

ISLAND TREES SCHOOL DISTRICT
DISTRICT #26
74 FARMEDGE ROAD
LEVITTOWN, NY 11756
(516) 520-2108
Fax: (516) 520-4970

APPLICATION FOR USE OF SCHOOL FACILITIES

NAME OF ORGANIZATION: _____ DATE ENTERED: _____

SUBMITTED BY: _____

EMAIL ADDRESS: _____

HOME ADDRESS: _____

(City) (State) (Zip)

PHONE NO: _____ SIGNATURE: _____

SCHOOL REQUESTED: _____ AREA: _____
GYM GPR OTHER-SPECIFY

(Circle)
TIME: _____ PM _____ PM DAY OF WEEK: SUN. MON. TUES.
WED. THURS. FRI. SAT.

DATE (S): _____

PURPOSE OF MEETING: _____

INSURANCE CARRIER: _____

NAME OF AGENT: _____ MAX LIMITS OF LIABILITY: _____

ISLAND TREES NAMED AS ADDITIONAL INSURED: YES _____ NO _____

RENTAL FEE & SERVICE CHARGE: A CHECK IN THE FULL AMOUNT OF THE RATE CHARGED MUST ACCOMPANY THE SUBMITTED APPLICATION.

WILL THERE BE AN ADMISSION CHARGE OR DONATION SOLICITED? YES _____ NO _____
FOR WHAT PURPOSE WILL RECEIPTS IN EXCESS OF EXPENSES BE USED. _____

A DETACHED FINANCIAL ACCOUNT MAY BE REQUIRED WITHIN 30 DAYS AFTER THIS EVENT, IF ANY ADMISSION FEE IS CHARGED.

DECLARATION: I, THE ABOVE SIGNED, AGREE TO ABIDE BY ALL OF THE BOARD OF EDUCATION'S STATEMENT OF POLICIES, REGULATIONS AND PROCEDURES. IF CHARGE IS REQUIRED FOR USE, STATEMENT SHALL BE MAILED.

THE NUMBER FOR **EMERGENCY OR FIRE** IS 731-4100.

PLEASE COMPLETE BOTH SIDES OF ALL PAGES. HOLD HARMLESS CLAUSE ON P. 4 MUST BE COMPLETED. ALL APPLICATIONS MUST BE SUBMITTED SIX WEEKS PRIOR TO USE FACILITIES.

REQUIREMENTS GOVERNING BUILDING USE

1. REQUEST FOR FIELD OR BUILDING USE BY ANY OUTSIDE ORGANIZATION MUST PRESENT A ROSTER OF PARTICIPATES SHOWING THEREAT LAST 50% OF THE PARTICIPANTS RESIDE IN THE ISLAND TREES SCHOOL DISTRICT UNLESS AN EXCEPTION IS AUTHORIZED BY THE BOARD OF EDUCATION. ONLY PARTICIPANTS LISTED ON THE ROSTER MAY USE OUR FACILITIES. THE PERMIT COULD BE REVOKED FOR VIOLATION OF THIS REQUIREMENT

2. ALL ORGANIZATIONS MUST SUBMIT WITH THIS APPLICATION A CERTIFICATE OF INSURANCE, NAMING THE ISLAND TREES SCHOOL DISTRICT AND THE ISLAND TREES BOARD OF EDUCATION AS ADDITIONAL INSURED. (SEE ATTACHED INSURANCE REQUIREMENTS)

3. NO USE OF BUILDINGS WILL BE ISSUED PRIOR TO 3:15 PM AND ALL AREAS MUST BE CLEARED BY 10:30 PM.

4. ALL ORGANIZATIONS REQUESTING THE USE OF SCHOOL FACILITIES WHERE THERE WILL BE AN ADMISSION FEE, THE SALE OF ANY ITEMS, OR GAMES CONDUCTED FOR FUND RAISING PURPOSES, WILL BE CHARGED THE FOLLOWING:

	<u>Mon. - Fri.</u> (2 hr. min.)	<u>Saturday</u> (4 hr. min.)	<u>Sun. & Hol.</u> (4 hr. min.)
GYMNASIUM	\$45 per hr.	\$56 per hr.	\$67 per hr.
GPR	\$32 per hr.	\$43 per hr.	\$54 per hr.
CAFETERIA	\$32 per hr.	\$43 per hr.	\$50 per hr.
CLASSROOM	\$10 per hr.	\$41 per hr.	\$52 per hr.
LOBBY	\$8 per hr.	\$41 per hr.	\$52 per hr.
CORRIDOR	\$8 per hr.	\$41 per hr.	\$52 per hr.

AUDITORIUM	(2 hr. min.) \$45 per hr.	(4 hr. min.) \$56 per hr.	(4 hr. min.) \$67 per hr.
DANCE RECITAL/REHEARSAL ADDITIONAL FACILITY FEE		FLAT RATE	\$125.00 per day
SOUND & LIGHT (3 hr. min.) TECH	\$45 per hr.	(4 hr. min.) \$45 per hr.	(4 hr. min.) \$45 per hr.
(TECH TO BE PAID DIRECTLY BY THE ORGANIZATION AT THE END OF EACH PERFORMANCE)			
**\$300 SECURITY DEPOSIT REQUIRED, SEVEN DAYS BEFORE EVENT. (THIS DEPOSIT WILL BE FULLY REFUNDABLE)			
* NO FOOD OR DRINK ALLOWED IN THE AUDITORIUM.			
* NO FOOD OR DRINK ALLOWED TO BE SOLD IN LOBBY.			
* NO TAPE OR PAINT TO BE APPLIED TO THE STAGE FLOOR.			
* GAFFER'S TAPE, WITH PERMISSION WILL BE ALLOWED.			

ADDITIONAL CUSTODIAN	TIME & HALF \$ 48.00 per hr.	DOUBLE TIME \$ 64.00 per hr.
----------------------	---------------------------------	---------------------------------

BALL FIELDS FLAT RATE \$750.00 per season

TURF FIELD LIGHTS *Community Use \$100.00 per hr.

5. IT SHALL BE UNDERSTOOD THAT THESE CHARGES ARE TO COVER THE COST OF UTILITIES AND CUSTODIAL REQUIREMENTS, AND ALL ORGANIZATIONS SHALL, UPON RECEIVING APPROVAL OF THEIR REQUEST, BE RESPONSIBLE FOR ANY SPECIAL SET-UP OF FACILITIES AND THE BREAKING DOWN OF SAME. EACH AREA MUST BE LEFT, BY THE ORGANIZATION USING IT, IN THE SAME CONDITION AS THEY FOUND IT. ANY DAMAGE TO SCHOOL DISTRICT FACILITIES SHALL BE PROMPTLY REPAIRED AT THE USER'S EXPENSE. NO EXCEPTIONS.

6. ANY ORGANIZATION USING SCHOOL FACILITIES WHERE A LARGE ATTENDANCE OF THE PUBLIC WILL BE EXPECTED, AND WHERE THE DISTRICT FEELS IT IS REQUIRED, A SECURITY GUARD SHALL BE ON DUTY AND A CHARGE OF \$15.00 PER HOUR, PER GUARD, SHALL BE NECESSARY FOR THE APPROVED ORGANIZATION.

7. USE OF BUILDINGS IS NOT PERMITTED PRIOR TO THE THIRD MONDAY IN SEPTEMBER, AND IS NOT TO EXTEND BEYOND SCHOOL CLOSING IN JUNE.

8. INTOXICANTS SHALL NOT BE BROUGHT ONTO SCHOOL DISTRICT FACILITIES AT ANY TIME. ALL POSTED RULES MUST BE ADHERED TO. 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.

9. SMOKING OR OTHER USE OF TOBACCO PRODUCTS IS NOT ALLOWED ON DISTRICT PROPERTY.

10. FACILITIES ARE NOT AVAILABLE IF IN CONFLICT WITH SCHOOL USE. NO UNAUTHORIZED VEHICLES ARE ALLOWED ON SCHOOL PROPERTY. NO FIELD OR BUILDING ALTERATIONS (LINING OF FIELDS OR GYMNASIUMS, ERECTING PERMANENT GOAL POSTS OR STRUCTURES, ETC.) ARE ALLOWED WITHOUT PRIOR APPROVAL.

INSURANCE AGREEMENT - USE OF FACILITIES

I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor/permittee hereby agrees to effectuate the naming of the district as an unrestricted additional insured on the contractor's /permittee's insurance policies, with the exception of worker's compensation.

II. The policy naming the district as an additional insured shall:

be an insurance policy from A.M. Best rated "secured,"
New York State admitted insured;

provide for 30 days notice of cancellation;

state that the organization coverage shall be primary
coverage for the district its Board, employees and
volunteers.

III. The contractor/permittee agrees to indemnify the district for any applicable deductibles.

IV. Required Insurance:

Commercial General Liability Insurance
\$1,000,000 per occurrence/ \$2,000,000 aggregate.

V. Contractor/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 contractor/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.

Date _____

Contractor/Permittee _____
(Name and Title)

District /Organization _____
(Name and Title)

**HOLD HARMLESS
(USE OF FACILITIES)**

_____ DOES HEREBY COVENANT AND AGREE TO DEFEND,
INDEMNIFY AND HOLD HARMLESS THE ISLAND TREES SCHOOL DISTRICT 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 IN CONNECTION WITH THE ACTUAL PROPOSED USE OF ISLAND TREES SCHOOL
DISTRICT PROPERTY, FACILITIES AND/OR SERVICES BY _____
AND/OR THE ACTIVITIES, FUNCTIONS, EVENTS, AFFAIRS OR PROCEEDING OF _____
_____.

(DISTRICT/ORGANIZATION)

(CONTRACTOR/ PERMITEE)