

Building Use Form

Contact Person: _____ Today's Date: _____

Event: _____

Name of Organization: _____

Date of Event: _____

_____ I have checked the online Master Calendar for any potential conflicts.

Location Being Requested: _____

Start Time: _____ End Time: _____

Comments: _____

Parking Issues: _____ YES _____ NO

Set-Up Requests: _____ YES _____ NO

Specify :(Example: coffee set-up, tables, TV)

_____ I have submitted a copy to the office to be kept on file.

_____ I have notified the cafeteria staff that we will not need lunch on this day

_____ I am requesting a classroom that is usually used for instruction (for example the library, gym, music room) I have spoken with the teacher of that room and made arrangements with them.

****If parents are being invited, please remind them to sign-in at the main office and to wear a badge.**

*****If there are any changes, please notify all the appropriate people.**

For office use only

Email: _____ PR Rec. _____ Bedford Dads _____ St. Pat's _____ Inn

_____ Entered into Facility Use _____ Sent Copies to Business Office; Date: _____

BEDFORD CENTRAL SCHOOL DISTRICT
P.O. BOX 180
MOUNT KISCO, NEW YORK 10549

APPLICATION FOR THE USE OF SCHOOL FACILITIES

(Submit the completed form at least **thirty days** prior to the event)

Name of Applicant/Organization _____
(Please print) (If you are not-for-profit organization, submit 501(c)(3) paper work with application)

Contact Person (Please print) _____ **E-Mail** _____

Mailing Address _____

Telephone Information (Day) _____ (Night) _____ (Cell) _____

Description and Purpose of Activity Planned _____

Estimated Number of Persons in Attendance _____

Person in Attendance and Responsible for Supervision _____

Address _____ **Phone** _____

DATES BUILDING OR GROUNDS ARE TO BE USED

Name of School _____

Room(s) Desire _____

Dates and Times of Use: _____

Is meeting open to public? _____ Will there be a charge made for admission or a donation or contribution solicited? _____
If so, for what purpose will the proceeds be used? _____

Will you be using the Kitchen _____ **Yes** _____ **No.** **If yes, there is a fee of \$18.54 per hour for an Aramark employee to be present in the kitchen during use.**

FOR DISTRICT USE

Custodial Overtime Hourly Rate: _____ Facility Use Fee(s): _____

Estimated Number of Custodians Needed for Event _____ Total Estimated Custodial Overtime Hours _____

Head Custodian Signature: _____ Date: _____

Approved by: _____ (Adam Lodewick-Gym/Field Use) Date: _____

Approved by: _____ (Robert Martin - MLMT Use) Date: _____

Recommended by: _____ Date: _____

School Principal

Approved by: _____ Date: _____

Board of Education Designee

Please read and sign the **Facility Use Requirements and Applicant Agreement** and return it with the Application for the Use of School Facilities. Thank you.

FACILITY USE REQUIREMENTS & APPLICANT AGREEMENT
Please read, sign, and return with the Application for the Use of School Facilities

The use of all District facilities shall be subject to the approval and rules of the Board of Education administered by the Building Principal and Board of Education designee.

The District does not discriminate on the basis of race, color, national origin, physical impairment or sex in its educational programs or employment services.

1. Please see the District's insurance requirements and provide all the necessary documents requested.
FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT
2. Facilities are not available if in conflict with school use. **Approved dates are subject to change.**
3. 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.
4. Applicants wishing to use District facilities shall first apply to the Building Principal, or the Athletic Director if use of the District's gymnasiums or fields is requested, on the prescribed form.
5. The fee for use of the District's facilities is payable **BEFORE** use begins.
6. Permits may be revoked at any time.
7. In the event of inclement weather, the Principal or the Board of Education designee has the final authority on whether facilities are usable. In the event that any district facility is closed during the day or on the weekend due to inclement weather or an emergency situation, all after school and evening activities and meetings are cancelled.
8. Any Applicant/Organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
9. All posted rules and buildings Codes of Conduct must be adhered to.
10. 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.
11. Smoking or other use of tobacco products is not allowed on District property.
12. Intoxicants shall not be brought onto District facilities at any time.
13. Any damage to District facilities shall be promptly repaired at the user's expense. No exceptions.
14. 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.
15. Movies (Rented or Owned) shall **not** be shown at the district due to laws regarding Copyrights – the Federal copyright Act (title 17 of the US Code). Facility user will be responsible for any fines or legal action that may arise from showing a movie while using the district's facilities.
16. Applicants using District facilities are required to clean up after each use. Failure to clean up after each use will result in a custodial overtime charge which will be billed to the Applicant.
17. **All applicants are responsible for adhering to all Federal, State and Local COVID related rules and regulations.**

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. The applicant agrees to be responsible to the District for the use and care of the facilities. Applicant, on behalf of _____ does hereby covenant and agree to defend, indemnify, and hold harmless the 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 or proposed use of District's property, facilities and/or services by _____.

The Certificate of Insurance and Hold Harmless Agreement have been provided/are on the way _____ (please initial).

Custodial overtime fees will be charged at the end of your event if required _____ (please initial).

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS

Applicant's Signature



BEDFORD CENTRAL SCHOOL DISTRICT

THE FOX LANE CAMPUS P.O. BOX 180

MOUNT KISCO, NEW YORK 10549

HOLD HARMLESS

_____ (Date)

(Name of Applicant/Organization)

does hereby covenant and agree to defend, indemnify, and hold harmless the **Bedford Central School District**, its employees, agents and volunteers, 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 connection with the actual or proposed use of the **Bedford Central School District** property, facilities and/or services.

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(Signature of Applicant)

*(MUST BE SIGNED BY THE PERSON/ORGANIZATION
USING THE FACILITIES)

Board of Education Designee