



**USE OF FACILITIES REQUEST
NORTH COLLINS CENTRAL SCHOOL DISTRICT**

**READ ALL REQUIREMENTS AND RETURN ALL PAGES OF
COMPLETED APPLICATION WITH INSURANCE DOCUMENTATION TO:**

**ATTENTION: DISTRICT OFFICE
NORTH COLLINS CENTRAL SCHOOL DISTRICT
P.O. BOX 740
NORTH COLLINS, NY 14111**

INFORMATION ABOUT GROUP

Name of Organization or Individual: _____

Mailing Address: _____

Email Address: _____ Phone: _____

INFORMATION ABOUT INTENDED USE OF SCHOOL DISTRICT FACILITIES

Date(s) Requested: _____

Start Time: _____ End Time: _____

Facilities Requested: High School _____ Elementary _____

Room/Area(s): _____

Equipment Requested: _____

If equipment requested, state for what purpose: _____

Describe use or activity: _____

Total Participants Expected: _____ Number of District Residents Expected: _____

Is an admission fee charged? Yes _____ No _____ If yes, list fee: \$ _____

Supervisor in charge at event: _____ Contact Phone Number: _____

INDEMNIFICATION AGREEMENT

_____ (Name of Organization) does covenant and agree to defend, indemnify and hold harmless the North Collins Central 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 North Collins Central School District's property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, spectator, contractor or subcontractor of _____ (Name of Organization).

_____ (Name of Organization) understands and agrees that its use of North Collins Central 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.

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 North Collins Central School District for the use and care of the facilities.

Name of Organization's Representative (printed) _____

Signature of Organization's Representative _____

Address: _____ Phone Number: _____

NORTH COLLINS CSD FACILITY USE REQUIREMENTS

The use of all District facilities shall be subject to the approval and rules of the Board of Education administered by the Superintendent.

1. Organizations wishing to use District facilities shall first apply to the District Office on the prescribed form.
2. In the event of inclement weather, the Superintendent or his/her designee has the final authority on whether facilities are usable.
3. Intoxicants shall not be brought onto District facilities at any time.
4. All posted rules must be adhered to.
5. 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.
6. Any damage to District facilities shall be promptly repaired at the user's expense. No exceptions. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
7. Organizations using the facilities must clean up afterward.
8. Permits may be revoked at any time.
9. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
10. The fee for use is payable after use is completed. Your organization will be billed.
11. The phone number for police is 716-337-3214; fire 716-337-3294. Call 911 for emergencies.
12. Smoking or other use of tobacco products or E-cigarettes is not allowed on District property.
13. 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 written prior approval.
14. The District does not discriminate on the basis of race, color, national origin, physical impairment, gender, gender identity, or sexual orientation in its educational programs or employment services.
15. All users must provide the following insurance prior to using facilities.

FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT.

- A. 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 as an Additional Insured on the facility user's insurance policies, except for workers compensation and NY State Disability Insurance.
- B. The policy naming the District as an additional insured shall:
 - Be an insurance policy from an A.M. Best A-rated insurer or better licensed to conduct business in New York State. A New York State licensed and admitted insurer is strongly preferred.
 - 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.
 - Additional insured status for General Liability coverages shall be provided with stand or other endorsements that extend coverage to the District (CG 20 26 or its equivalent). 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.
- C. The user agrees to indemnify the District for any applicable deductibles or self-insured retentions.
- D. Minimum Required Insurance:

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

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.

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.

Umbrella/Excess Insurance

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.

- E. 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.
- 16. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures. For example pointing out posted procedures, directions for exiting, how to respond to a fire alarm, etc.
- 17. In the event of an accident, please notify the custodian on duty, or call the business office the next morning at 716-337-0101.

ADDITIONAL ATHLETIC COMPLEX RULES

- 1. NO metal cleats.
- 2. NO seeds, gum, food, or chewing tobacco.
- 3. NO sugared drinks in the dugouts or on the turf, WATER ONLY. Any drinks other than water may be consumed on the pavement OUTSIDE the dugouts.
- 4. DISPOSE of all trash properly.
- 5. NO soft toss, throwing, hitting, or kicking balls into any fencing on the facility.
- 6. NO hanging signs from fence.

NORTH COLLINS CENTRAL SCHOOL DISTRICT USE OF FACILITIES FEE SCHEDULE

Hourly Charges for use of school facilities:

Facility	Non-Profit User		For-Profit User	
	Weekdays /	Weekends	Weekdays /	Weekends
Classroom	\$26.00	\$31.00	\$46.50	\$57.00
Choral Room	\$26.00	\$31.00	\$46.50	\$57.00
Band Room	\$26.00	\$31.00	\$46.50	\$57.00
Cafeteria without kitchen	\$26.00	\$31.00	\$46.50	\$57.00
Cafeteria with kitchen	\$26.00	\$31.00	\$46.50	\$57.00
Media Center	\$26.00	\$31.00	\$46.50	\$57.00
Conference Room	\$26.00	\$31.00	\$46.50	\$57.00
Auditorium	\$26.00	\$31.00	\$46.50	\$57.00
Gym without locker room	\$41.50	\$51.00	\$77.50	\$96.25
Gym with locker room	\$41.50	\$51.00	\$77.50	\$96.25
Gym with equipment	\$41.50	\$51.00	\$77.50	\$96.25
Turf Softball Field	\$300.00	\$325.00	\$500.00	\$550.00
Turf Baseball Field	\$300.00	\$325.00	\$500.00	\$550.00
Turf Soccer Field	\$300.00	\$325.00	\$500.00	\$550.00

The Superintendent of schools reserves the right to waive, reduce or transfer facility use fee.

Office Use Only:		DISTRICT OFFICE DETERMINATION	
School Fee Required?	Yes _____ No _____	Hourly Rate:	_____
Custodial Fee Required?	Yes _____ No _____	Hourly Rate:	_____
Insurance Documentation Received?	Yes _____ No _____	Insurance Expiration Date:	_____
Approved by Superintendent?	Yes _____ No _____		
Signature of Superintendent:	_____	Date:	_____