

**NORTH SHORE SCHOOLS
112 FRANKLIN AVENUE
SEA CLIFF, NY 11579
APPLICATION FOR USE OF DISTRICT FACILITIES**

Today's Date: _____ Date(s) Requested: _____

Days Requested : _____ Time Requested : _____

School Requested: _____ Room: _____ **Note : Some Rooms are Food Free Rooms**

INFORMATION ABOUT GROUP

Name of Organization or Individual: _____

Supervisor in charge: _____

Email Address: _____

Telephone: (Day) _____ (Evening) _____

INFORMATION ABOUT INTENDED USE OF SCHOOL DISTRICT FACILITIES

Purpose of Use: _____

Total Participants Expected: _____ Adults: _____ Children: _____

Is equipment required? Yes _____ No _____

If needed, state what type and for what purpose: _____

Residents (Number): _____ Non-Residents (Number): _____

Is an admission fee charged? Yes _____ No _____

If so, what will proceeds be used for? _____

In accordance with our wellness policy it is important

If refreshments are served, give details: _____

See note 18 on back of the form

AGREEMENT

(NAME OF FACILITY USER) does covenant and agree to defend, indemnify and hold harmless the North Shore Schools 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 North Shore Schools property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, spectator, contractor or subcontractor of (FACILITY USER).

(FACILITY USER) understands and agrees that its use of North Shore Schools 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"). (FACILITY USER) agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

Signature of Organization's Representative

Head Custodian

Director of Buildings and Grounds

Director : Physical Ed & Athletics, Fine& Performing Arts ,Community Ed or Food Services

*BuildingPrincipal: Are rooms utilized Food Free Rooms?

Circle One : **YES** **NO**

Building Principal

**READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:
ATTENTION: DIRECTOR OF FACILITIES
NORTH SHORE SCHOOLS,112 FRANKLIN AVE, SEA CLIFF, NY11579
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. The Principal or his/her designee has final authority on approval.
 2. In the event of inclement weather, the Principal or his/her designee has the final authority on whether facilities are usable.
 3. Intoxicants shall not be brought onto District facilities at any time.
 4. All posted rules must be adhered to.
 5. 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.
 6. Any damage to District facilities shall be promptly repaired at the user's expense. No Exceptions. If maintenance personnel are not available, ensure all doors are locked and lights are turned out when leaving.
 7. Organizations using the facilities must clean-up afterwards.
 8. Permits may be revoked at any time.
 9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
 10. The fee for use will be sent to you by Invoice.
 11. A public telephone is located in the main office. The emergency telephone number for police is 911; fire department number for Sea Cliff School is 516 671 1690 and for High School , Glen Head, Middle School and Glenwood Landing School is 516 676 2822.
 12. Smoking, use of tobacco products or E-cigarettes is not allowed on District property.
 13. 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 written prior approval.
 14. The District does not discriminate on the basis of race, color, national origin, physical impairment,sex, gender, gender identity, or sexual orientation in its educational programs or employment services.
 15. All users must provide the following insurance prior to using facilities.
FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT:
 - A. The user hereby agrees to name the District as an additional insured on the user's policy.
 - B. The policy naming the District as an additional insured shall:
 - Be an insurance policy from an A.M. Best A- rated insurer.
 - State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers;
 - Additional insured status shall be provided with ISO endorsement CG 20 26 or its equivalent.
 - C. The user agrees to indemnify the District for any applicable deductibles or 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.
Automobile Liability (When an organization's vehicle is brought onsite)
\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.
Workers' Compensation and NYS Disability Insurance (For Organizations With Employees)
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB- 120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.
Umbrella/Excess Insurance
General Use
\$1 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required General Liability coverage.
Athletic and Recreational Camps
\$5 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required General Liability coverage.
Carnivals and Firework Displays, etc.
\$10 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required General Liability coverage.
16. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, how to respond to a fire alarm, etc.
17. In the event of an accident, please notify the custodian on duty, or call the business office the next morning.
18. For the safety and wellbeing of those with food Allergies,All persons permitted to use our facilities must adhere to Wellness Policy 5405,Wellness Regulation 5405-R , allergy Policy 5406 and Allergy Regulation 5406 – R .