

Port Jervis City School District B&G Dept. 20 Rt. 209 Port Jervis, NY 12771
APPLICATION FOR USE OF SCHOOL FACILITIES BY NON-SCHOOL RELATED ORGANIZATIONS

APPLICATION MUST BE MADE NO LESS THAN TWO WEEKS PRIOR TO INTENDED DATE OF USE

PLEASE COMPLETE AND RETURN TO THE BUILDING PRINCIPAL OF THE FACILITY FOR WHICH THE APPLICATION IS BEING MADE

Event Title	Event Description		
Name of School or Facility to be Used	Rooms to be Used		
Date or Dates	Time:	From:	To:
Will kitchen or kitchen equipment be used? Yes() No() .If Yes , please check the food service/kitchen equipment box in the set up requirement field below with specific instructions.	Kitchen may not be entered without staff present. The district will invoice the organization for services of the employee.		
Will a concession stand be used? Yes() No() If yes, please check the Concession Stand box in the set up Requirement field below with specific instructions.	Will organization provide their own grill to be used on school grounds? Yes() No()		
Organization Requesting Use of School Facilities	Representative of Organization		
Representative's Address	Email	Phone	
Will Admission be Charged? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state amount \$ _____	How will Admission Funds be Used?		
Insurance - Minimum \$1,000,000 liability insurance coverage required. THIS APPLICATION WILL BE RETURNED UNAPPROVED UNLESS THE PROPER LIABILITY COVERAGE IS ATTACHED.			
<p>I agree, on behalf of _____, 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 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 District's property, facilities and/or services by organization.</p> <p align="center">_____</p> <p align="center">Date of Application Sign Here</p>			
<p>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.</p> <p>Name of Supervisors: 1. 2. 3. 4.</p>			

Organizations requesting the High School Auditorium – please note district approved personnel are required for use of lighting and sound.

OVER

Set up Requirements, please check box and enter specific needs in appropriate section.

<input type="checkbox"/> ADA Accommodations	
<input type="checkbox"/> Air Conditioning	
<input type="checkbox"/> Athletic Fields	
<input type="checkbox"/> Audio/Visual	
<input type="checkbox"/> Cafeteria	
<input type="checkbox"/> Concession Stand	
<input type="checkbox"/> Custodial	
<input type="checkbox"/> Event Set Up	
<input type="checkbox"/> Food Service	
<input type="checkbox"/> Grounds	
<input type="checkbox"/> Heating	*If using classrooms in winter the room temperatures are scheduled to decrease to a set temperature after school. Be sure to mark this box if you would like the temperature increased.
<input type="checkbox"/> Kitchen Equipment	
<input type="checkbox"/> Scoreboards	

Number Attending Event _____

DO NOT WRITE BELOW THIS LINE – FOR USE OF SCHOOL DISTRICT ONLY		
Building Principal <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date Approved	Signature
Remarks		
Asst. Supt. For Business	Date Approved	Signature
APPLICANT NOTE: THIS APPLICATION IS HEREBY APPROVED BASED ON CONDITION(S) CHECKED BELOW:		
Fee Required For: <input type="checkbox"/> Custodial <input type="checkbox"/> Kitchen Employee <input type="checkbox"/> Heat <input type="checkbox"/> Electricity		
Remarks		

The Board of Education reserves the right to deny use of school grounds to anyone if, in the opinion of the Board, it would not be in the best interest of the school District.

THE USE OF A SCHOOL FACILITY IS SECONDARY TO THE EDUCATIONAL PROGRAM AND USE BY A NON-SCHOOL RELATED ORGANIZATION MAY BE CANCELLED, TEMPORARILY OR PERMANENTLY, IF THE FACILITY IS NEEDED FOR ITS PRIMARY PURPOSE.

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.

The completed APPLICATION FOR THE USE OF SCHOOL PROPERTY will be submitted to the main office of the building you are requesting for use. This must be submitted no less than two weeks prior to intended date of use.

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 – If special arrangements are needed for building use or any district equipment arrangements must be made with the Building & Grounds department well in advance of the use date after the application is approved.
8. CUSTODIAL SERVICES – If an organization is requesting use of a facility outside of the normal work hours of district custodial staff the organization will be charged at the customary hourly rate.
9. FIRE DEPARTMENT REGULATIONS must be observed at all times.
10. GENERAL SUPERVISION AND POLICE PROTECTION will be in accord with the policy as stated on the application.
11. 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 Assistant Superintendent of Business no later than 30 days following the use of school facilities.
12. 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.

13. 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. In addition it may result in non-approval of future applications.
14. PARKING will be in the designated areas only.
15. BUILDING ENTRY AND EXIT will be made at the main entrance of each school. However for activities scheduled in the Middle School gymnasium the entrance door closest to the gym will be used.
16. 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.
17. 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 year, whichever is more appropriate at the time the school use request is approved.

Completed forms can be faxed to the appropriate building.

ASK 845-858-2894 Middle School 845-858-2893

HBE 845-754-7355 High School 845-858-2895