BRENTWOOD UNION FREE SCHOOL DISTRICT

1500-F1

Application for Use of School Buildings and/or Facilities

We have read the school law which governs the use of public-school properties and also the attached regulations established by the Brentwood Board of Education regarding the care and usage of school facilities. We agree to abide by the law and the local regulations in every aspect. This application must be submitted with all the information as requested; failure to do so will delay the processing of your request. Certificate of Insurance must accompany application. This certificate must name the Brentwood School District as additional insured. It is the sole responsibility of the applicant to maintain sufficient insurance coverage throughout the period of use requested and to comply with all laws and District policies regarding the proposed use of facilities.

*(Name of Facility User)*_____ does covenant and agree to defend, indemnify and hold harmless the Brentwood 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 Brentwood Union Free School District 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 Brentwood School District 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 the "incidental areas"). The 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.

_____

_____Print name

Signature of Organization's Representative

SCHOOL/BUILDING REQUESTED: _____ DATE OF APPLICATION:_____

Nature of
Event:_____

Number of Participants Expected:_____, Adults:_____ Children:_____

Is There an Admission Fee Charged? Yes_____ No_____

Will items/services be sold: Yes_____ No_____

If items will be sold, what will the proceeds be used for:

_____

Will the activity require the use of the kitchen? Yes_____ No_____
If the use of the kitchen is required, this form must be forwarded to the School Lunch Manager for assignment of appropriate staff. Only those authorized by the School Lunch Manager and/or the Superintendent of Schools may operate kitchen equipment. Participation of other individuals shall be limited to the serving line

NOTE: ***If the building is to be used on Saturday and/or Sunday the Organization using the building will be charged for overtime custodial services and/or security fees.***

The following person has agreed to assume responsibility for the facilities while they are being used by our organization. The person responsible will ensure that at least one individual associated with the group (i.e., coach, volunteer) who is AED/CPR trained and certified will be on site and present during any activity taking place on District property, at all times. (see F6 – AED Location List).

Event Supervisor:_____ _____
Print Name Signature

Address:_____ _____ _____
Street City/Town State/Zip

Phone:_____ Email:_____
Name of Organization:_____

Day(s) of Event	Date(s) of Event	Time of Event	*Official Use Only*
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	From:_____/_____/_____ M D Y To:_____/_____/_____ M D Y	From:_____ AM or PM To:_____ AM or PM	***Check when submitted by the organization*** ____ ***Insurance Cert.*** ____ ***Organization Roster w/Officers*** ____***Hold Harmless*** ____***Not for Profit Proof*** ____***CG 20 Form***

AREAS TO BE USED (Check all that apply)				
☐ Auditorium	☐ Classrooms Please List:	☐ Cafeteria ☐ Large ☐ Small	☐ Kitchen	☐ Other Explain_____
☐ Baseball Field	☐ Football Field	☐ Tennis Court	☐ Soccer Field	☐ Gymnasium

The Athletic Director must approve for use of the Baseball, Football or Soccer Fields, Tennis Courts and Gymnasium.

☐ ***APPROVED*** ☐ ***DISAPPROVED***

Athletic Director Signature:_____ Date:_____

Audiovisual Needs

☐ Stage or Auditorium Lighting

☐ Computer/Laptop for Smart Boards

☐ Audio set-up

☐ Other needs (please specify):

I understand that the requests for these services will incur an additional cost. _____ (Please Initial)

**If necessary, provide detailed information on back.*

Kitchen Needs

☐ Oven/Stove

☐ Cook/ Chef

☐ Refrigeration

☐ Food Service Worker

☐ Other needs (please specify):

I understand that the requests for these services will incur an additional cost. _____ (Please Initial)

**If necessary, provide detailed information on back.*

☐ **APPROVED** ☐ **DISAPPROVED**

Principal Signature:_____ Date:_____

Approved by the Board of Education: 08/17/17
Approved by the Board of Education: 11/21/19
Approved by the Board of Education: 03/18/21
Revision approved by the BOE: 10/19/23
Revision approved by the BOE: 09/26/24
Revision approved by the BOE: 07/08/25