

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 submit the request via SchoolDude, the District's electronic facilities use system.
2. When the gyms or auditoriums are requested, the appropriate Director/Coordinator must also approve 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, erecting 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 additional insured on the permittee's insurance policies.
 - b. The policy naming the District as an additional insured shall:
 - Be an insurance policy from an A.M. Best rated "Secure" or better insurer, licensed in New York State.
 - State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers.
 - The District shall be listed as an additional insured by using an endorsement providing additional insured coverage for accidents and claims arising out of their use of facilities such as ISO endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with the District. A completed copy of the endorsement must be attached to the certificate of insurance.
 - At the District's request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.
 - c. The permittee agrees to indemnify the District for any applicable deductibles and self-insured retentions.
 - d. Required Insurance:
 - **Commercial General Liability Insurance**
 - \$1,000,000 per occurrence/ \$2,000,000 aggregate, with no exclusions for athletic participants.
 - **Excess Insurance**
 - At the District's discretion, facility users sponsoring large scale events, such as fairs or carnivals, tournaments and championship games that attract large crowds, will be required to provide a \$1,000,000 excess policy.
 - e. Permittee acknowledges that failure to obtain such insurance on behalf of 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.
 - f. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The permittee 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 and call Security as soon as possible at (631) 874-1277.

By submitting an electronic facilities request through SchoolDude, the requester indicates that he/she has read these 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 his/her organization, does hereby covenant and agree to defend, indemnify and hold harmless the William Floyd Union Free School District from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of William Floyd Union Free School District property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of the requester's organization.

The requester understands and agrees, on behalf of his/her organization, that his/her organization's use of the William Floyd Union Free School District's property and facilities includes, but is not limited to, all areas identified in the application and/or permit, and 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"). The requester agrees that his/her organization's indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

