



FIRE ISLAND UNION FREE SCHOOL DISTRICT
P.O. Box 428, Ocean Beach, NY 11770

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.

- 1) Organizations wishing to use District facilities shall first apply to the Superintendent on the Facilities Use form. The Superintendent or his/her designee has final approval authority.
- 2) In the event of inclement weather, the Superintendent or his/her designee has the final authorization whether facilities are usable.
- 3) Intoxicants/illegal substances shall not be brought onto District facilities at any time.
- 4) Smoking or other use of tobacco products is not allowed on District property.
- 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 are required to have a person certified in CPR/AED administration present in the facility during their activity.
- 8) Organizations using the facilities must clean up afterwards.
- 9) Permits may be revoked at any time.
- 10) Any Organization with youth under 18 years old must ensure the presence of adequate adult supervision at all times.
- 11) Any fee for use (if applicable) is payable before use begins.
- 12) A public telephone is located in the main office. The emergency number for police and fire is 911.
- 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 gymnasium, erecting goal posts or structures, etc) are allowed without prior approval. No District mechanical systems or devices, including but not limited to, HVAC system, windows, blinds or lighting may be operated 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) 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) The user hereby agrees to name the District as an unrestricted additional insured on the user's policy.
 - b) The policy naming the District as additional insured shall:
 - be an insurance policy from an A.M. Best rated "secured" New York State insurer, permitted to do business in New York State;
 - 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;

- additional insured status shall be provided with ISO endorsement CG 20 26 11 85 or its equivalent.
- c) The user agrees to indemnify the District for any applicable deductibles.
- d) Required Insurance:
 - Commercial General Liability Insurance - \$1,000,000 per occurrence/\$2,000,000 aggregate
- 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 user is to provide the District with a certificate of insurance, evidencing the above requirements have been met. 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.

The District is a member/owner of the New York Schools Insurance Reciprocal (NYSIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also NYSIR, as the District's insurer.

- 16) Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures. For example, point out posted procedures, directions for exiting, how to respond to a fire alarm, etc. All posted rules must be adhered to.
- 17) In the event of an accident, please notify the custodian on duty, or call the business office the next morning.



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Use of Facilities Application Form

Name of Organization or Individual: _____

School Facility Requested: Building _____

Room(s) or area _____

Date(s) Facility Requested: _____

Use Time from _____ to _____

Name of Person/Supervisor in charge: _____

Mailing Address: _____

Telephone: _____ e-mail _____

Purpose of Use _____

Total Participants Expected: _____ Adults: _____ Children: _____

Number of Adult Supervisory Personnel Provided: _____

Is equipment required? Yes _____ No _____ If needed, state type and for what purpose:

Is an admission fee charged? Yes _____ No _____

If so, what will proceeds be used for? _____

If refreshments are served, give details: _____

Agreement

The undersigned is over 21 years of age and has read this form and attached Facility Use Requirements, which are incorporated herein by reference, and agree to comply with them.

I agree to be responsible to the Fire Island School District for use and care of the facilities. On behalf of _____ I hereby covenant
(name of organization)
and agree to defend, indemnify and hold harmless the Fire Island School District 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 the Fire Island School District's property, facilities and/or services by _____. I am authorized
(name of organization)
to execute this Agreement on behalf of _____.
(name of organization)

Signature of Organization's Representative

Date

Address: _____

Phone # _____

Read attached Facilities Use Requirements and return application to: District Clerk
Fire Island UFSD
P.O. Box 428
Ocean Beach, NY 11770
(631) 583-5626

Action by School Authorities

Approved _____ Disapproved _____

Rental Charge (if applicable) _____ Payment Received _____

Board of Education Representative _____ Date _____