

**NORTH SHORE SCHOOLS
112 FRANKLIN AVENUE
SEA CLIFF, NY 11579**

**APPLICATION FOR USE OF SCHOOL BUILDINGS OR
GROUNDS**

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: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

Email: _____

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 the 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, contractor or subcontractor of (FACILITY USER).

(FACILITY USER) understands and agrees that its use of North Shore School'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"). (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

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

Head Building Custodian

***Building Principal: Are rooms that are utilized Food Free Rooms?**
Circle One: **YES** **NO**

Director of Buildings and Grounds

Building Principal

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:

NORTH SHORE SCHOOLS DISTRICT ATTENTION: DIRECTOR OF FACILITIES

**NORTH SHORE SCHOOLS, 112 FRANKLIN AVE, SEA CLIFF, NY 11579
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, make sure 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 & Glenwood Landing School is 516 676 2822.
12. Smoking or other use of tobacco products 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 prior approval.
14. The District does not discriminate on the basis of race, color, national origin, physical impairment or sex 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 unrestricted 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 rated "secured" New York State insurer, permitted to do business in New York State;
 - contain a 30 day notice of cancellation;
 - state that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers;
 - additional insured status shall be provided with ISO endorsement CG 20 26 11 85 or its equivalent.
 - C. The user agrees to indemnify the District for any applicable deductibles.
 - D. Required Insurance:
 - **Commercial General Liability Insurance** - \$1,000,000 per occurrence/ \$2,000,000 aggregate.
 - E. User 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 user is to provide the District with a certificate of insurance, evidencing the above requirements have been met. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.
The district is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The consultant 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.
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 alarms, 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.