

AMAGANSETT UNION FREE SCHOOL DISTRICT
Application for Use of School Facilities – School Year 2020-2021

Name of organization: _____

Contact person: _____ Cell #: _____ Telephone #: _____ email #: _____

Type of activity (purpose) _____

Date(s) & days of week needed: _____ Time _____

Number of people _____ Adults (over 12 yrs) _____ Children (12 and under) _____

Who will supervise the group when using the building (name(s), phone/cell #, telephone #, email) during this particular event?:

Cell #: _____ Telephone #: _____ email: _____

Cell #: _____ Telephone #: _____ email: _____

Section of Building requested: Classroom _____ Gymnasium _____ Library _____ Fields _____ Art Room _____

Other: _____

Will there be a registration fee for this event? _____

Attach Insurance with Amagansett Union Free School District as additional insured.

_____ (Name of Organization) does covenant and agree to defend, indemnify and hold harmless the Amagansett Union Free School 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 any way connected with the actual or proposed use of the Amagansett Union Free School District property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of _____ (Name of Organization).

_____ (Name of Organization) understands and agrees that its use of Amagansett Union Free School District's property and facilities includes, but is not limited to, all areas identified in the application and/or permit, and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as "incidental areas"). _____ (Name of Organization) agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

Signature _____ **Title:** _____

ACTION BY DISTRICT:

Principal:	Approved _____ (Signature & Date)	Denied _____ (Signature & Date)
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Director of Technology	Approved _____ (Signature & Date)	Denied _____ (Signature & Date)
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Buildings & Grounds:	Approved _____ (Signature & Date)	Denied _____ (Signature & Date)
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Superintendent of Schools:	Approved _____ (Signature & Date)	Denied _____ (Signature & Date)
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THIS FORM MUST BE SUBMITTED AT LEAST 3 WEEKS BEFORE DATE REQUESTED FOR USE

RULES AND REGULATIONS FOR THE USE OF SCHOOL FACILITIES POLICY

1. To the extent that such use does not interfere with students' use, or the maintenance of, school district facilities may be used by district residents for activities which are educational, cultural, social, recreational or civic in nature, primarily for the benefit of district residents and consistent with all applicable state laws. Any such use, however, shall not be deemed an endorsement of the activity for the purpose for which the facilities are used.
2. The person(s) who sign the request for facilities use (or a designee) is responsible for the facilities used and for the people supervising the activity.
3. Approved applications may be canceled at any time if necessary for school use.
4. The Board of Education and school administrators must have free access to the school building at all times and reserve the right to revoke a permit at any time.
5. The Board of Education reserves the right to change the rules and regulations in any manner it may deem necessary without advance notice.
6. The Board of Education reserves the right to charge fees for room usage and staff services within the confines of existing law and regulations.
7. All state, town and local regulations affecting use of public buildings must be observed. Fire and safety regulations must be strictly enforced.
8. Any group granted permission to use school facilities must provide adequate responsible adult supervision.
9. Any group granted permission to use school facilities is responsible for the care of the building while it is being used by their organization. They are to insure order and the safety of all participants.
10. Any group granted permission to use school facilities will be responsible to promptly reimburse the school district for any loss or damage to any school property caused as a result of their use.
11. Any group granted permission to use school facilities will not make any alterations in school property or equipment.
12. It shall be the sole responsibility of the using group to provide all necessary insurance (One million dollars) and assure that the Amagansett Union Free School District, its representatives, agents and employees will be held harmless from all claims, liabilities, suits or damages from employees, participants or spectators to the activity. The district must be named as additional insured.
13. Positively no alcoholic beverages, drugs or illegal substances are to be brought in or consumed on the premises.
14. No weapons or dangerous instrumentality may be brought on school premises.
15. Positively no smoking is allowed on school property or in school buildings.
16. All space must be left in a clean and orderly condition.
17. No school equipment may be used, except as expressly permitted.
18. Normally applications to use school facilities for specific activities must be received at least 21 days prior to the requested date of use, and such applications must be submitted on official forms provided by the district.
19. All use of school facilities must be open to the general public.
20. No individual or group shall be permitted to use school facilities in any way or manner for personal or private gain.
21. Any group granted permission to use school facilities must conclude its meeting or activity and vacate the building by 9:00PM unless expressly approved otherwise.
22. Admission charges to activities held in school facilities/grounds must be stated by the user on the application.
23. Roster lists must be attached to the completed application or submitted prior to the first use of the facilities.
24. All applications must be renewed on yearly (July 1-June30) basis.

**AMAGANSETT UNION FREE SCHOOL DISTRICT
POLICY CODE #3280**

COMMUNITY USE OF SCHOOL FACILITIES

To the extent that such use does not interfere with students' use, or the maintenance of, School District facilities may be used by District residents for activities which are educational, cultural, social, recreational or civic in nature, primarily for the benefit of District residents and consistent with all applicable state laws. Any such use, however, shall not be deemed an endorsement of the activity for the purpose for which the facilities are used. In accordance with the law, District facilities may not be used by community groups for aiding any religious purpose or for any denominational doctrine, instruction or service.

Groups wishing to use the facilities must secure written permission from the Superintendent and abide by the rules and regulations established for such use. The Superintendent of Schools shall develop regulations, subject to approval by the Board, for the use of any school facility. The Superintendent shall designate a coordinator (Head Custodian or District Clerk or Physical Education Teacher or any combination of these) to schedule the use of school facilities, ensure that economical use is made of the time and space available, and issue approved building usage forms.

In addition to compliance with all applicable state laws, the regulations must:

1. Assure the protection of school property;
2. Provide for the health and safety of all people involved in the activity;
3. Establish guidelines to determine when a fee should be charged for an activity or the use of a school facility;
4. Provide fee schedules for when the use of a facility is to be charged to the user;
5. Require payment for any damage or loss, whether or not a fee for use has been charged; and
6. Require that the user maintain adequate insurance (\$1,000,000. minimum) to protect the district.

The Superintendent has the right to request the following information when an application is submitted:

- a. Constitution of the organization
- b. By-laws currently in effect
- c. Names of officers
- d. List of members

All building usage forms for the use of any school facility will be issued for specified hours, are non-transferable, and are restricted to the specified purposes for which issued. The Superintendent may revoke any permit at any time.

If the activity for which the permit is issued advocates a position on a topic or issue, the Superintendent has the right to require that the activity provide equal time to individuals advocating alternative positions on said issue or topic.

The Superintendent may make interim changes in the regulations in appropriate situations, but must tender notice to the Board. Permanent changes in the regulations must be approved by the Board.