

Facility Rental: Applicant Requirements & Guidelines

Please review these requirements at least **three weeks** prior to your requested event date.

Step 1: Documentation Needed for Approval

Before your request can be approved, the following must be submitted to the building:

- **Proof of Insurance:** Must list **Ken-Ton School District** as "Additional Insured" (ISO endorsement CG2026 or equivalent). Coverage must be primary and non-contributory.
- **Lifeguard & CPR Certifications:** (Required for pool use only).
- **NYSIR AED Supplemental Form:** (Required for all sports using outdoor facilities).

Step 2: Understanding Costs & Fees

- **Rental Fees:** The Encore Department will determine the specific cost of facilities and equipment upon submission.
- **Custodial Fees:** A charge of **\$47/hour** per custodian applies to all rentals requiring a custodian. Large groups will require more than one custodian. There will be an extra charge for set up and clean up.
- **Crown Manager Fee:** A fee will be charged to all rentals with 500 or more attendees.
- **Damage Responsibility:** The applicant is financially responsible for any damage to district property.

Step 3: Safety & Staffing Requirements

- **Supervision:** A custodian must be on duty for the duration of the building use.
- **Pool Safety:** At least **two (2) qualified lifeguards** must be provided by the renting organization.
- **Crowd Managers:** Indoor events with over 500 attendees & outdoor events with over 1,000 attendees will require a minimum of 2 Crowd Managers at an additional cost to the renter.

Step 4: Rules of Usage

- **Stay in Designated Areas:** All participants must remain in the rented area for the **entire duration** of the event. No wandering is permitted.
- **Priority & Conflicts:** School functions and affiliated groups have priority. Approval is subject to change if a school event conflict arises.
- **Liability:** The Ken-Ton School District is not responsible for accidents or medical injuries.
- **Permit Revocation:** Failure to follow any of the above requirements will result in the immediate cancellation of your permit.

Ken-Ton Facility Rental: Quick Checklist

*Please review these requirements at least **3 weeks** before your event.*

1. Required Documentation (Must be received before approval)

- **Insurance:** Proof of coverage listing **Ken-Ton School District** as "Additional Insured" (ISO CG2026 or equivalent). Must be primary/non-contributory.
- **For Pools:** Copies of **Lifeguard & CPR Certifications** (Minimum 2 lifeguards required).
- **For Youth Sports (Outdoor):** Completed **NYSIR AED Supplemental Form**.

2. Costs & Fees

- **Rental & Equipment:** To be determined by the Encore Department upon submission.
- **Custodial Fee: \$47/hour:** A custodian must be on duty. Large groups will require more than one custodian. There will be an extra charge for set up and clean up.
- **Crowd Managers:** Indoor events with over 500 attendees & outdoor events with over 1,000 attendees will require a minimum of 2 Crowd Managers at an additional cost to the renter.
- **Damages:** The applicant is responsible for any damage to district property.

3. Usage Rules

- **Stay Put:** All participants must remain in the **designated rented area** at all times. No wandering.
- **Priority:** School events take priority; approval is subject to change if a conflict arises.
- **Liability:** The District is not responsible for accidents or medical injuries.
- **Agreement:** Once estimates are approved, you must sign the formal agreement on Facilities Schedules.

Failure to adhere to these requirements will result in the revocation of your permit.

Once you submit your request, the **Encore Department** will review it for availability and Superintendent or Designee's approval.