HEWLETT-WOODMERE UFSD **Policy #1500**

( ) Required
(X) Local
( ) Notice

PUBLIC USE OF SCHOOL FACILITIES

The Board of Education encourages the use of school buildings and grounds by District residents for educational and recreational purposes at times when the schools are not in session during regular hours or school-connected activities. All uses of school buildings and grounds shall be consistent with Section 414 of the Education Law.
The Superintendent of Schools shall establish reasonable regulations for the proper community use of buildings and grounds and equal consideration to the applications of all eligible groups.
Approval of requests will be at the discretion of the Board of Education and/or the Superintendent in compliance with Education Law. Any such use, however, shall not be deemed an endorsement of the activity or purpose for which the facilities are used. Ref: Education Law §414.

Language for signs on District fields:

NOTICE: Please be advised that the athletic campus is closed to the public during any school event. Access to the campus during these times is limited to students, staff, event participants, and authorized guests. Thank you for your understanding and cooperation.

NOTICE: You must be a resident of Hewlett-Woodmere School District or possess a valid permit to use this field. Individuals who do not meet these requirements will be asked to leave the premises under HW policy 1500. Failure to follow the guidelines NCPD will be notified under Penal Law 140.05. HW Board of Education.

NOTICE: Prohibited on School Grounds

1. Riding mini bikes
2. Riding go-karts
3. Motor vehicles on athletic fields
4. Playing golf
5. Walking of dogs
6. Alcoholic beverages
7. Climbing buildings and fences
8. E-bikes

By order of: Board of Education
Violators will be prosecuted

NOTICE: Notice to Track Users

1. No unauthorized metal spikes allowed on blue resilient surfaces
2. No motorized vehicles allowed on track & field event surface
3. Joggers please use three outside lanes
4. No bicycles, e-bikes, skates, scooters or skateboards allowed on track & field event surfaces

Policy Adopted:
December 14, 1995
Amended:
September 14, 2000
April 27, 2004

November 17, 2004
January 21, 2015
June 17, 2020
June 15, 2022
September 21, 2022
June 14, 2023
October 14, 2026

Reviewed: March 8, 2016, April 20, 2017, December 20, 2017, July 12, 2018, June 16, 2021, April 27, 2022 June 14, 2023, March 19, 2025, June 17, 2026, October 14, 2026

Effective: 7/1/26

PUBLIC USE OF SCHOOL FACILITIES

Uses Encouraged for District Residents

In accordance with State Education Law, the following uses of school buildings and grounds are acceptable:

1. For instruction in any "branch of education, learning or the arts;"
2. For "social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community;"
3. As polling places for holding primaries and elections and for the registration of voters;
4. For "civic forums and community centers;"
5. For graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed; and
6. For child care services during non-school hours, provided that the cost of such care shall not be a school district charge but shall be paid by the person responsible for the support of such child; the local social services district as authorized by law; or any other public or private voluntary source.
7. Permits may be granted to religious clubs for students that are sponsored by outside organizations and otherwise satisfy the requirements of this regulation on the same basis that they are granted to other clubs for students that are sponsored by outside organizations.

Prohibited Uses of School Buildings and Property

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited:

1. For any purpose that will in any way interfere with the use of school buildings, grounds, or other school property by the school;
2. By any person or profit-making organization for personal or private gain, financial or otherwise;
3. For holding a social, civic or recreational meeting or other use pertaining to the welfare of the community, unless such meeting, entertainment or use shall be non-exclusive and open to the general public;
4. For a meeting, entertainment, or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or charitable purpose approved by the Board; and/or
5. For a meeting, entertainment or occasion where admission fees are charged, if such meeting, entertainment or occasion is under the exclusive control and the proceeds are to be applied for the benefit of a society, association, or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization, other than any organization of veterans or of volunteer firemen or volunteer ambulance services.
6. The walking of leashed or unleashed dogs on school lawns or athletic fields is strictly prohibited. The restriction shall include all walkways**,** sidewalks and curb lines on school property. Exceptions to this regulation:

   Dogs utilized by authorized emergency response agencies while investigating potential public safety hazards.

   Dogs used in conjunction with the district's Integrated Pest Management Program.

   Dogs utilized as certified service, emotional support, and therapy dogs.

7. Events which are personal in nature (e.g., weddings, showers, engagement parties) are strictly forbidden.
8. School premises may not be used for commercial purposes unless permission is granted by the superintendent of schools.
9. Gambling is not permitted on school premises.
10. No permit shall be granted for the purpose of holding religious worship services, or otherwise using a school as a house of worship.
11. No group or organization, which invites members of the public to a meeting in a school facility, may exclude persons on the basis of any impermissible discriminatory reason.

Parking on School Grounds

The School District's parking lots are intended for use by school district personnel and authorized users of the School District's facilities. The School District shall be permitted to remove vehicles which:

1. Are parked in parking fields or driveways during snowstorms, floods, fire or other public emergencies;
2. Are found unattended in the parking lots and create an obstruction of traffic and/or otherwise create an unsafe condition;
3. Are found abandoned in the parking lots; and/or
4. Left unattended overnight in the School District's parking lots.
5. Are parked during school hours without authorization.

The Superintendent of Schools or his/her designee will develop procedures, including the posting of appropriate signage in each of the school district's parking lots, concerning the enforcement of these parking restrictions.

USE OF FACILITIES

A. Eligibility

Any organization which does not engage in activities which conflict with the policy of the Board of Education, the State Education Law and/or the Constitution of New York State, is eligible to apply for use of the public school buildings and grounds when they are not in use for school purposes or school-connected activities. The school district reserves the right to require documentation from an organization as evidence of their eligibility.

Requests for use of facilities, including the swimming pool, shall be given priority according to the following schedule (conflicts within categories shall be resolved based upon order of receipt):

Group 1: Organizations located within the boundaries of Hewlett-Woodmere Union Free School District or organizations with regional headquarters outside the District who have a locally based component organization, with a minimum of 100% of participants residing within Hewlett-Woodmere Union Free School District.

Group 2: Organizations whose headquarters are located within the boundaries of Hewlett-Woodmere Union Free School District and whose membership is composed of 75% of residents from the Hewlett-Woodmere Union Free School District.

Group 3: Organizations whose headquarters are located within the boundaries of Hewlett-Woodmere Union Free School District and whose membership is comprised of 50% of residents of Hewlett-Woodmere Union Free School District.

Group 4: Organizations whose headquarters are located outside the boundaries of Hewlett-Woodmere Union Free School District and whose membership includes residents of Hewlett-Woodmere Union Free School District.

Group 5: Organizations whose headquarters are located outside the boundaries of Hewlett-Woodmere Union Free School District and whose members are not residents of Hewlett-Woodmere Union Free School District.

B. Procedures for Application

1. Applicants must obtain the form entitled "Application for Non-School Related Use of District Facilities" from the Facilities Office. The completed form must be submitted to the Facilities Office, 1 Johnson Place, Woodmere, New York 11598.
2. The first application made by any organization must be accompanied by a copy of its charter constitution or a letter from a responsible officer which states in detail the aims and principles of said organization or group. This constitution or letter will remain on file with the school district.
3. Use of the cafeteria kitchen or any special equipment such as motion picture projectors, public address systems, stage lighting systems, pianos, etc., must be requested at the time of application. Approval of such requests will require the presence of qualified district staff. The Facilities Office will make arrangements for district staff and the organization will be billed for such services.
4. Use of the gymnasium must be requested at the time of application. Special regulations concerning its use will be given to the applicant.
5. Tennis courts located at the secondary schools shall be made available to district residents only when the courts are not being used for school purposes. Any individual who is charging a lesson fee shall not use the courts to provide tennis instruction. The district reserves the right to close the tennis courts to public use when students are on campus.
6. If the organization plans any activity involving an admission fee, then the application must include a statement of this intent and an indication that the action does not involve any conflict with district policy, State Education law, or the State Constitution.
7. The Board of Education reserves the right to review all applications.
8. The Board, Hewlett-Woodmere School District and its representatives assume no responsibility for loss of personal property or for personal injury sustained while any group is using the premises.

C. Conditions applying to the use of a permit

1. The permit is valid only for the particular premises, for the date(s) and hours specified, and within the restrictions and for the purposes specified. No substitution of facilities is permitted once the activity is underway. The permit is not transferable.
2. The permit must be carried by the program or event supervisor during the use of approved facilities.
3. Any group using school facilities must submit a certificate of insurance providing the same underlying liability coverage as the district carries.
4. The permit shall be cancelled on any day when school is closed for emergency reasons. The school district is not responsible for any "losses" incurred by an organization if such events should occur.
5. Forty-eight hour notice of cancellation must be given if the group to which permission has been granted is unable to appear. Failure to do so will incur custodial expenses as scheduled.
6. There shall be no loud or boisterous behavior, nor use of intoxicating beverages or illicit/illegal substances within school buildings or grounds.

7. Smoking, vaping and use of electronic cigarettes is prohibited in school buildings and on school grounds at all times.
8. Utilizing school facilities for the purpose of videotaping, photography, and/or sound recording is prohibited unless authorized by the superintendent or his/her designee.
9. The premises must be vacated by the time stated on the permit. If a group goes beyond that closing time, they will be charged accordingly.
10. School custodial personnel must be in attendance and on the premises when an outside group uses a school building. The district will, at their sole discretion, assign appropriate security personnel. Custodial and security personnel are to be regarded as representatives of the Board of Education.
11. Moving pianos or furniture, putting up decorations or scenery and similar activities are prohibited unless requested in the original application and approved in the permit granted.
12. Groups of minors must have at least one adult in charge that must be present before the group may enter the school building and must remain with the group while they are on the school premises.
13. Adequate supervision for the conduct and safety of the group must be maintained at all times by the sponsoring organization. This includes supervision at the pool facilities which must meet the minimum current standards which are established by Nassau County.
14. No exhibits, posters or other materials may be displayed on school property unless approved beforehand by the Board of Education or its representatives.
15. There shall be no solicitation or collection of contributions for any reason on school property unless authority to do so has been granted by the Board of Education or its representative and is so stated in the permit.
16. Only authorized personnel shall operate kitchen equipment. A minimum charge, established by the Board, per hour per person employed will be charged when use of the kitchen is required.
17. Only authorized district personnel shall operate stage, sound, and projection equipment in the secondary school auditoriums. The group requesting use of such space shall be charged at the applicable negotiated rate for the district personnel assigned.
18. A detailed financial statement showing total receipts and expenditures for each use of facilities or grounds for which admission is charged must be submitted to the Superintendent of Schools within ten (10) days after the activity has taken place.
19. School equipment is not to be used off school grounds.
20. The organization will be required to leave the building or grounds used clean and in order. Any damage to school property shall be reimbursed by the organization.
21. The organization will be responsible for the payment of all charges imposed by the Board of Education, and will see that bills are paid within thirty (30) days of the date issued.
22. All individuals shall act in a manner consistent with all applicable federal and state laws and regulations, as well as all policies, regulations and/or rules of the school district including policy and regulation.
23. The Board or its representatives may cancel privileges granted upon failure of any group to comply with the rules and regulations of this policy.
24. Gambling is not permitted on school property.

D. Fees

Facility use fees, including security and maintenance costs, will be assessed for non-school use of District facilities. The PTA will be exempt from application and per use fees for its meetings, programs and activities in school buildings and on school grounds. Booster clubs and other organizations whose charter is directly related to support of school district functions and/or activities may also apply for an exemption for meetings. Fees for Facility Use are listed in the Fees Policy # 1336.

E. Proper Use and Care of All-Weather Track and Synthetic Fields at Hewlett High School And Woodmere Middle School

The intent of the regulation is to promote the proper use and care of the all-weather track and synthetic turf.

Restrictions:

1. No roller blades, no skate boarding, no bicycles, no scooters, no e-bicycles or e-scooters, and no unauthorized motorized vehicles of any kind.
2. Footwear is restricted to sneaker, plastic molded and track shoe apparel only.
3. When not in use, **emergency** response vehicles and ambulances are restricted to the staging area.
4. No food, sunflower seeds, gum chewing, or use of lawn chairs are permitted on the all-weather track or synthetic turf.

Cross-Ref: 1336, Fees
Regulation
Adopted: June 2001
Amended:
April 27, 2004
November 17, 2004
January 14, 2009
October 17, 2012
February 13, 2013
January 21, 2015
March 8, 2016
April 20, 2017
December 20, 2017
July 12, 2018
June 17, 2020
June 15, 2022, September 21, 2022, June 14, 2023, March 19, 2025, February 25, 2026, June 17, 2026, October 14, 2026

Effective: 7/1/26

HEWLETT-WOODMERE PUBLIC SCHOOLS

APPLICATION FOR NON-SCHOOL RELATED USE OF DISTRICT FACILITIES

Dear Community Group:

Community groups applying for permits to use school district facilities **must read and understand** District Policies #1336 and #1500. The policies can be viewed at www.hewlett-woodmere.net. Click "District" on the menu along the top of the web page, then click "District Policies," and then find policy #1336 & #1500. By submitting a completed application you are verifying that you have already read and understand both district policies, #1336 and #1500. All fees are subject to revision by the Board of Education per policy #1336.

A completed application packet does not guarantee a permit will be issued. Permits are issued only after all district functions and operations are scheduled. In addition, permits issued may be revoked at any time if school needs necessitate use of facility. Please complete all forms and return your completed application, appropriate application fee (check made out to HW Public Schools and supporting documentation (Certificate of Insurance, Organization Charter, Rosters, etc.) as indicated herein to:

Facilities Office
Woodmere Education Center
One Johnson Place
Woodmere, NY 11598

HWPS FACILITY AVAILABILITY

The HWPS Facilities Office accepts and processes applications from qualified community groups for their use of school facilities.

Applications for fields and gymnasiums are to be submitted in accordance with the following schedule:

Season/Dates	Application Submission Period
Winter into Spring March 15 – April 13 (WMS and HHS Synthetic Fields Only)	January 1 –**February 28**
Spring April 14 – June 30	January 1 –**March 31**
Summer July 1 – August 31	April 1 –**May 31**
Fall Sept. 1 – Nov. 30	June 1 – June 30
Winter (indoor only) Dec. 1 – March 31	Sept. 1 –**November 15**

Applications will not be accepted prior to the application period and there will be no preference given based on the date application is received for the use of facilities. Events will be scheduled according to the priority order indicated under the Section C of this document. In the event that multiple applications are submitted by organizations falling into the same priority group for the same facility and time, the applicants will be asked to resolve their differences independent of the District. If conflicts cannot be resolved, then the District will intervene.

Schedules will be established and permits issued after the application period has ended.
Applications submitted following the submission period will be considered based on the date received only.

Requests for additional dates (i.e. playoff games, clinics, additional games, etc.) require a new permit application and will be scheduled based on date received only.

The winter into spring schedule is limited to use of the synthetic turf fields at Woodmere Middle School and Hewlett High School. Permits shall be designated as weather permitting, with such determination to be made by the District. The District will not provide for removal of snow or ice to accommodate usage. Natural fields will be released for use in the spring based on weather conditions and field readiness, i.e., mud, snow, ice, flooding, etc.

HEWLETT-WOODMERE PUBLIC SCHOOLS

APPLICATION FOR NON-SCHOOL RELATED USE OF DISTRICT FACILITIES

Each applicant/organization group MUST submit the following with their application:

1. **A copy of the organization's charter, constitution or letter from a responsible officer** which states, in detail, the aims and principles of the organization or group. The first application made by any organization must be accompanied by a copy of its charter constitution or a letter from a responsible officer and remain on file with the school district.

2. **Proof of organization's insurance**. Documents must include **ALL** of the following

   □ An original (no copies) current and valid **Certificate of Insurance** (COI) must be submitted with this application

   □ The COI **must** list the Hewlett-Woodmere Public Schools as **an additionally insured party.**

   □ The limits of liability shall not be less than one million dollars combined single limit for bodily injury and property damage

3. **Proof of the organizations Non-for-Profit 501(c)(3) status (If applicable).** The document **MUST** include your IRS Tax Exemption Number.

4. A **Liability Waiver Statement** (Hold/Harmless Statement) with all pertinent signatures is required (included in this packet).

5. A **$60.00 check for the application fee for each application form** based on site and time requested. Refer to the current fee policy #1336 which is attached. Checks are payable to Hewlett-Woodmere Public Schools. The District reserves the right to require a deposit against damage or littering in an amount to be determined by the District.

Note: If an applicant is requesting use of facilities at more than one facility (school), each facility request must be submitted separately, on separate applications and with the appropriate application fee for each facility. For example, if you are requesting facilities at two (2) different schools, you must file two (2) applications and pay two (2) application fees, as appropriate.

6. **A roster for each group/organization/team/league**. The roster must include names, addresses and phone numbers for each participant, activity supervisor, leader and/or coach. **You must identify each participant on the roster as a resident (R) or non-resident (NR) of the Hewlett-Woodmere School District.**

7. Please b**e prepared to pay a "Per Use Fee." This fee is not due at the time of application but is due prior to the first event. This fee must be paid by check payable to Hewlett-Woodmere Public Schools.** The fees may include:

   Fees for Playing Fields (NOTE: Varsity softball and baseball fields are not available for outside use)
   - Use of synthetic turf fields - $70.00 per hour of use.
   - Use of sports lighting HHS- $65.00 per hour of use.
   - Use of all other playing fields - $10.00 per event, session or game for all such uses after the first event or activity. Example: Two little league games played sequentially on the same day are classified as two events and would be subject to a $20.00 fee. The first use covered by the permit is not subject to the fee. For all other organizations or groups seeking use of fields for non-commercial purposes, fees for use of synthetic turf fields or other playing fields shall be negotiated separately, at rates no less than those listed above

   Fees for usage during holidays, weekends, or other times when school is not in session in accordance with Policy #1336.
   - $75.00 per hour for use of cafeteria
   - $55.00 per hour for use of classroom
   - $100.00 per hour for use of a gym or auditorium
   - $70.00 per hour for use of concession stand
   - $58.55 per hour for custodians
   - $46.50 per hour for security
   - $61.94 per hour for technology staff

   Swimming Pool Rental Fees
   - Fees range from $135 to $163/hour based on the nature of the community organization based on Board Policy #1500 and #1336.

   Other Fees: If the district determines that additional personnel needs to be supplied, the organization shall be charged the appropriate overtime rate for the services.

SECTION A: APPLICANT INFORMATION FSD#: (Office Use Only)

PARTIAL WAIVER:

- Not for profit community –based groups requesting usage exclusively for children's' programs (age 18 and under) where no child is barred from participation due to a family's inability to pay, and meet all requirements of Policy #1500 Section A Eligibility within either Group 1 or Group 2 may appeal annually to the Superintendent for partial waiver of the fees.
- Waivers, if granted, shall expire no later than June 30th, the close of the school year.

1) NAME OF APPLICANT: _____

2) DATE OF APPLICATION: _____

3) ADDRESS: _____

_____

4) EMAIL: _____

5) DAYTIME PHONE #: _____

6) ALTERNATE PHONE #: _____

SECTION B: FACILITY INFORMATION

PLEASE STATE WHICH FACILITY IS BEING REQUESTED FOR USE:

_____ FRANKLIN EARLY CHILDHOOD CENTER

_____ OGDEN ELEMENTARY SCHOOL

_____ HEWLETT ELEMENTARY SCHOOL

_____ WOODMERE MIDDLE SCHOOL

_____ G.W. HEWLETT HIGH SCHOOL

_____WOODMERE EDUCATION CENTER

_____ DISTRICT POOL FACILITY

ROOM NUMBERS: _____

FIELD NAMES: _____

NATURE AND PURPOSE OF THE ACTIVITY: _____

NUMBER OF PEOPLE ATTENDING ACTIVITY: _____

MEMBERSHIP OF ORGANIZATION: The Board of Education may require a full list of the membership and their addresses.
DATES OF USE: _____

IS THIS EVENT A RECURRING EVENT (Does the event meet every week/month etc. on a regular basis, over a span of time)? □ YES _____ □ NO _____

IF RECURRING EVENT, PLEASE INDICATE THE RECURRENCE PATTERN (Choose **only one recurrence pattern**, either daily, weekly or monthly):

□ DAILY _____

□ WEEKLY _____

□ MONTHLY _____

HOW MANY GAMES, EVENTS, SESSIONS AND/OR ACTIVITIES (IN TOTAL) WILL OCCUR DURING THE PERIOD OF THE REQUESTED PERMIT? _____

TIME ACCESS IS NEEDED: _____AM _____PM
TIME EVENT STARTS AT: _____AM _____PM
TIME EVENT ENDS AT: _____ AM _____PM

SPECIAL EQUIPMENT NEEDED: _____CHAIRS _____ TABLES _____AUDIO _____
OTHER NEEDS: _____

SECTION C: ORGANIZATION/AGENCY INFORMATION

ORGANIZATION NAME: _____

ELIGIBILITY OF ORGANIZATION AS STATED ON PAGE 4:

PURPOSE OF ORGANIZATION: _____

IS THE ORGANIZATION A DOCUMENTED 501(C) (3) NOT-FOR- PROFIT ORGANIZATION?
YES_____NO_____ TAX ID #: _____

IS THE ORGANIZATION IRS TAX EXEMPT?
YES _____NO _____ IRS TAX # _____

TOTAL # OF MEMBERS RESIDING IN DISTRICT: _____

TOTAL # OF MEMBERS RESIDENT OUTSIDE OF DISTRICT: _____

IS THERE A MEMBERSHIP CHARGE? YES _____ NO _____
IF SO, PLEASE SPECIFY AMOUNT: _____

IS THERE A CHARGE FOR UNIFORMS, SUPPLIES OR OFFICIATING? YES _____ NO _____
IF SO, PLEASE SPECIFY AMOUNT: _____

DIRECTOR OR CHIEF OFFICER: _____
EMAIL ADDRESS: _____
TELEPHONE NUMBER (DAY): _____ (EVENING): _____

ONSITE ACTIVITY SUPERVISOR: _____
EMAIL ADDRESS: _____

TELEPHONE NUMBER (DAY): _____ (EVENING): _____

POPULATION SERVED:
MINORS/CHILDREN UNDER THE AGE OF 18: YES_____ NO _____
ADULTS – 18 YEARS OR OLDER: YES_____NO _____

AGENCY SERVES ONLY HEWLETT-WOODMERE DISTRICT RESIDENTS: YES _____ NO _____
OF DISTRICT MEMBERS _____ # OF NON-DISTRICT RESIDENTS_____

AGENCY SERVICES ONLY NON-DISTRICT RESIDENTS: YES _____ NO _____
OF NON-DISTRICT MEMBERS _____

IS THIS FUNCTION OPEN TO THE GENERAL PUBLIC? YES_____ NO _____

WILL AN ADMISSION FEE BE CHARGED FOR THIS ACTIVITY? YES _____ NO_____
IF YES, PLEASE INDICATE DOLLAR AMOUNT: $_____

PLEASE SPECIFY THE AMOUNT AND NATURE OF FEES (REGISTRATION FEE, ADMISSION FEES, MATERIAL FEES, etc.): _____

PLEASE EXPLAIN HOW THE FUNDS RECEIVED WILL BE USED:
_____
_____
_____

SECTION D: AUTHORIZATION AND AGREEMENT

The District reserves the right to decline any application based on its priority district needs, and may at any time revoke a permit once issued for noncompliance or changes in district needs. The district reserves the right to recover costs associated with permitting community use of school district facilities. Costs may include: custodial, maintenance, security, staff support for special services and administrative expenses. The district reserves the right to charge a deposit against damages or littering, and send bills to recover losses incurred due to community use of facilities. An additional deposit may be required for use of events that meet for more than one session. By signing and submitting this application, I the undersigned, verify that I have read, reviewed and understand district Policies #1336 and #1500 and I hereby agree to comply with all appropriate policies, terms and provisions of policies #1336 and #1500, as well as building policy rules and regulations for the facility noted on this application; and also agree to abide by the terms and conditions to be noted on the permit once it is issued.

Signature of Applicant: _____ Date signed: _____

SECTION E: HOLD HARMLESS

A signed and dated "HOLD HARMLESS" statement must also be submitted to the district office, through the Facilities Office in conjunction with your application for use of School facilities. The required "HOLD HARMLESS" statement appears below. Please complete the form, sign and date and return it with your facility use application and Certificate of Insurance (COI).

(Name of agency, organization, or parties requesting use of facilities)_____

The above named does covenant and agree to defend, indemnify and hold harmless the HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT #14 from and against any and all liability, loss, damages, claims or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or anyway connected with the actual or proposed use of (HWUFSD # 14) property, facilities and/or services, including, but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of the above named agency, organization, or parties requesting use of facilities.

(Name of agency, organization, or parties requesting use of facilities)_____
understands and agrees that it's use of (HWUFSD #14) property and facilities includes, but is not limited to, all areas identified in the application and or permit, 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"). (Name of organization/ applicant) agrees its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas. Any person, agency or organization granted use of a specific facility or field agrees to insure and hold the school district harmless against any and all claims, actions or proceedings resulting from the organization's (and any of its members) unauthorized use of other facilities for which no permit has been issued. Further, I acknowledge and accept that facility and field modifications, or the set-up of make shift fields is not permitted. Permits will only be assigned to organizations and representatives, who sign this disclaimer, and are authorized to use facilities.

_____ (SIGNED BY: Name and Title/Coach/Supervisor/Instructor)

DATE:

_____ (SIGNED BY: Organization President/Director/Commissioner/Title)

DATE:

FOR OFFICE USE ONLY

PERMIT #:_____

(Circle one)
APPROVED DENIED

APPLICATION FEE: $_____
PER USE FEE CHARGED: $_____
CHECK #:_____

PER USE FEE WAIVED: Yes ____ No ____

STAFF/FACILITY NEEDED FOR THE REQUEST				
	# of Staff Members	Total Hours or # of Events	$ Per Hour/Event	Total $
Use of HS/MS Synthetic Field			$70.00/Hour	
Use of all Other Playing Fields*			$10.00/Event*	
Use of Sports Lighting-HHS			$65.00/Hour	
Custodians			$58.55/ Hour	
Security			$46.50/ Hour	
Technology Staff			$61.94/ Hour	
Food Service Worker			$27.07/ Hour	
Fees for use when school is not in session:				
Use of any Cafeteria**			$75.00/ Hour	
Use of any Classroom**			$55.00/ Hour	
Use of any Gym/Auditorium**			$100.00/ Hour	
Swimming Pool Rental Fees (fees to be charged to organizations using the swimming pool)				
Group 1			$135.00 per hour	
Group 2			$143.00 per hour	
Group 3			$153.00 per hour	
Group 4			$163.00 per hour	
Group 5			Not Eligible	
Groups are defined in Regulation 1500-A				
			TOTAL	

* Use of all other playing fields - $10 per event, session or game for all such uses after the first event or activity. Example: Two little league games played sequentially on the same day are classified as two events and would be subject to a $20 fee. The first use covered by the permit is not subject to the fee.

Revised: 2/15/13, 1/21/15, 3/8/16, 7/12/18, 6/17/20, 6/16/21, and 3/16/22, 3/19/25