



William Floyd Union Free School District

of the MASTICS - MORICHES - SHIRLEY

APPLICATION FOR USE OF DISTRICT FACILITIES

Upon Completion, requestor must send application to the Building Principal of the school requested

The William Floyd School District is not responsible for events advertised prior to final approval. Do NOT move forward with your event until you receive your fully endorsed copy of approval. Application must be submitted to the District at least 30 days in advance of your event. Please see reverse side for other information.

Date(s) Requested: _____ Time: _____ a.m. /p.m. to _____ a.m./p.m.

School Requested: _____ Room/Location _____

INFORMATION ABOUT REQUESTOR

Name of Organization or Individual: _____

Not for Profit: (if not for profit, copy of 501c-3 or other official documentation proving status must be attached) OR For Profit:

Insurance Certificate – copy must be attached to each application form – see #17 on reverse side: Attached:

Authorized Representative of Organization – Name: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____ Email: _____

INFORMATION ABOUT INTENDED USE OF DISTRICT FACILITIES

Name of Event/Purpose of Use: _____

Total Participants Expected: _____ is an admission fee charged? Yes ___ No ___ If yes, how much per person: \$ _____
If yes, what specifically will proceeds be used for? _____

Are special accommodations needed (security, tables, chairs, auditorium lighting, use of computer, etc)? Yes ___ No ___
If yes, state what type and for what purpose: _____

The undersigned is over 21 years of age and has read this form and regulations and agrees to comply with them. He/She agrees to be responsible to the District for the use and care of the facilities. He/She, on behalf of the above-named organization, does hereby covenant and agree to defend, indemnify and hold harmless the District from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of District's property, facilities and/or services.

Signature of Organization's Authorized Representative

Date

DISTRICT REVIEW

Principal: _____	Date: _____
All Gyms (Athletic Director) _____	Date: _____
HS Auditorium (Music Coordinator) _____	Date: _____
Application is: APPROVED _____ DECLINED _____	
Facilities Administrator: _____	Date: _____

WILLIAM FLOYD SCHOOL DISTRICT

DISTRICT FACILITY USE REQUIREMENTS

The use of all District facilities shall be subject to the approval and rules of the Board of Education administered by the Building Principal or other Board designee.

1. Organizations wishing to use District facilities shall first apply to the Building Principal on the prescribed form.
2. When the gyms or auditoriums are requested, the appropriate Director/Coordinator must also approve and initial use of those facilities.
3. In the event of inclement weather, the Superintendent or his/her designee has the final authority on whether facilities are usable.
4. Intoxicants shall not be brought onto District properties/facilities at any time.
5. Smoking or other use of tobacco products is not allowed on District property.
6. All posted rules must be adhered to.
7. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
8. Any damage to District facilities shall be promptly repaired at the user's expense. **NO EXCEPTIONS.** If custodial personnel are not available, make sure all doors are locked and lights are turned off when leaving.
9. Organizations using facilities must clean up afterwards, **NO EATING OR DRINKING IS PERMITTED IN THE AUDITORIUM.**
10. Permits may be revoked at any time.
11. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
12. Any charges incurred for use of the facilities must be paid prior to the event.
13. **The phone number for District Security is (631) 874-1277.**
14. Facilities are not available if in conflict with school use, and when schools are closed due to vacations, holidays, snow days, etc.
15. No unauthorized vehicles are allowed on school property.
16. No field or building alterations (lining of fields or gymnasiums, erection permanent goal posts or structures, etc.) are allowed without prior approval.
17. All users must provide proof of the following insurance requirements prior to using the facilities. **Failure to do so prior to use will result in revocation of your permit.**
 - a. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of the district as an unrestricted additional insured on the permittee's insurance policies with the exception of worker's compensation.
 - b. The policy naming the District as an additional insured shall:
 - Be an insurance policy from an A.M. Best rated "secured" or better insurer, New York State admitted insurer.
 - Provide for 30 days notice of cancellation.
 - State that the organization's coverage shall be primary coverage for the district, its Board, employees and volunteers.
 - The district shall be listed as an additional insured by using endorsement CG 2026 or broader. The certificate must state that this endorsement is being used, and a copy of the endorsement must be attached to the certificate insurance.
 - c. The permittee agrees to indemnify the district for any applicable deductibles and self-insures retentions.
 - d. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
 - e. Required Insurance:
 - Commercial General Liability Insurance**
 - o \$1,000,000 per occurrence/\$2,000,000 aggregate
 - o \$100,000 (per occurrence) damage to rented premises
 - o \$10,000 medical expenses (any one person)
 - o \$1,000,000 personal and advertising injury
 - f. Permittee acknowledges that failure to obtain such insurance on behalf for the district constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the district. The permittee is to provide the district with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.
 - g. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the district but also the NYSIR, as the district's insurer.
18. Prior to the start of the event, an announcement must be made to your group regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, how to respond to fire alarms, etc.
19. In the event of an accident, please notify the custodian on duty, or call the Business Office as soon as possible at (631) 874-1684.

