

NEWARK VALLEY CENTRAL SCHOOL DISTRICT
Newark Valley, New York 13811
APPLICATION FOR USE OF SCHOOL FACILITIES

Date of Application: _____ **Must** be Submitted two weeks prior to the event

Applicant's Name: _____

Address: _____ E-Mail: _____

Telephone Home: _____ Work: _____ Cell: _____

Event Title: _____ Organization: _____

Contact Person **during** the event: _____ Cell #: _____

This person **MUST** be at the event the entire time

Location: High School Middle School NTH School Alex Park Bus Garage

Room(s) Requested: _____

Only Rooms listed will be unlocked for your use

Requested Start Date: _____ End Date: _____

*Day(s) of Week Requested: _____

*Please check school calendar for days the School District is CLOSED, if CLOSED or During BREAK, **NO** event those days

Requested Start Time: _____ End Time: _____

(No Later than 9:30pm)

Door(s) to be unlocked: _____

Maintenance Services Required: Scoreboard Tables (qty) _____ Chairs (qty) _____

Please Check if Needed

Performance Lights /Sound Mic Podium

Other Maintenance Needs: _____

IT Services Required: Computer Services Internet Connection

Please Check if Needed

Kitchen Services Required: Food Services Kitchen Equipment _____

Please Check if Needed

Attendance Number of Adults: _____ Number of Children: _____

Are AED/CPR Personnel required for this activity? Yes If Yes, Name: _____

No

Certification:

As representative of the above mentioned organization, I agree to the Terms and Conditions outlined on the back of this Facilities Use Application.

***NOTE:** If there is an Early Dismissal due to bad weather or if there is a Snow Day, there are **NO** after school activities.

(Signature)

FOR BUILDING OFFICE USE ONLY

Application: Approved or Rejected Reason: _____

Rental Charge Applies: Yes or No Hourly Charge: _____

Insurance Certificate is: Required or Waived

Building Administrator: _____ Dated: _____

(Signature)

cc: Bldg Office Custodian Facilities Office Athletic Director Kitchen IT/Library

Regulations for Use of School Buildings and Grounds

Security

Organizations, which are permitted by law and authorized by the district to use the buildings;

- Must ensure that only the areas of the building requested on the building use form are
- Children must be supervised at all times.
- Are responsible to provide for any extra staffing it may take to keep everyone associated with their activity in the areas they requested on the building use form.
- Have to make prior arrangements for the specific door and time of access to a building. NVCS staff will give the initial access. After which your organization will be responsible to staff the door as necessary.
- Should be sure to correctly state the times of use, as they will be requested to leave the building at least 1-1/2 hours before the buildings nightly lock down. The lock down occurs @ 11:00PM on school days.

The following is a restatement of the districts regulations on the use of school buildings and grounds.

- No school facilities will be available for use without adequate supervision. At the discretion of the district, a member of the school staff may be required to be present.
- The using organization is responsible for leaving any facility and its equipment in the condition which existed before its use.
- The using organization is responsible for the conduct of its members. Damage resulting from any activity of a using organization is to be paid for by the person or persons obtaining the permit for usage.
- The using organization will be required to provide evidence that the group is insured against the following:

GENERAL LIABILITY *

- EACH OCCURRENCE	\$	1,000,000
- DAMAGE	\$	300,000
- MED EXP	\$	5,000
- PERSONAL & ADV INJURY	\$	1,000,000
- GENERAL AGGREGATE	\$	2,000,000
- PRODUCTS-COMP/OP AGG	\$	2,000,000

- * The District must be named as Additional Insured, on primary and non-contributory basis, on the outside group's commercial general liability policy.

EXCESS/UMBRELLA LIABILITY

- EACH OCCURRENCE	\$	1,000,000
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For most outside groups, a \$1 mil umbrella is adequate. For large events, \$5 mil.

OTHER

- PARTICIPANT ACCIDENT MEDICAL	\$	1,000,000
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- The use of school facilities is a privilege and not a right. Therefore, the privilege may be withdrawn for cause at any time.
- Any fees that are due, are to be paid within 30 days of the invoice. If payment hasn't been received before your next Building Use Request, your request will be denied until payment is made.
- AED/CPR certified personnel are not required for non-school groups or community groups and activities.

The following are reminders:

- No Smoking/Alcohol/Drugs on school property
- Please observe speed limits, fire lane, and no parking signs.
- Please ensure that people in the building for your activity know the location of emergency exits and AED's.

Initial that you have read the above: _____

This Building Use will not be accepted if not initialed.