



Please use the attached forms when applying for building/field use at Rye Neck U.F.S.D.

When sending forms for approval, please also send a Certificate of Insurance listing

**Rye Neck U.F.S.D.
as
CERTIFICATE HOLDER.**

Also, on Certificate under "Description of Operation", the following needs to be included:

"The Rye Neck U.F.S.D. and the Rye Neck Board of Education are additional insured with respect to liability arising out of the use by the insured."

The above must be obtainable or included for your application to be considered.

Thank you.

Jeannie DeBartolo
Business Office

RyeNeck Schools

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310 Hornidge Road
Mamaroneck, NY 10543
(914) 777-5200
(914) 777-5201 – Fax

APPLICATION FOR USE OF BUILDINGS & GROUNDS

Complete and file with Principal of School in question or the Superintendent's Office.

NOTE: School activities always take precedence over outside activities.
The Board of Education reserves the right to cancel all permits.

1. Application in behalf of _____
(Name of Organization or Individual)
for use of the _____
(Designate rooms or facilities)
in the _____
(School)
2. Kind of activity _____
3. For single meeting of _____ the _____ day of _____, 20____.
Hours _____ to _____
For a series of meetings _____
(State the day of week, if for regular meetings)
Beginning _____ Ending _____
(Date of First Meeting) (Date of Last Meeting)
Hours _____ to _____
4. Chaperone or Chairman for preparation of the activity _____
5. Chaperone or Chairman of the activity _____
6. Permission to bring into the Building or Grounds _____
(Equipment, if any)
7. Primary Contact Person: _____
Primary Contact E-mail: _____
Primary Contact Phone Number: _____

8. What plans have been made for leaving the room or building in good condition –

9. Number of special overtime custodians requested _____.

Duties to be performed _____

10. Consent of the Superintendent of Schools will be required for the removal of furniture or setting up of chairs or apparatus, operation of equipment, providing of heat, etc. Therefore, indicate any special arrangements which may be desired.

11. The undersigned, who is to be in charge of the exercises, is twenty-one years of age or over. He/she agrees that he/she will be responsible to the Board of Education for any damage or misuse of the school property and said damage will be promptly repaired at the user's expense NO EXCEPTIONS. He/she further agrees that character of the entertainment will conform with that stated in the application.

12. Intoxicants shall not be brought onto school district facilities at any time. All posted rules must be adhered to. 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.

13. Prior to the start of the event, an announcement should be made regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, use of fire alarms, etc.

14. Smoking or other use of tobacco products is not allowed on District property.

15. 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.

Approved _____ Date: _____
Principal/Administrator

Approved _____ Date: _____
Superintendent

Attached are insurance requirements and hold harmless agreement – both of which must be signed and conformed to.



**HOLD HARMLESS AGREEMENT
USE OF FACILITY**

_____ **(Requesting organization)** does hereby covenant and agree to defend indemnify and hold harmless the Rye Neck Union Free School 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 the Rye Neck Union Free School District’s property, facilities and/or services by _____ **(Requesting organization)** and/or the activities, functions, events, affairs or proceedings of _____ **(Requesting organization)**.

Requesting Organization: _____
Signature _____
Title _____

**USE OF FACILITIES
INSURANCE AGREEMENT**

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor/permittee hereby agrees to effectuate the naming of the district as an unrestricted additional insured on the contractor's/permittee's insurance policies, with the exception of workers' compensation.
- II. The policy naming the district as an additional insured shall:
- be an insurance policy from an A.M. Best rated "secured," New York State admitted insurer;
 - provide for 30 days notice of cancellation;
 - state that the organization's coverage shall be primary coverage for the district its Board, employees and volunteers.
- III. The contractor/permittee agrees to indemnify the district for any applicable deductibles.
- IV. Required Insurance:
- **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate.
- V. Contractor/permittee 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 contractor/permittee is to provide the district with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.

Date: _____

Contractor/
Permittee: _____