

FACILITY USE GUIDELINES & REQUIREMENTS

Please review the following information carefully before submitting your request:

1. Application & Approval Process

- After submission, the Encore Department will review your request and determine availability and rental costs (including any additional fees).

2. Custodial Requirements

- A custodian must be present during all building use.
- If additional custodial services are required, a fee of **\$47 per hour** will be charged.
- This fee will be added as an additional charge, 1 hour of clean-up time after your event.

3. Crowd Managers

- A group with an attendance of 500 for an indoor event and 1,000 for an outdoor event, or more will require two District Crowd Managers, at an additional cost to the renter.
- One additional District Crowd Manager will be required for every additional 250 attendees, at an additional cost to the renter.

3. Swimming Pool Use

- A minimum of **two (2) lifeguards** must be on duty at all times.
- Your organization is responsible for providing qualified lifeguards.
- **Lifeguard and CPR certification documents must be submitted before approval is granted.**

4. Property Responsibility

- Any damage to district property will result in additional charges.

5. Insurance Requirements

- All groups must provide proof of insurance listing the **Ken-Ton School District as an additional insured** (ISO endorsement CG2026 or equivalent).
- Coverage must be **primary and non-contributory**.
- Proof of insurance must be received before approval is granted.

6. Youth Sports Groups (Outdoor Use)

- Must complete and submit the **NYSIR AED Supplemental Form**.

7. Compliance

- Failure to follow these requirements may result in cancellation of your permit.

8. Scheduling & Priority

- Approval may change due to school-related conflicts.

9. Liability

- The Ken-Ton School District is not responsible for accidents or injuries occurring during facility use.