

Port Jervis School District
APPLICATION FOR COMMUNITY USE OF SCHOOL PROPERTY

Date _____

- A. Sponsoring organization _____
B. Name of Specific Group (League, Club, etc.) _____
Check One 1. School Related Group 2. Youth Serving Group (City Recreation, etc.) 3. Non-profit group
4. Other (Specify) _____

C. Name of person in charge who will assume responsibility _____
Address _____ **E-Mail Address:** _____

D. Specific purpose of use requested: _____

- E. Check specific facilities requested: School _____ # of Rooms _____
 Gymnasium Locker Room Showers Playfields Auditorium Cafeteria General Purpose Room
 Multi-Purpose Room Other (Be Specific) _____

F. School Equipment – Use of school equipment will be listed to those of fixed or permanent status (i.e.): volleyball nets, ping pong tables, etc. (Items such as basketballs, volleyballs, etc. must be supplied by the sponsoring group). School equipment damaged or removed during activity will be the responsibility of the sponsoring group or organization, and will be billed for damage, repair or replacement.

G. List of equipment, apparatus, etc. that will be brought into the building or onto school grounds: _____

H. Date(s) requested: _____ Alternate Date(s): _____
(List ALL dates specifically if more than one day is requested)
Hours: From _____ A.M. or P.M. (circle) To _____ A.M. or P.M.
Admission Charge Yes _____ No _____

I. Insurance: Minimum \$1,000,000 Liability Insurance Coverage. Indicate type, amount and carrier: _____
_____ (Attach certificate of insurance to this form.) NOTE: THIS APPLICATION WILL BE RETURNED UNAPPROVED UNLESS THE PROPER LIABILITY COVERAGE IS PROVIDED.

J. SUPERVISION: Supervision is required for youth serving group. Each area in use will require adult supervision (areas to mean a room, gym, shop, etc.) where co-educational activities take place. An adult male or female supervisor must be on duty for the full time of the activity in each area used. If it is a co-educational activity, will both male and female adult supervisors be on duty in each area for the full period of use? Yes No NOTE: THIS APPLICATION WILL BE RETURNED UNAPPROVED UNLESS THE PROPER SUPERVISION IS PROVIDED.
Name of Supervisors: 1. _____ 2. _____ 3. _____ 4. _____

Organization sponsoring events involving large public attendance, such as basketball games and dances, must arrange for police protection during the period the building is occupied. Arrangements and payments for services will be the responsibility of the requestee. How much police supervision will be provided. _____

K. ADMISSION FEE: Will admission be charged? Yes No

I agree, on behalf of the sponsoring organization, that we will properly supervise and police the facilities; that ALL rules and regulations will be observed; that we shall be responsible for the conduct of the people admitted, and as an organization, will assume full financial responsibility for any and all damages due to said property during the period of use. I also understand that this event must be open to the general public. *The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the District for the use and care of the facilities. He/she, on behalf of the Organization 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 Organization.

SIGNED _____ Title _____
Officer or Authorized Representative for Organization

ADDRESS _____ Telephone _____

SPACE REQUESTED IS AVAILABLE _____ APPROVED _____

*New statement added 5/8/09 Principal or Authorized Representative Superintendent of Schools

Port Jervis School District
9 Thompson Street, Port Jervis, NY 12771
Community Use of School Facilities

GENERAL: Community groups shall be permitted to use school facilities for worthy educational purposes, civic or charitable purposes, or sponsorship by an organization operated for private gain (such use shall be non-exclusive and shall be open to the general public) when such uses will not interfere with the school program. All arrangements shall be subject to the provisions which follow.

GRANTING OF APPROVAL The Board of Education requires that a sufficient amount of time be allowed for the thorough investigation of any application for permission to use school facilities.

One (1) completed copy of the APPLICATION FOR THE USE OF SCHOOL PROPERTY will be submitted to the Office of the Superintendent of Schools, 9 Thompson Street, Port Jervis, New York 12771 at least eight (8) days prior to the next Board of Education meeting. The Board of Education meetings are scheduled for the first and third Tuesday of each month.

USE OF SCHOOL GROUNDS: Approval will be granted when deemed in the interest of District residents and said activity will not interfere with the normal school day activity. All participants are subject to the Rules and Regulations in said use of grounds.

KEYS will not be provided to any group. No interior building facility will be used UNLESS A CUSTODIAN IS ON DUTY.

RULES AND REGULATIONS

1. NO SMOKING IS PERMITTED ON SCHOOL PROPERTY.
2. NO ALCOHOLIC BEVERAGES may be brought into any school building or onto any school property.
3. NO ALTERATION is to be made in light adjustments, curtains, stage property, furniture, walls, or other school property.
4. SCHOOL FURNITURE OR PROPERTY is not to be removed from one part of the building to another without previous permission of the principal. This includes piano, chairs, tables, special equipment, etc.
5. If a school piano is to be removed from the stage to the floor, or vice-versa, the moving must be done by the organization requesting it, at its expense, and the organization must assume responsibility for any damage resulting from such moving.
6. LIABILITY – The Board of Education requires that it is protected from any liability which may be incurred by such use of its facilities by insurance coverage to at least \$1,000,000 limits. A Certificate of Insurance must be submitted with the Application for School Use. **The Port Jervis School District and the Board of Education shall be listed as an additional insured.**
7. ARRANGEMENTS – Must be made with the Building Principal well in advance of the use date after the application has been approved by the Board of Education and the Superintendent, for use of facilities.
8. CUSTODIAL SERVICES – Solely for the accommodation of the applicant using the building facility or where such duty of the custodial or custodial staff, will be charged to the organization at the customary hourly rate.
9. UTILITIES when required (heat and light other than normally needed) will also be billed.
10. FIRE DEPARTMENT REGULATIONS must be observed at all times.
11. GENERAL SUPERVISION AND POLICE PROTECTION will be in accord with the policy as stated on the application.
12. CHARGED ADMISSION – An organization using the school facilities for functions to which admission is charged is required by the law to make proper accounting of the funds so raised. A complete Financial Report must be filed with the Superintendent of Schools no later than 30 days following the use of school facilities.
13. The Board of Education reserves the right to cancel this agreement at any time. Inaccurate or incomplete statements as to the use of any facilities will result in cancellation of the agreement.
14. POLICING OF FACILITIES AFTER USE – It is expected that after the completion of each activity, that the building and/or grounds will be policed to the extent that the area is returned to its prior condition. Any additional expenses incurred in cleanup following the activity, will be charged to the user and non-approval of future application.
15. PARKING will be in the designated areas only.
16. BUILDING ENTRY AND EXIT will be made at the main doors of each school with the exception of the Middle School. Middle School, for gym activity, entry will be through the North front door. Participants parking in the rear may use the rear gym doors. The custodial entrance may be used for activities in the South end of the building.
17. AREA USE – Presence in any school building will be limited to that area of approved use, entry and exit leading directly to said area. Participants are not allowed to roam the building at will. Any violation here may lead to immediate cancellation of school or facility use by the requestee.
18. LIMITS ON RESERVATIONS OF MULTIPLE DATES – The Board of Education reserves the right to limit the number of dates which can be reserved in advance for one building/facility, to not more than 6 calendar months in advance or to not more than the school semester, whichever is more appropriate at the time the school use request is approved.