

ROSLYN PUBLIC SCHOOLS
FACILITIES PERMIT APPLICATION

For Organizations approved as Roslyn Public Schools Facilities Users

Please submit application to the Facilities Department: Fax - 801-5458 / Information - 801-5450

School/Building _____ Room(s) or Field(s) Requested _____

Date(s) Requested: _____ Alternate Date(s) _____

Hours: from _____ to _____

Purpose of use (be specific) _____

Set-up request _____

I certify that the organization which I represent will abide by all district regulations & insurance requirements pertaining to facilities use as well as policies regarding nondiscrimination and any applicable laws. I also understand that:

- ***Even with this permit, school activities take precedence over all other use of facilities. Applicant's permit for the use of a facility may therefore be cancelled at short notice to accommodate a school activity.***
- ***Where applicable, fees entitle applicant to the use of the requested facility during the time period indicated on the permit. Costs for custodial or other services related to set-up or clean-up may be charged additionally.***

Name of organization: _____

Print name of applicant

Telephone (home, cell, fax)

Position of applicant within the organization

Address of applicant

City, State, Zip

Signature of applicant

Date of application

[Permit holder agrees to the terms of the Indemnification Agreement on the other side of this form]

FOR OFFICIAL USE ONLY

Classification _____

Approval

Cost _____

Date

Insurance Certificate on file _____ attached _____

Estimate of staff required _____

Copy to: Applicant
 Buildings & Grounds Dept. (Actual costs incurred if different from above: _____)
 Principal
 Head Custodian

PERMIT PROCEDURES

1. All permits for the use of school facilities shall be restricted to responsible organizations under the provisions of Policy 1500. Applicants must satisfy the issuing officer that they represent responsible local organizations, that they will guarantee orderly behavior and that they will underwrite any damage due to their use of the premises. The school district reserves the right to request rosters of participants in the activities of applicants to verify that they are organizations whose participants are predominantly Roslyn School District residents and thereby eligible for preferential consideration over other organizations.
2. Each applicant must provide the district with an insurance certificate naming:
Roslyn UFSD and Roslyn Board of Education
P.O. Box 367, Harbor Hill Road, Roslyn, NY 11576
as Additional Insured. [Additional information follows in the next section.]
3. The district administration shall make available applications for use of school facilities. An applicant who signs a permit application thereby agrees to abide by these regulations and procedures and all other applicable laws and district policies.

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 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.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers including a waiver of subrogation in favor of the District 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 (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District. 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 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.
 - **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 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.

Note to Subscribers Regarding Use of Facilities

Once again, to increase the likelihood of transferring the financial responsibility to adjust a loss from the subscriber to a facility user, we continue to recommend subscribers use the following language on all use of facilities forms or applications. Facilities users must sign or agree to this language.

REGULATIONS FOR FACILITIES USE

1. Priority for all facility space shall be determined as follows:
 - a. Regular school activities, including classes, clubs, teams, etc.
 - b. Adult Continuing Education Program activities.
 - c. Approved non-school groups, assigned in the order in which their applications are received, with preference given to organizations whose participants are predominantly Roslyn School District residents. **Permits are not issued to for-profit entities.**
2. Time of occupancy shall terminate at 10:45 p.m. unless the user's permit indicates that prior arrangements have been made for payment of added custodial overtime costs.
3. Applications for use of school facilities must be submitted at least 4 weeks before the anticipated use. Fees set according to the schedule enumerated in Policy 1500 must be paid promptly upon receipt of an invoice from the school district. Failure to pay fees will result in revocation of permit and/or withholding of approval of future permits.
4. Notification to cancel an activity for which space has been reserved must be made by the applicant in writing at least 3 business days in advance. In case of cancellations due to inclement weather, applicant must notify the district within 3 business days after the cancelled event or activity. Any actual costs incurred by the district due to cancellation without 3 business days' notice will be billed to the organization. Late cancellation or schedule changes will not result in reduced fees. In the event of cancellation by the district, notice will be given as far in advance as possible. The Board reserves the right to make such cancellation at any time without liability therefore.
5. Any activity carried on in school facilities shall be according to New York State Law and in conformity with Village and Town Ordinances and district policies and regulations. No meeting shall be held in a school building:
 - a. for the purpose of advancing any doctrines or theory subversive to the State of New York or the United States of America.
 - b. for the purpose of advocating social or political violence or which is of a nature likely to incite such violence.
6. The Board of Education, because of its responsibility for protecting the school district's buildings and property, may restrict use of space within buildings and grounds to certain times and areas. It may also revoke a permit at any time and must have free access to all rooms at all times. When schools are closed due to inclement weather, scheduled community use shall be automatically cancelled.
7. Smoking is not permitted in school buildings or on school grounds. Alcoholic beverages may not be brought to or consumed in school buildings or on school grounds. Commercial products or promotional materials may be exhibited or displayed with the prior consent of the Superintendent of Schools or his/her designee, but only for the period of time covered by the permit application.
8. No food or drink (other than water in bottles or other closed containers) is permitted in gymnasiums at any time. Chairs and tables may not be placed on gym floors or other playing surfaces. No pets are permitted anywhere on school grounds or in school buildings.
9. Organizations receiving permission to use school facilities are responsible for the conduct of both participants and spectators and for making provision to handle anticipated crowds. Underage participants must be properly supervised at all times. Improper conduct, vandalism or other misuse of school property may result in the revocation of the permit. The cost of repairing damage caused by such misuse will be charged to the applicant.
10. Admission charges for activities held in school facilities shall be made only for educational and/or charitable purposes. Activities must be open to the public. Non-school groups sponsoring or presenting programs for which admission is charged are required to file a copy of the Statement to the Collector of Internal Revenue with the Superintendent. The Board of Education will not be liable for the payment of any taxes due on admission charges.
11. The use of audio/visual or any other equipment is solely the responsibility of the applicant. The school district does not loan the use of equipment for non-school-related activities.

TURF FIELD REGULATIONS

Additional regulations for the use of the synthetic turf field at Roslyn High School will be provided to applicants for the use of that facility.