

# HAMBURG CENTRAL SCHOOL DISTRICT

## Application for Use of Facility

Requests for the use of school areas shall be made directly to the building principal. For recreational use, the application should be directed to the Director of Health, Physical Education and Recreation at Hamburg High School. Two weeks advanced notice is requested. All organizations are required to complete school district safety training video prior to approval.

NAME OF SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

I, the undersigned ask permission be granted for the use of the school facilities subject to the regulations stated on the reverse side of this application. I agree as representative of the organization, to be in attendance during this activity.

This is a: \_\_\_\_\_ SCHOOL-SPONSORED ACTIVITY \_\_\_\_\_ STUDENT CLUB \_\_\_\_\_ \*NON-SCHOOL GROUP

\*NON-SCHOOL GROUPS must submit a **CERTIFICATE OF INSURANCE** and the **REQUIRED CG2026 FORM** with this facilities use form. Please see requirements item #1 on page 2 of this form.

APPLICANT (PERSON) RESPONSIBLE FOR FACILITY: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

(REQUIRED FOR SAFETY TRAINING LINK)

ALL REQUESTS must include every date(s) requested and the exact hours of use.

Day & Date(s)	Time (am/pm)	Day & Date(s)	Time (am/pm)
_____ From _____ To _____		_____ From _____ To _____	
_____ From _____ To _____		_____ From _____ To _____	
_____ From _____ To _____		_____ From _____ To _____	

**No request will be approved without specific dates and times listed.**

### FACILITIES REQUESTED

School Area Use	General Use	Athletic Use
<input type="checkbox"/> Auditorium	<input type="checkbox"/> Parking Lots	<input type="checkbox"/> Howe Field
<input type="checkbox"/> Music Room	<input type="checkbox"/> Lavatories	<input type="checkbox"/> Track
<input type="checkbox"/> Cafeteria*	<input type="checkbox"/> Coat Rack	<input type="checkbox"/> Baseball Diamond
<input type="checkbox"/> Stage	<input type="checkbox"/> Locker Room	<input type="checkbox"/> Softball Diamond
<input type="checkbox"/> Dressing Rooms		<input type="checkbox"/> Tennis Court
<input type="checkbox"/> LMC		<input type="checkbox"/> Other-List _____
<input type="checkbox"/> Classroom (Room Number) _____		
<input type="checkbox"/> Equipment Requested _____		

\*Note: Cafeteria does not include Kitchen facilities unless otherwise requested.

Organization making request: \_\_\_\_\_

Purpose facility is requested: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

Remarks: \_\_\_\_\_

**NOTE: THE SCHEDULING OF ALL SCHOOL PROGRAMS SHALL TAKE PRECEDENCE OVER OUTSIDE REQUESTS.**

Facility Use Fee Schedule
A minimum of 2 hours is charged for opening & closing a building/field if applicable. The fee per hour is \$50.00 per custodian when staff is not regularly scheduled.

Turf Field	
Non-School Groups	
Field Use Only	\$50.00/hr.
Field Use & Press Box	\$75.00/hr.
Field Use, Press Box & Lights	\$100.00/hr.
Village Recreation	½ Rate

Fee: \$ \_\_\_\_\_  
 Received \_\_\_\_\_  
 Safety Training \_\_\_\_\_  
 CG2026: \_\_\_\_\_

I have has read the rules and regulations, and assume responsibility for the conduct of the person(s) and organization present, and for any damages to the school property, which is a result from its use. All individuals shall participate at their own personal risk. Additional supervision <sup>and/or</sup> custodial services may be required. This will be charged to the organization at the rate of \$ \_\_\_\_\_ per hour, per person assigned. Your organization will be billed for all services. **PAYMENT IS REQUIRED 10 DAYS BEFORE THE USE OF FACILITIES.** Kindly remit check payable to "Hamburg Central School District".

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### PLEASE READ CAREFULLY RULES AND REGULATIONS FOR USE OF FACILITY

All organizations must comply with all applicable federal, state and local laws. In addition, the District expects all organizations to:

1. **Maintain Commercial General Liability Insurance of at least \$1 Mil. per occurrence with a \$2 Mil. Aggregate. The policy must name the Hamburg Central School District as unrestricted additional insured. The District must be listed as Additional Insured using ISO Endorsement Form CG2026 or Broader.** The policy must be from an A.M. Best rated "secured" New York State licensed insurer, must also contain a 30 day notice of cancellation, and state the organization's coverage shall be primary for the District, its' Board, employees and volunteers. The user agrees to indemnify the District for any applicable deductibles. 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 user is to provide the District with a certificate of insurance evidencing the above requirements have been met. Failure of the District to object to the contents of the certificate or absence of the same shall not be deemed a waiver of any and all rights held by the District.
2. Admission fees are not to be charged when proceeds are to be expended for educational or charitable purposes, except as provided by law.
3. Religious or political groups for religious or political purposes shall not use school facilities, except as provided under the conditions of Policy & Regulation #1336, "Use of Facility - Limited Open Forum".
4. Organizations **must** assume all responsibility for keeping order, and keeping buildings & grounds clean, neat and orderly.
5. All costs resulting from careless use of or damage to the facility will be assessed against the applicant responsible for the facility.
6. Only the facilities specified are to be used. Special care shall be taken to use and vacate the facility at the designated times.
7. As per NY State Law, **smoking and alcoholic beverages are prohibited on school property at all times.** Infraction of these rules shall be just cause for revoking this application.
8. There shall normally be no charge for use when school is in session and during normal custodial work schedules. However, custodial services and/or kitchen services deemed necessary by the Building Principal, Food Service Director, or Buildings & Grounds Department shall be furnished and billed under all other circumstances to the person or organization responsible. See Facilities Use Fee Schedule for rates.
9. All requests are to be approved by the Building Principal or Director of HPER. No changes shall be made without knowledge and written consent of the Building Principal or Director of HPER.
10. Any change of responsible party shall immediately be reported in writing to the Building Principal or the Director of HPER.
11. Accidents resulting in injury to any person, or damage to any property, must be reported in writing within 24 hours to the Building Principal or the Director of HPER, by the organization representative.
12. Any person responsible for an activity shall have the approved application with them permitting the use of facility.
13. It is the responsibility of the participants in the program to bring their locks to lock valuables. **Hamburg Central School District is not responsible for lost articles.**
14. Organizations requesting the pool should note the following:
  - a. One certified lifeguard per 25 persons with a maximum of 50 persons is required. Each group is responsible for providing and paying for its own lifeguard. Lifeguard certification will be required with the completed Use of Facilities form.
  - b. Organizations may never use the diving board or starting blocks.
15. The Board of Education reserves the right to alter or change any or all provisions of this agreement, or to cancel it in its entirety at any time providing that notice of such action is given in writing to such organization.
16. All requests will be considered terminated at the end of the school year.