BOARD OF COOPERATIVE EDUCATIONAL SERVICES
65 PARROTT ROAD, WEST NYACK, NY 10994
Telephone: 845-627-4700

APPLICATION FOR USE OF COMMUNITY FACILITIES

Today's Date:_____ Date(s) Requested:_____

School Requested:_____ Room:_____

Time: From:_____ To:_____

INFORMATION ABOUT GROUP

Name of Organization or Individual:_____

Supervisor in Charge:_____

Mailing Address:_____

Telephone: (Day)_____ Evening:_____

INFORMATION ABOUT INTENDED USE OF SCHOOL DISTRICT FACILITIES:

Purpose of Use:_____

_____

Total Participants Expected:_____ Adults:_____ Children:_____

Is equipment required? Yes_____ No _____

If needed, state what type and for what purpose:_____

_____

Residents (number)_____ Non Residents:_____

Is an admission fee charged: Yes_____ No_____

If so, what will proceeds be used for?

AGREEMENT

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/She agrees to be responsible to the Rockland BOCES for the use and care of the facilities. He/She, on behalf of Name of Organization does hereby covenant and agree to defend, indemnify and hold harmless the Rockland BOCES from and against any and all liability, loss, damages, claims or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Rockland BOCES' property, facilities and/or services by Organization

_____ _____
Signature of Organization's Representative Date Signature of Building Supervisor Date

_____ _____
Signature of Business Office Date Signature of BOCES Director of Facilities Date

NAME AND ADDRESS OF SCHOOL DISTRICT
FACILITY USE REQUIREMENTS

The use of all District/BOCES 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/BOCES 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 District/BOCES 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/BOCES facilities shall be promptly repaired at the user's expense. No Exceptions. If maintenance personnel are not available, ensure 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 $ _____, payable before use begins.
11. A public telephone is located in _____. The emergency telephone number for police is _____; fire _____.
12. Smoking, use of tobacco products or E-cigarettes is not allowed on District/BOCE 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. The District/BOCES 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 the District/BOCES as an Additional Insured on the facility user's insurance policies, except for workers compensation and NY State Disability Insurance.

    B. The policy naming the District/BOCES as an additional insured shall:
    - 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.
    - State that the organization's coverage shall be primary and non-contributory coverage for the District/BOCES, its Board, employees and volunteers including a waiver of subrogation in favor of the District/BOCES for all coverages including workers compensation.
    - Additional insured status for General Liability coverages shall be provided with stand or other endorsements that extend coverage to the District/BOCES (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 the District/BOCES 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 Disabilitty 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

$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.

E. 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.

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 the next morning.