



SEAFOORD UNION FREE SCHOOL DISTRICT

Russell Costa, Director of Facilities and Operations

August 2026

Dear Community Organization Leaders and Facility Users,

Master Library is open and ready for requesting dates and spaces for the **2026/2027** School Year.

On behalf of the district, we welcome you and appreciate your interest in utilizing our facilities for educational, recreational, and community-based activities. We value our partnerships with community organizations and are committed to providing access to district facilities in a manner that is safe, organized, and consistent with Board of Education policies.

To request the use of district facilities, all organizations must identify **one (1)** requestor to apply through **Master Library** for your desired dates. This is an annual application process, and all prior users must re-apply for the dates they would like to secure. This is on a first come first served basis.

Once Seaford UFSD events are entered into the calendar, the approval of outside groups will be made. The Board of Education Policy 1500 has been provided in the link below to our website. This policy includes all the information and insurance requirements for Use of Facilities at Seaford UFSD.

Use of Buildings & Grounds Forms

Please note that approval is contingent upon compliance with all applicable Board of Education policies, administrative regulations, and district procedures governing facility use.

As part of the application and approval process, organizations will be required to provide the following documentation:

- A completed Facility Use Application through Master Library.
- A current roster of participating students and/or participants with addresses, as applicable.
- Proof of insurance meeting district requirements, including certificates of insurance and any required endorsements naming the district as an additional insured.
- Completed hold harmless and indemnification agreements.
- Completed AED certification if outdoor field use is being requested.
- Required permits, licenses, or certifications applicable to the activity.
- Any additional forms, acknowledgments, signatures, or approvals required by the district.



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Organizations are responsible for ensuring that all submitted information remains current and accurate throughout the duration of their approved use period. Failure to provide or maintain required documentation may result in the suspension or revocation of facility use privileges.

Users of district facilities are expected to comply with all Board of Education policies, district regulations, safety requirements, and directives from district personnel. Organizations are responsible for the conduct of all participants, spectators, coaches, volunteers, and guests associated with their activities and must ensure that district property is used responsibly and respectfully. Any actions that are contrary to the appropriate use of our property while on site by any individuals may result in the revocation of any issued permits for the organization.

Restroom Facilities

Please be advised that organizations utilizing outdoor district facilities will be responsible for arranging and managing portable restroom services, if interested. The procurement, maintenance, servicing, and removal of portable restroom facilities shall be the sole responsibility of the user organization and must comply with all district requirements. The use of and placement of portable restrooms must be approved in advance by the district.

The district will not provide access to school restroom facilities during approved facility use periods. Due to the significant costs associated with providing security personnel, custodial staffing, supervision, and building access, the district has determined that maintaining restroom access for outside users is cost prohibitive.

There shall be no public lewdness, urination, defecation, or similar activities on our grounds as this may be cause for a revocation of any permit issued for facility use.

We appreciate your cooperation and commitment to helping us maintain safe, clean, and accessible facilities for all users. By working together and adhering to established policies and procedures, we can continue to provide valuable opportunities for community programs and activities.

Thank you for your partnership and for your commitment to the responsible use of District facilities.