



VALLEY STREAM SCHOOL DISTRICT 24

75 Horton Avenue, Valley Stream, New York 11581-1499

(516) 434-2831 • FAX: (516) 256-0214

NON-TRANSFERABLE APPLICATION FOR USE OF SCHOOL FACILITIES

Please complete this application and submit it **no more than 180 days** in advance of the first day requested. Sign in the spaces provided below. Please send them to the Office of the Director of Facilities. Applications will then be forwarded to the appropriate parties for approval, and you will be emailed when the application has been approved.

Date: _____

Name of Organization or Individual: _____

Supervisor in charge: _____

Email Address (please print clearly): _____

Cell Phone: _____

INFORMATION ABOUT INTENDED USE OF SCHOOL DISTRICT FACILITIES

Requests the use of the:

Indoor Building use only at:

Purpose of Use: _____

☐ Brooklyn Avenue School ☐ Robert W Carbonaro School ☐ William L Buck School

Day: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Area of building requested: ☐ Gym ☐ Classroom ☐ AP Room

Date beginning: _____ Date ending: _____
Month/Day/Year Month/Day/Year

Time Requested: from ____:____ to ____:____

Outside field use only at:

Purpose of Use: _____

☐ Brooklyn Avenue School ☐ Robert W Carbonaro School ☐ William L Buck School

Day: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Date beginning: _____ Date ending: _____
Month/Day/Year Month/Day/Year

Time Requested: from ____:____ to ____:____

List any special preparation, if needed:

Names of adults who are directly responsible and will be supervising the group:

Name	Address	Phone	email (please print clearly)
Name	Address	Phone	email (please print clearly)

Total Participants Expected: Adults: _____ Children: _____

Will there be an admission fee? _____ If so, state the admission amount: _____

Name of Insurance carrier: _____

Copy of Certificate of Insurance and copy of Additional Insured Endorsements are required before permission is granted and should be included with request.

I have read the Policy Governing Community Use of School Buildings & Grounds and agree that our organization will abide by the specified regulations and will accept any related financial responsibility:

Date: _____ **Signature:** _____

For Business office use only

Approved by:

Director of Facilities: _____ Date: _____

Building Principal: _____ Date: _____

Business Office: _____ Date: _____

Comments: _____

Valley Stream Union Free School District Twenty-Four
Policy Governing Community Use of School Buildings & Grounds

I. New Organizations:

1. Organizations wishing to use school facilities or properties for the first time must apply in writing to the Facilities Use Coordinator in the Business Office located at the William L. Buck School.
2. A majority of organization members must reside within District #24, for area-wide groups such as Village-wide baseball and soccer leagues; etc.
3. Schools are not available for commercial use.

II. Previously approved organizations:

1. Previously approved organizations will submit a written request for the use of the facilities to the District no less than 15 days prior to the desired date.
2. The Coordinator will then forward an approved application copy to the person/group requesting the use of the facility.
3. The Coordinator will prepare a monthly calendar showing building usage, which will be distributed to each building.
4. Prior notification by telephone to the District coordinator should be made when canceling the scheduled activity.

III. General Regulations:

1. School sponsored programs and activities will have precedence in assignment of building facilities.
2. All use of buildings must end by 9:00 PM.
3. The District will not supply any equipment and will assume no responsibility for lost or stolen articles.
4. The Board of Education must specifically approve the raising of any proceeds, charges, donations, or profits from sales, on school grounds or buildings. All proceeds must be expended for an educational or charitable purpose and may not be utilized for the benefit of the sponsoring organization. The official fundraising report should be completed and submitted to the Facilities Use Coordinator.
5. The Board of Education must specifically approve the imposition of admission fees for meetings, entertainments and occasions where the proceeds thereof are to be expended for an educational or charitable purpose, but this use will not be permitted if the meetings, entertainments and occasions are under the exclusive control, and the proceeds are to be applied for the benefit of, a society, association or organization of a religious sect or denomination, or of a fraternal, secret, or exclusive society or organization, other than organizations of Veterans of the Military, Naval, or Marine service of the US and organizations of volunteer firefighters.
6. The use of alcoholic beverages on District premises is prohibited.
7. Organizations will be required to make special arrangements prior to using the facilities.
8. The control of the behavior of the group, or damage to the facilities or equipment, is the responsibility of the leaders in charge and not the custodians or the school personnel. It is the obligation of the group or anyone else present to report any damage. Any damage will be promptly repaired at the user's expense. **NO EXCEPTIONS.**
9. A responsible adult representative must be present at all times.
10. The rooms/fields must be left in the same condition as found. Desks, displays; etc. should not be disturbed. Garbage should be disposed of properly.
11. The group's activity must be restricted to the assigned area.
12. Smoking is prohibited on all District property.
13. All use will be non-exclusive and open to the general public.
14. Permission for use of school facilities is not transferable.
15. Permission for use of school facilities may be withdrawn by the District, if any of the above regulations are violated.
16. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures pointing out, for example, posted procedures, directions for exiting, how to respond to a fire alarm; etc.

IV. Insurance Requirements:

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the facility user hereby agrees to effectuate the naming of the District/BOCES as an Additional Insured on the facility user's insurance policies, except for workers' compensation and N.Y. State Disability insurance.
2. The policy naming the District/BOCES as an Additional Insured shall:
 - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred.

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- b. State that the organization's coverage shall be primary and non-contributory coverage for the District/BOCES, its Board, employees and volunteers including a waiver of subrogation in favor of the District/BOCES for all coverages including workers compensation.
 - c. Additional insured status for General Liability coverages shall be provided by standard or other endorsements that extend coverage to the District/BOCES (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District/BOCES. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.
 3. The facility user agrees to indemnify the District/BOCES for applicable deductibles and self-insured retentions.
 4. Minimum Required Insurance:
 - a. **Commercial General Liability Insurance**
\$1,000,000 per Occurrence/ \$2,000,000 Aggregate, **with no exclusions for Athletic Participants**
\$2,000,000 Products and Completed Operations
\$1,000,000 Personal and Advertising Injury
\$100,000 Fire Damage
\$10,000 Medical Expense
 - b. **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.
 - c. **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.
 - d. **Umbrella/Excess Insurance**
 - General Use**
\$1 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.
 - Fun Days with Inflatables/Other Inflatable Use Events**
\$2 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.
 - Organized Athletic Leagues**
\$3 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.
 - Athletic/Recreational Camps**
\$5 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.
 - Carnivals and Firework Displays, etc.**
\$10 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.
5. The facility user acknowledges that failure to obtain such insurance on behalf of the District/BOCES constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the District. The facility user is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the event.



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INDEMNIFICATION/HOLD HARMLESS AGREEMENT

_____ (Facility User) covenants and agrees to defend, indemnify and hold harmless the Valley Stream Union Free School District #24 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 Valley Stream Union Free District #24 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 Valley Stream Union Free School District #24 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 Facility User's Representative

Date

Signature of District's Representative

Date



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NYSIR FACILITY USE SUPPLEMENT YOUTH SPORTS GROUPS – AED SUPPLEMENT

For youth sports groups using District/BOCES outdoor event space or fields where there are no generally provided outdoor AEDs, _____ (Facility User) acknowledges and agrees that the following conditions apply:

- Access to the Districts AEDs located inside school buildings is **NOT** provided with/for **field use** by youth sports leagues or other outside organizations.
- _____ (Facility User) shall provide its own AED.
- AED Implementation Plan with the pertinent County Department of Health; **AND**
- Will require at least one person associated with _____ (Facility User) (e.g., coaches and volunteers) trained and certified in the use of AEDs to be on-site and present during any _____ (Facility User) activity taking place at or on District property.

Signature of Facility User's Representative

Date

Signature of District's Representative

Date