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## West Islip Public Schools

The Michael and Christine Freyer Administration Building

100 Sherman Avenue West Islip, New York 11795

TEL: (631) 893-3200 FAX: (631) 893-3216

Bernadette M. Burns  
Superintendent of Schools

James Bosse  
Director of Buildings and Grounds

### APPLICATION REQUIREMENTS FOR THE USE OF SCHOOL FACILITIES

***REVISED AUGUST 12, 2016***

Applications for Use of School Buildings or Grounds can be obtained at District Office. Guidelines for submission of permit application(s) are as follows.

1. **Regulations for Use of School Buildings and Grounds**

- Review, Sign and date

2. **Insurance Requirements**

- A. Review Certificate of Insurance Guidelines and forward to your insurance carrier for issuance of required certificate(s). **Certificate must read:**

***Certificate Holder***

West Islip UFSD  
100 Sherman Avenue  
West Islip, New York 11795

***Additional Insured***

West Islip UFSD, Board of Education, Employees, Volunteers and Committee Members

*\*District reserves the right to require alternative liability limits when applicable.*

- B. Indemnification/Hold Harmless Agreement must be signed and witnessed (*does not require notarization*)

3. **Permit Application – NOTE: Permit Application is 2-sided**

- Application must be complete. Do not leave any blanks. Indicate n/a where applicable.

*\*Incomplete applications will be returned*

- Use of the High School Performing Arts Center or Track/Turf Field requires a signed Regulations Guidelines form.

**INDEMNIFICATION/HOLD HARMLESS AGREEMENT**

**Organization** shall indemnify and hold harmless the West Islip U.F.S.D., Board of Education, employees, volunteers, committee members from any and all liability, damage, loss, claims, demands and actions of any nature whatsoever, for any reason whatsoever, foreseeable or unforeseeable, which arises out of or is connected with, or is claimed to arise out of to be connected with, any undertaking, product, goods, merchandise, products, services sold and/or work supplied, furnished or performed by **Organization** or its agents, servants, or employees, including without limiting the generality of the foregoing, all liability, damages, loss, claims, attorneys and adjusting fees, demands and actions on account of personal injury, death or property loss to the West Islip U.F.S.D.its officers, employees, agents or to any other persons, third parties, or property, but shall not include claims resulting from the gross negligence or willful misconduct of the West Islip U.F.S.D. This indemnity and hold harmless is intended to be as broad as is permitted by law and to include claims of every kind and nature – for tort, under contract; for strict liability or other liability without fault; under statute, rule, regulation or order; and otherwise.

IN WITNESS WHEREOF, the undersigned has duly executed this Agreement the \_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
(Please Print Name and Title)

Witness:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**West Islip U.F.S.D.**

**Insurance Requirements For Organizations Using School Facilities**

An organization using the facilities must comply with Board Use of Facility Standards. It is required that the organization maintain at a minimum the following, giving evidence of same to the School District in the form of a Certificate of Insurance or copy of the policy providing 30 days notice of cancellation, non-renewal or material change and attach copies of the additional insureds endorsement. Insurance carrier must be a New York State licensed carrier with AM Best Rating of at least A IX. Workers Compensation and NYS Disability is required for any organization that has employees that will be working on premises.

**I. Commercial General Liability**

Coverage	Occurrence - 1988 ISO or equivalent
Limits	General Aggregate.....\$2,000,000 Products-Comp/opps Aggreg. \$1,000,000 Pers. & Advert. Injury.....\$1,000,000 Each Occurrence.....\$1,000,000 Fire Damage (Any one Fire). \$ 50,000 Medical Exp. (Any one Pers.) \$ 5,000
Additional Insured	School District, Board of Education, Employees, Volunteers and Committee Members using ISO form CG2005 or its equivalent
Unacceptable Exclusions	Athletic Participants, Sexual Abuse & Molestation

**II. SUGGESTED UMBRELLA LIABILITY**

Suggested Minimum Limit	\$2,000,000
Additional Insured <b>MUST READ</b>	School District, Board of Education, Employees, Volunteers and Committee Members

\*Board of Education reserves the right to require alternative liability limits when applicable.

**NOTE: CERTIFICATE HOLDER MUST READ:**

WEST ISLIP UFSD  
100 SHERMAN AVENUE  
WEST ISLIP, NEW YORK 11795

# West Islip Union Free School District

## Application and Permit for Use of School Buildings or Grounds

*Type or Print Firmly*

Name of Organization _____	Nature of Event _____
Person Requesting Permit _____	Phone # _____
Person in Charge _____	Phone # _____
School: 1 <sup>st</sup> Choice _____	Date(s) _____
2 <sup>nd</sup> Choice _____	Date(s) _____

AREA REQUESTED

EQUIPMENT REQUESTED

GENERAL INFORMATION

<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Microphone #required _____	Approximate # of adults _____
<input type="checkbox"/> Playground	<input type="checkbox"/> Lectern #required _____	Approximate # of children _____
<input type="checkbox"/> Auditorium		<u>Start</u> <u>Finish</u>
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Risers #required _____	Event setup _____
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Chairs #required _____	Event time _____
<input type="checkbox"/> Classroom(s) # _____	<input type="checkbox"/> Tables #required _____	Cleanup/Exit _____
<input type="checkbox"/> Other ( <i>specify</i> ) _____		
Comments _____		

*The undersigned, an officer of the organization requesting use of school facilities, guarantees observance of all regulations governing use of the facilities of the West Islip School District, payment of any charges incurred and states that the organization agrees to indemnify and save harmless the District and the Board of Education against any and all claims for damages or injury to persons or property that may be occasioned by, or arise from, the use of such facilities.*

President of Organization _____	Date _____
Signature _____	Phone _____
Address _____	

**FOR DISTRICT USE ONLY**

Notification:	Building Principal _____	Date _____
	Athletic Director _____	Date _____
	Facilities Director _____	Date _____
	Insurance verified      Yes      No      Initial _____	
	Hold Harmless Agreement      Yes      No      Initial _____	
	Permit Approved      Yes      No      Pending _____	

**PERMIT APPROVAL**

Superintendent of Schools \_\_\_\_\_

*The West Islip Union Free School District has a fee schedule for use of facilities.  
If applicable, the organization will be invoiced for all expenses incurred by the District.*

**West Islip Union Free School District  
Regulations for Use of School Buildings and Grounds**

1. The use of buildings and grounds is subject to the provisions of Section 414 of the New York State Education Law. The Board of Education has the authority to regulate the dates and hours buildings may be used. School activities take precedence in the use of school facilities and the district reserves the right to cancel any reservations.
2. Organizations are required to follow the facilities fee structure. An organization whose membership is comprised of ninety percent (90%) or greater of District residents may apply to use the facilities free of charge for activities that are permitted under State law. The District may request written verification of membership. Additionally, only those organizations that are recognized with not-for-profit status may use the facilities at no cost, and only if no cost for its use is incurred by the district. An applicant may show that it is a nonprofit organization by any of the following means:
  - a. Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under Section 501(c)(3) of the Internal Revenue Code;
  - b. A statement from a State taxing body or the State attorney general certifying that:
    - i. The organization is a nonprofit organization operating within the State; and
    - ii. No part of its net earnings may lawfully benefit any private shareholder or individual;
  - c. A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or
  - d. Any item described in paragraphs (b) (1) through (3) of this section if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.
3. Organizations with permission to use school facilities must be responsible for the conduct of participants and spectators attending a function. The permit is issued for a specific facility and time. Use of other areas is prohibited. Adult supervision is required at all times, for all events. No child may be in hallways or bathrooms without adult supervision. Organizations using athletic fields are expected to be courteous to residential neighbors.
4. Organizations utilizing the swimming pool must obey all state and local regulations governing the use of swimming pools. The organization must have one qualified lifeguard for each 75 bathers. The organization must provide the district with copies of certificates or documentation verifying lifeguard qualifications. The lifeguard shall not engage in activities which may distract from lifeguarding duties.
5. Parking is in designated parking areas only. Parking in fire lanes, lawn areas, or along yellow-striped curbs is prohibited. Driving vehicles of any type on the grounds or fields is strictly prohibited.
6. Smoking, the use of tobacco or illegal substances, gambling, or the possession/use of intoxicating beverages is strictly prohibited in buildings and on the grounds of the West Islip School District.
7. At the completion of an activity, organizations must ensure that all windows are secured; the area is clean and all refuse is placed in proper receptacles; and tables and chairs are cleaned and returned to their proper places.
8. Moving, modifying or dismantling any equipment, supplies or furniture is prohibited unless previously arranged with the District.
9. Eating and drinking in gymnasiums, auditoriums, libraries, labs, classrooms and the pool area is prohibited.
10. Any accident or incident which occurs on school property must be immediately reported by the person in charge to the building principal or head custodian.
11. If an event is canceled, the organizer or organization president must inform the Office of Buildings & Grounds immediately. Do not notify the event site.

*Failure to adhere to the **West Islip Regulations for Use of School Buildings and Grounds** may result in the suspension and/or revocation of the permit. Organizations that fail to adequately supervise activities may be assessed a[n additional] fee for supervision and/or cleaning by district personnel.*

I have read and acknowledge the *Regulations for Use of School Buildings and Grounds*.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_  
Title \_\_\_\_\_ Date \_\_\_\_\_