



Webutuck (Northeast) Central School District

194 Haight Road; P.O. Box 405, Amenia, NY 12501

APPLICATION FOR USE OF SCHOOL FACILITIES

Procedure:

1. This form must be submitted to the main office at least two weeks prior to the date requested.
2. Insurance certificate must be attached to this form when submitted. (Commercial General Liability)
3. Insurance: \$1,000,000 per occurrence/\$2,000,000 aggregate (see addendum on ins. req. sample below.)

Organization: _____

Contact
Person(s): _____

Address &
phone: _____

FACILITIES REQUESTED

School/Bldg: _____

Specific Room(s)/areas/fields/etc.: _____

Special Equipment/Furniture Required:

Special Arrangements:

Purpose of Meeting/Activity:

Estimated Attendance: Adults _____ Children/Students _____

Admission Charge: Adults _____ Children/Students _____

For what purpose will proceeds be spent?

DATE(S) OF REQUESTED USE:

Day(s) of week: _____ Date (s): _____

If recurrent or regularly scheduled activity/event, list all requested dates:

TIME REQUESTED: Arrival: _____ Departure: _____ Total: hrs _____ min _____

****NOTE:** In the event of an emergency school closing, all activities, including community activities will be canceled for the day.

INSURANCE CERTIFICATE: _____ included with this request _____ previously submitted

The undersigned is an officer or official of the organization requesting use of school facilities, guarantees observation of all regulations governing use as listed on the reverse of this form, payment of any charges incurred, and states that the organization assumes responsibility for any personal injury or property damage which may be caused by such use.

1. Insurance Liability Requirements:

Insurance Certificate Received Date _____ Insurance Certificate Approval
Date _____ N/A _____

2. Calculation of Charges:

\$ _____ per hour, per laborer, estimated at _____ hours for _____ laborer(s)
equals = \$ _____

Additional Charges: \$ _____

Total Estimated charges: _____

PAYMENT RECEIVED _____

3. Interdepartmental Approvals:

Athletic Director _____

Supervisor Facilities _____

Building Principal _____

Business Official _____

4. Carbon Copy:

Applicant/Organization
Bldg. Principal
Supervisor of F&G
Business Office

REGULATIONS GOVERNING BUILDING USE

1. School building/grounds may be used only by organizations and for purposes outlined in Section 414, Education Laws of NY State.
2. The person signing the application is responsible for guaranteeing observance of all regulations, payment of any charges incurred and assumes responsibility for any damage to school property which may be caused by such use by applicant organization.
3. The user shall be responsible for providing qualified supervision which shall consist of at least one adult per twenty-five participants or in such quantity as may be deemed necessary by the District Administration.
4. Smoking is not permitted in school buildings.
5. Gambling and the sale of intoxicating beverages are forbidden.
6. The Board reserves the right to cancel the use of school facilities or to change or amend such agreements as may be necessary due to emergency or unforeseen circumstances.
7. Instructional equipment, supplies, cafeteria/kitchen equipment, athletic equipment, etc. shall not be available unless requested in advance on the application form and approved. When supplied, special rules and charges fixed by the Business Office may apply.
8. Permission to use school facilities is neither transferable nor assignable.
9. School buildings may not be used on Sunday without special permission of the Board.

(A copy of the full Board Policy governing Community use of Building is available upon request).

Webutuck (Northeast) Central School District

194 Haight Road, P.O. Box 405
Amenia, New York 12501
Telephone (845)373-4100
Fax (845)373-4102

Building Use Requirements & Agreement

1. Complete and return *Building Use Form* to the High School Main Office and await notification of approval of the request.
2. Method of access to the gymnasium will be granted based upon the type of activity, participants, dates and times needed.
3. Requestor is fully responsible for all participants and visitors.
4. If participants are directed to enter directly into the gymnasium, precautions must be taken to prevent damage to floors.
5. Doors are not to be propped open at any time.
6. Locker rooms are not to be used under any circumstances. Restrooms are available in the cafeterias and in the main high school corridor. Bathrooms must be inspected at the conclusion of the event to be sure the bathroom is left in proper order. Any problems should be communicated to the appropriate staff listed in the contact information.
7. Injuries to participants or visitors must be reported immediately and accident report completed and returned to the Athletic Director or High School Main Office.
8. Turn off lights.
9. Close the doors to be sure they are locked.
10. The following list of contact information for school officials should be available in case of any equipment/facility issues that may arise:
 - a. Athletic Director **(845)373-4100 EXT.2500**
 - b. Director of Facilities **(845)373-4100 EXT.5510**
11. Any damage to school facilities should be brought to the attention of school officials as soon as possible. Any needed repair or replacement costs will be the responsibility of the outside group.
12. Upon termination of the Building Use Application, any keys or other access cards must be returned to the District Office

I, _____, understand and will comply with the above requirements. I understand that failure to comply will void my building use request immediately and that I am responsible for any and all damages.

Print Name:

_____ **Date:** _____

Signature:

Organization:

Webutuck (North East) Central School District

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Amenia, New York 12501

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HOLD HARMLESS AGREEMENT

_____ (Name of Organization) does hereby covenant and agree to defend, indemnify and hold harmless the **Webutuck (Northeast) Central School 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, actual or proposed use of **Webutuck (Northeast) Central School District** property, facilities and/or services, activities, functions, events, and affairs or proceeding of _____ (Name of Organization).

District Official Signature _____

Signature of Responsible Party _____

Date _____

Date _____