

# Facilities Use Application Form

## Dobbs Ferry Union Free School District

ONE REQUEST PER LOCATION

Today's Date:	Date(s) Requested:
School Requested:	
Time(s) Requested:	Room(s)/ Field:

**Information About Applicant/Group (ALL INFORMATION MUST BE FILLED OUT)**

Name of Organization/Individual:	
Supervisor in Charge:	Mailing Address:
Telephone (day):	Other:
Email:	FAX:

**Information About Intended Use of School District Facilities**

Purpose of Use:												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: none;">Total Number of participants expected:</td> <td style="width: 25%; border-bottom: none;"># Adults:</td> <td style="width: 25%; border-bottom: none;"># Children:</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Is equipment required?      If needed, what type and for what purpose?</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Is an admission fee charged?      If yes, what will proceeds be used for?</td> </tr> <tr> <td colspan="3" style="padding: 5px;">If refreshment will be served, give details:</td> </tr> </table>	Total Number of participants expected:	# Adults:	# Children:	Is equipment required?      If needed, what type and for what purpose?			Is an admission fee charged?      If yes, what will proceeds be used for?			If refreshment will be served, give details:		
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Is an admission fee charged?      If yes, what will proceeds be used for?												
If refreshment will be served, give details:												

**If applicable, please attach a drawing of how you would like the room set up –i.e. chairs, and tables etc.**

### Facilities Use Guidelines

The use of all Dobbs Ferry UFSD facilities shall be subject to the approval and rules of the Board of Education, administered by the district superintendent or other Board designee.

- Organizations wishing to use district facilities shall first apply on this form. The superintendent or his/her designee has final authority on approval. Fees may be required. Rate sheet supplied upon request. If fees assessed, they must be paid in advance.
- In the event of inclement weather, the superintendent or his/her designee has final authority as to whether facilities are suitable.
- Intoxicants shall not be brought onto district facilities at any time.
- All posted rules must be adhered to. Permits may be revoked at any time.
- **ALL ORGANIZATIONS ARE RESPONSIBLE for bringing their own first aid supplies such as band-aids and icepacks.**

- **ALL ORGANIZATIONS ARE REQUIRED to have at least one person present who is certified in both CPR and AED and proof of certification must be included with this application.**
- 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.
- Smoking or other use of tobacco products is not allowed on district property.
- If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
- Organizations using the facilities must clean up afterward.
- Any organization with youth under 18 years of age requires the presence of adequate adult supervision at all times.
- Emergency number for the police is 693-5500. Emergency numbers for the fire department is 911.
- Any damage to district facilities shall be promptly repaired at the user's expense. No exceptions.
- No unauthorized vehicles are allowed on school property. No field or building alterations (lining of fields or gymnasium, erecting permanent goal posts or structures, etc.) are allowed without prior approval.
- District policy with respect to use of District facilities requires that any user of District facilities agree and covenant that the facilities user, while using District facilities, shall not discriminate with respect to the provision of its services on the grounds of race, religion, creed, color, national origin, sex, disability, or any other non-merit factor, nor discriminate against any individual on such grounds.
- The district does not discriminate on the basis of race, color, national origin, physical impairment or gender in its educational programs or employment services.

## Facilities Use Application Form—page 2

### Dobbs Ferry Union Free School District

# INSURANCE REQUIREMENTS

- **All users must provide insurance**, as follows, prior to using facilities. Failure to do so prior to use will result in the revocation of your permit.
  - I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of **The Dobbs Ferry School Union Free School District as an additional insured on the permittee's insurance policies**, except for workers' compensation and NYS State Disability insurance.
  - II. The policy naming The Dobbs Ferry School UFSD as an additional insured shall:
    - Be an insurance policy from an A.M. Best A-rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred.
    - State that the organization's coverage shall be primary and non-contributory for The Dobbs Ferry School UFSD, its Board, employees and volunteers including a waiver of subrogation in favor of the Dobbs Ferry UFSD for all coverages including workers compensation.
    - The Dobbs Ferry School UFSD shall be listed as an additional insured for General Liability coverages provided by standard or other endorsements that extend coverage to the Dobbs Ferry UFSD by using endorsement CG 2026 or equivalent. The decision to accept endorsement rests solely with the Dobbs Ferry UFSD. 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.
  - III. The facility user agrees to indemnify The Dobbs Ferry School UFSD for any applicable deductibles and self-insured retentions.

Minimum Required Insurance:

**a. Commercial General Liability Insurance**

\$1,000,000 per Occurrence/\$2,000,000 Aggregate, with no exclusions for Athletic Participations  
\$2,000,000 Products and Completed Operations  
\$1,000,000 Fire Damage  
\$10,000 Medical Expenses

**b. 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.

**c. 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 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 on submitted directly to WC Board online.

**d. Umbrella /Excess Insurance**

**General Use**

\$1,000,000 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/Other Inflatable Use Events**

\$2,000,000 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 League/Events**

\$3,000,000 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**

\$5,000,000 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, Firework Displays or Other High Hazard Events**

\$10,000,000 each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.

IV. The facility user acknowledges that failure to obtain such insurance on behalf of The Dobbs Ferry School UFSD constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to The Dobbs Ferry School UFSD. The facility user is to provide The Dobbs Ferry School UFSD with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.

V. The Dobbs Ferry School UFSD is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only The Dobbs Ferry School UFSD but also the NYSIR, as the district's insurer.

## **AGREEMENT**

The facility user does covenant and agree to defend, indemnify and hold harmless the Dobbs Ferry 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 Dobbs Ferry Union Free School District property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of the listed facility user.

The listed facility user understands and agrees that its use of Dobbs Ferry Union Free School District's 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"). The listed 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.

(Name of Organization/Facility User)	Printed Name of Applicant
Applicant Title	Applicant Signature
Address	Telephone Number

Return to: Denis Brazil, Director of School Facilities, Dobbs Ferry UFSD  
505 Broadway, Dobbs Ferry, NY 10522 or Fax: 914-693-5952 Email: [alfanom@dfsd.org](mailto:alfanom@dfsd.org) Phone: 914-693-1500 x3045