



2026-2027 SEAFOORD UFSD USE OF FACILITIES

Presented by:

Ms. Rhonda L. Meserole, CPA

Assistant Superintendent for Business & Operations

Mr. Russ Costa, Director of Facilities & Operations



TODAY'S AGENDA

- District Policy Overview
- Application Process
- Insurance Requirements
- Security & Safety
- Portable Bathrooms & Setup
Expectations
- Questions & Answers



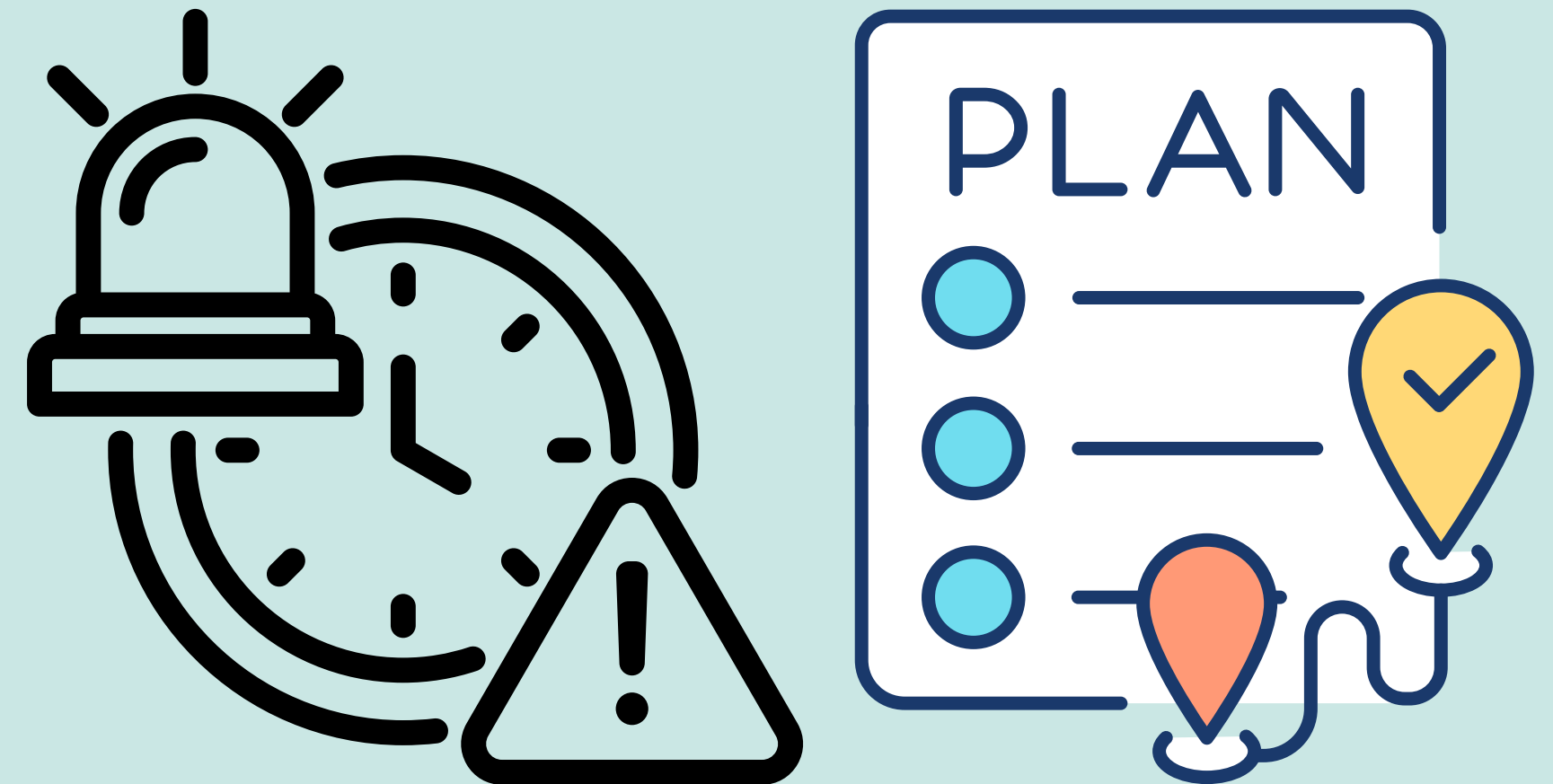
District facilities support learning and community activities when they are used in a safe, equitable and consistent manner that aligns with our District policy.

- School related activities and athletic field usage always take priority over outside usage.
- Permit hours typically include:
 - M-F for elementary schools 6:00 PM-10:00 PM
 - M-F for Secondary Schools 5:00 PM-10:00 PM
 - Saturday & Sunday 8:00 AM-10:00 PM
- Rosters must be provided listing a majority of Seaford residents.
- Permits are non-transferrable and should be carried whenever on property during your event or activity.

Reminders:

- All paperwork must be completed before your permit is approved. Make sure you secure insurance and apply **well in advance** so that your insurance may be reviewed by NYSIR. All forms and insurances must be uploaded to your Master Library account each year.
- Insurance must be in place throughout the approved usage and is specific to activity. Any expiring insurance must be updated to continue your usage.
- Invoices must be paid timely to ensure continued use of district facilities.
- Space is granted on a first come first served basis.
- An annual application is required. Each fiscal year stands on its own.

DISTRICT POLICY OVERVIEW

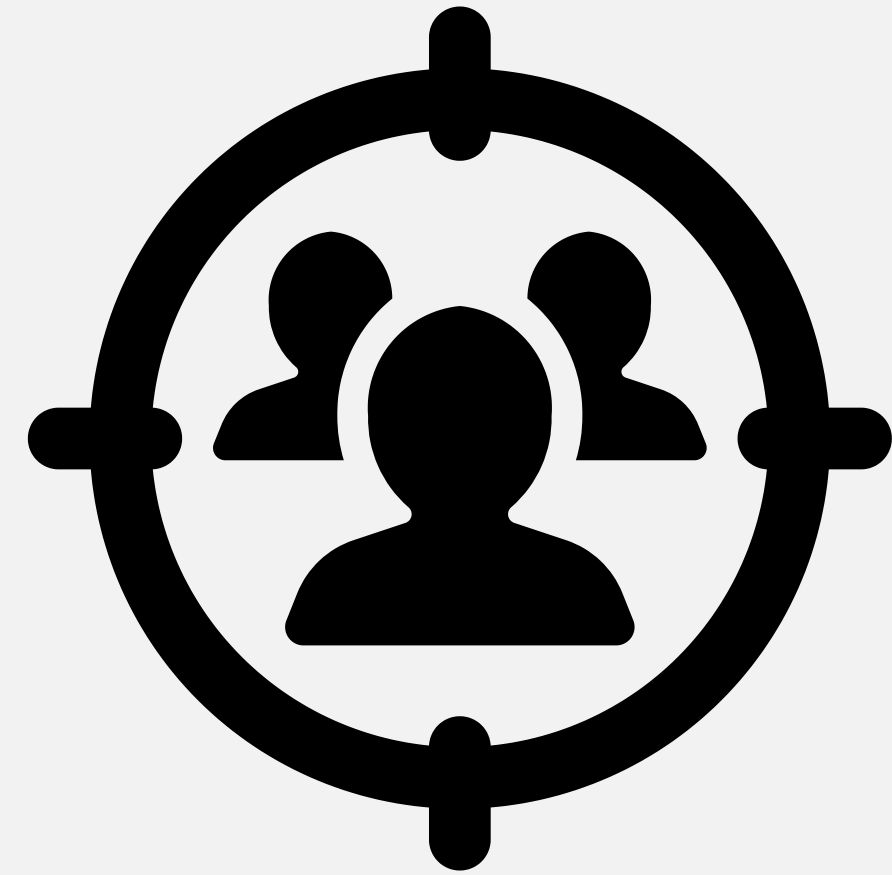


Click Link below for section of our District's website

USE OF FACILITIES

ANNUAL APPLICATION PROCESS

- Identify **one (1)** requestor to apply through Master Library for your desired dates, which must be done annually. Make sure contact's name, phone number, email and address are all correct and up to date.
- Provide a current roster of participating students and/or participants with addresses, as applicable.
- Submit proof of insurance meeting district requirements, including certificates of insurance and any required endorsements naming the district as an additional insured.
- Complete hold harmless and indemnification agreements.
- Complete AED certification if outdoor field use is being requested.
- Furnish any required permits, licenses, or certifications applicable to the activity.
- Any additional forms, acknowledgments, signatures, or approvals required by the district.



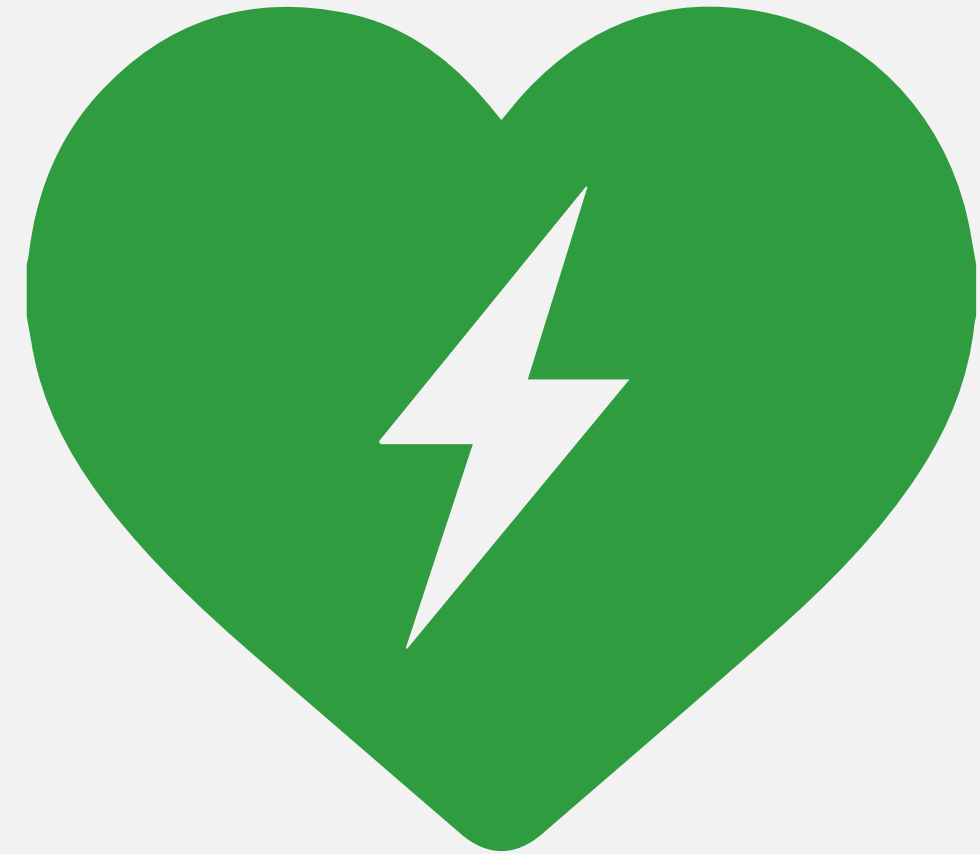
AED REQUIREMENTS

All youth groups and leagues are required to complete the NYSIR AED Supplemental Form for each Field Use request in the Seaford UFSD.

As required by §3000-f of the New York State Public Health Law, Youth Sports leagues must establish and maintain an Automated External Defibrillator (AED) Implementation Plan. In addition to complying with this statutory requirement, the Seaford UFSD requires all youth groups and leagues using District facilities to provide its own AED and to have at least one person who is currently trained and certified to effectively use the AED to be on-site and present during all camps, games, practices, and other youth sports activities.

Compliance with the above falls with the youth league and not with the Seaford UFSD.

- The NYSIR Facility Use Supplement-Youth Sports Groups-AED Supplement will need to be signed and returned as acknowledgement, prior to any field use in the district.
- Organizations requesting field use will receive the AED Supplement form with each request made on ML Schedules.
- No field use will be approved until a signed AED Supplement Form is received in the Buildings and Grounds office.
- This form will be transmitted to the organization via email once a request is received.



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SECURITY & SAFETY

Every event needs appropriate supervision, safe access and a plan for emergencies.

- Supervision must be appropriate to participant ages, activity type, attendance and rules of our district policy.
- Keep exits, fire lanes, accessible routes and emergency equipment clear at all times.
- Follow building access, check-in and security procedures as directed.
- Know how to contact emergency services and district contacts during your event.

[Security Guard Roamer # 516-426-9103]

- Outside doors must remain closed and cannot be propped open.



PORTABLE BATHROOMS & SETUP EXPECTATIONS



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.***

In order to use the outdoor Comfort Station restrooms, the outside organization needs to pay for security and custodial costs associated with the hours and usage.

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.

QUESTIONS & ANSWERS



*Thank
You*

GET IN TOUCH

We are available to assist you!

Athletic field space (including gyms) are approved by our Director of Physical Education, Health and Athletics, Mr. Kevin Witt

All other space is approved by our Director of Facilities & Operations, Mr. Russ Costa



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