms
(Please Specify)

☐

Fields & Grounds
(Please Specify,
including Front
Driveway)

☐

Front Lobby
(Including
Hallways)

☐

Other

Organization and Event Details

Name of Organization or Individual:

Email:

Address:

Telephone:

Supervisor in charge:

Purpose of Use:

Name of Event:

Date of Use:

Time:

Total Number of Participants Expected: _____

Adults: _____ Children: _____ Residents (Number): _____ Non-Residents: (Number): _____

Will the Event be Open to the Public:

Is this a FOR PROFIT Organization:

Is an admission fee charged? Yes _____ No _____ Admission Charge Amount: _____

If so, what will proceeds be used for?:

If refreshments are served, give details:
Is equipment required? If needed, state what type and for what purpose:

Specific Equipment and Services Needed	
Number of Tables Needed:	Where Placed:
Number of Chairs Needed:	Where Placed:
Lighting (Auditorium):	Sound (Auditorium):
Gymnasium Bleachers Needed:	
Other:	

AGREEMENT

(NAME OF FACILITY USER) does covenant and agree to defend, indemnify and hold harmless GREENPORT UFSD 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 GREENPORT UFSD property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, spectator, contractor or subcontractor of (FACILITY USER).

(FACILITY USER) understands and agrees that its use of GREENPORT UFSD 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"). (FACILITY USER) 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

Print Name of Organization's Representative

Signature of Greenport UFSD's Representative

Date

Approved

Disapproved

FEES AND COSTS

Certain groups are charged a flat fee for use of the facility. In addition, personnel costs incurred by the district will be paid by the applicant. Payment must be received by Greenport UFSD one week prior to the scheduled event.

CATEGORY 1	The applicant is a district sponsored group, class, club or organization, or the PTA, Athletic Association, Music Booster, Southold Town, Greenport Village, a neighboring school district or a not-for-profit organization charging no admission fee.
CATEGORY 2	The applicant is a not-for-profit organization that is charging an admission fee or participation fee.
CATEGORY 3	The applicant is considered a for-profit organization.
CATEGORY 4	The applicant is considered a for-profit organization that is charging an admission fee or participation fee.

	AUDITORIUM	CLASSROOMS	GYMS	FIELDS	PERSONNEL
CATEGORY 1	NO FEE	NO FEE	NO FEE	NO FEE	A
CATEGORY 2	\$75/hr	\$50	\$100	\$50/Day \$150/Week*	B
CATEGORY 3	\$100/hr	\$50	\$150	\$100/Day \$200/Week*	B
CATEGORY 4	\$150/hr	\$50	\$150	\$150/Day \$250/Week*	B

PARKING FEE

If an organization would like to use our parking lot for an event not to be held on school grounds (e.g., additional parking with a trolley service to an alternate site), a fee will be assessed by Greenport UFSD for each event.

PERSONNEL COSTS

Greenport UFSD will determine the appropriate assignment of Greenport UFSD personnel to an event or function. In general, school custodial coverage will be required for all indoor events. Use of the Auditorium will usually require the assignment of Greenport UFSD technical supervision and support. Users will be charged for the time required for Greenport UFSD personnel to make special arrangements prior to, or to clean up after an event as well as the actual time that the user occupies the facility.

PERSONNEL FEE SCHEDULE

Custodian – Mon.-Fri.: \$40/hour – Sat.-Sun.: \$60/hour
Audio-Visual Technician - \$60/hour

Note A: User pays for overtime hours only

Note B: User pays for all time spent on the event

*A week is defined as Monday-Friday

Saturday & Sunday are treated as individual days

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FACILITY USE REQUIREMENTS

The use of all GREENPORT UFSD 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 GREENPORT UFSD 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 designee) has the final authority on whether facilities are usable.
3. Intoxicants shall not be brought onto GREENPORT UFSD 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 directed to vacate the premises.
6. Any damage to GREENPORT UFSD facilities shall be promptly repaired at the user's expense. No Exceptions.
7. Organizations using the facilities must clean-up afterwards. If maintenance personnel are not available, ensure all doors are locked and lights are turned out when leaving.
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 \$_____, payable one week before use begins.
11. In case of an emergency, the local telephone number for police is (631) 765-2600 or 911; fire (631) 477-1943; hospital (631) 477-1000. Should a fire take place, pulling the fire alarm will also contact local authorities.
12. Smoking, use of tobacco products or E-cigarettes is not allowed on GREENPORT UFSD 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 written prior approval.
14. GREENPORT UFSD does not discriminate on the basis of race, color, national origin, physical impairment, gender, gender identity, or sexual orientation in its educational programs or employment services.
15. 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:

- a. Notwithstanding any terms, conditions, or provisions, in any other writing between the parties, the facility user hereby agrees to effectuate the naming of GREENPORT UFSD as an Additional Insured on the facility user's insurance policies, except for workers' compensation and NY State Disability Insurance.
- b. The policy naming GREENPORT UFSD as an additional insured shall:
 - i. Be an insurance policy from an A.M. Best A- rated insurer or better licensed to conduct business in New York State. A New York State licensed and admitted insurer is strongly preferred.
 - ii. State that the organization's coverage shall be primary and non-contributory coverage for GREENPORT UFSD, its Board, employees and volunteers including a waiver of subrogation in favor of GREENPORT UFSD for all coverages including workers' compensation.
 - iii. Additional insured status for General Liability coverages shall be provided with stand or other endorsements that extend coverage to GREENPORT UFSD (CG 20 26 or its 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.
- c. The user agrees to indemnify GREENPORT UFSD for any applicable deductibles or self-insured retentions.

- d. Minimum Required Insurance:

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

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.

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 [per NYS WC and Disability laws]. 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.

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.

Fun Days with Inflatables/Inflatable Use Events

\$2 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

\$2 million each Occurrence and \$3 million Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.

Athletic/Recreational Camps

\$2 million each Occurrence and \$3 million 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.

- e. User acknowledges that failure to obtain such insurance on behalf of GREENPORT UFSD constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to GREENPORT UFSD. The facility user is to provide GREENPORT UFSD with a certificate of insurance, evidencing the above requirements have been met, prior to the event.

16. 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.
17. In the event of an accident, please notify the custodian on duty, or call the business office at (631) 477-1950 x 1205 the next morning.