Port Chester – Rye Union Free School District
P.O. Box 246
Port Chester, New York 10573
Phone-914-934-2302/Fax-914-934-8051
kaguilar@pcrufsd.org

Facility Use Request Form

ALL INFORMATION MUST BE PROVIDED PRIOR TO CONSIDERATION OF THE REQUEST

Please return completed forms to Karen Aguilar in Facilities/Buildings and Grounds

Name of Organization:_____ Date of Application:_____

Address:_____

City:_____State:_____ Zip Code:_____

Contact Person:_____ Telephone:_____Email:_____

1. Is the event a not for profit: Yes or No (Circle one)
2. School Requested: _____ 2nd Choice:_____
3. Date of Event: _____ Start Time*:_____End Time*:_____
4. Date of Event: _____ Start Time:_____End Time:_____

   Date of Event: _____ Start Time:_____End Time:_____

   Date of Event: _____ Start Time:_____End Time:_____

   ***Please include time needed for set-up/clean up**
5. Area/Room(s):_____
6. Description of event: _____
7. Anticipated Attendance**:_____
8. Resident Adults: _____Non Resident Adults _____ Resident children _____Non Resident children _____

   ****Adult Supervision required for children in attendance **Security required for groups over 100**

7. Will there be an admission fee to the event? Yes/No If yes, what amount: $_____
8. IS this event a fundraiser? Yes/No
9. Name of Organization profits will benefit:_____
10. Are third party vendors involved in the event? Yes/No: Please explain the role of the third party:_____

_____

11. Will refreshments be served? Yes/No:_____
12. List below all services or equipment required for the event: (i.e. table set up, bleachers, lighting, clean up, etc.)

_____
_____
_____
_____

Signature of Applicant:_____

CERTIFICATE OF INSURANCE IS REQUIRED 7 DAYS BEFORE EVENT DATE

The following documents are attached: Please Read (signature required)

Facility Use Requirement, Insurance Requirement, Hold Harmless Agreement

Event is not approved unless you receive a formal letter of approval from the Facilities/Buildings and Grounds (est. 4-week approval process)

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Facilities Use Requirements (please refer to Board Policy: 1500-R)

The use of all District Facilities shall be subject to approval and rules of the Board of Education administered by the Building Principal and Business Office.

1. Organizations wishing to use District Facilities shall first apply to the Business Office on the prescribed form.
2. In the event of inclement weather, the district shall determine whether facilities are useable.
3. Intoxicants 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. All posted rules must be adhered to.
6. Profanity, objectionable language, disorderly acts or illegal activities of any kind are prohibited, and violators will be ejected from the premises.
7. Any damage to District facilities shall be reported immediately and promptly repaired at the user's expense. No exceptions
8. **In the case of an accident resulting in injury to any person or damage to personal or District property, the incident must be reported to the Superintendent's office within one school day, and an official report from the police department must be provided when available**
9. **A custodian must be on duty at all times.**
10. Permits may be revoked at any time.
11. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
12. 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.
13. **Users of District facilities or services shall be required to remain within areas designated by the approved use permit. In addition, under no circumstances may an individual be allowed outside of areas designated by the permit without appropriate supervision by District personnel.**

Insurance Agreement:

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 herby agrees to effectuate the naming of the District as an unrestricted additional insured on the user's policy. The policy naming the District as an additional insured shall:
   1) Be an insurance policy from an A.M. Best rated "secured" New York State Licensed insurer;
   2) Contain a 30-day notice of cancellation
   3) State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers.

b) The user agrees to indemnify the District for any applicable deductibles. Required insurance: Commercial General Liability Insurance ($1,000,000 per occurrence/ $2,000,000 aggregate /$300,000 property damage)

c) The district shall be listed as an additional insured by using endorsement CG 2026 or equivalent. A completed copy of the endorsement must be attached to the certificate of insurance.

d) 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 of the absence of the same shall not be deemed a waiver of any and all rights held by the district.

Hold Harmless Agreement:

_____(Name of Facility User, hereby referred to as the "Facility User") does covenant and agree to defend, indemnify and hold harmless the Port Chester-Rye 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 the Port Chester-Rye Union Free School Districts' property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of Facility User. Facility user understands and agrees that it's use of the Port Chester-Rye Union Free School Districts' 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.

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 District for the use and care of facilities. He/she, on behalf of the organization named above does herby covenant and agree to adhere to the terms of this rental.

_____

Signature of Organization's Representative