

APPLICATION FOR PERMIT TO USE SCHOOL PREMISES

School/Building _____

Today's Date: _____ Date(s) requested: _____ Time (from-to) _____

Name of group _____ Person in charge _____

Home Phone # _____ Work Phone # _____

Address _____

Purpose of meeting _____ Expected attendance _____

Facilities requested (auditorium, cafeteria, gym, library, kitchen, fields, etc.) _____

Equipment requested, if any (piano, number of chairs, tables, other) _____ Portable toilets needed: Yes ___ No ___

Please Note: There will be a \$250 damage deposit (\$500 when using more than one facility) payable to CSD upon completion of the filing process and approval.

The following items MUST be submitted before you will be permitted to begin use of any CSD facility:
___ \$250 damage deposit ___ Proof of "NOT FOR PROFIT" status ___ Roster of ALL participants
___ Certificate of Insurance ___ Insurance endorsement ___ Rental fee (if applicable)

PLEASE SUBMIT THIS FORM 60 DAYS IN ADVANCE OF STARTING DATE. This form is to be sent to the Principal of the building for signature, and if approved, forwarded to the Assistant Superintendent. If approved, one copy will be returned to the applicant, one copy sent to the building principal and one copy will be kept on file.

AGREEMENT: I have carefully read the regulations of the Board of Education concerning the use of the school premises and agree to comply with them. I am over 21 years of age and have read this form and regulations and I agree to comply. I agree to be responsible to the District for the use and care of the facilities. I, on behalf of the organization, do 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 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 this organization.

Signature of Organization's Rep _____ Date _____

Address _____ Telephone # _____

Email Address _____ (cancellation correspondence via email only)

This permit is to be shown to the custodian on duty in the school building requested above. The custodian on duty is responsible for the care of the building and organizations using same are requested to show cooperation. NOTE: Problems arising from utilization of the facilities should be referred to the building principal.

APPLICATION APPROVED BY:

Signature of Building Principal _____ Date _____

Signature of District Administrator _____ Date _____

Building Use Charge: \$ _____ Check #/Cash: _____ Date: _____
(Must be paid in advance of dates request)

PLEASE SEE RULES AND REGULATIONS ON THE BACK

RULES AND REGULATIONS FOR USE OF SCHOOL PREMISES

These regulations have been established in conformance with the regulations state in Section 414 of the Education Law of the State of New York.

1. An application for use of the school premises may be secured from the building principal of the school to be used. If central office is to be used an application may be secured from the office of the Assistant Superintendent for Business. Said application must be completed in duplicate and returned to the principal for signature.
2. If approval is granted for the use of school premises, one copy of the approved application will be presented to the applicant, one to the building principal, and one filed in the central office. If approval is granted for the use of central office, one copy of the approved application will be presented to the applicant and one copy filed in the office of the Assistant Superintendent.
3. The application shall not be transferable.
4. The applicant will not be admitted to the premises prior to the time stipulated on the application and must vacate the premises by 11:00 p.m. Any deviation from this rule must be approved by the Superintendent. The Board of Education reserves the right to attach an appropriate fee for additional time granted. The custodian on duty has the authority of the Board to request persons on the premises at 11:00 p.m. to leave so that he/she may clear the area and close the building.
5. Only those facilities and items of equipment requested and approved may be used by the applicant.
6. Vehicles and trucks are prohibited from all athletic fields. However, the Board has the exclusive right to authorize vehicles for club needs only. A truck permitted on the fields by the Board must furnish proof of insurance holding the District harmless from any liability.
7. The approved application is valid only for use on the date or dates, at the hours, and for the purpose specified in the application.
8. Upon request, approved application must be presented to the custodian of the building being used or any other representative of the Board.
9. The Board reserves the right to impose a charge for the use of the premises as follows:
 - a. No organizations will be permitted to use school facilities on Sunday without prior approval from the Board.
 - b. In order to insure that the district is not assuming additional financial burdens, all outside organizations, not limited to but including the following will be charged the normal rates when custodial staff is not on duty: Connetquot Youth Organization, Sunrise Striders, Suffolk County Department of Parks & Recreation (Athletic Festival), Connetquot Swim Club.
10. There shall be no smoking or other tobacco use on school premises.
11. The Board reserves the privilege of requiring that custodians be on duty when facilities are being used.
12. No application is valid unless signed by the principal of the school to be used and the Assistant Superintendent.
13. There shall be no gambling, no alcohol or controlled substances at any time on the school premises. Such misapplication of district premises will automatically void any previous authorization given.
14. If refreshments are to be served, this fact must be stated in the application, and the principal reserves the right to designate the area where refreshments may be served.
15. Applicants are responsible for payment for breakage or damage to school property.
16. Applicants are responsible for maintaining adequate discipline.
17. Applicants are responsible for any injury or liability incurred. The Board will require applicant to furnish proof of responsibility in the form of proper insurance subject to acceptance by the Board.
18. School district premises will not be used by any religious organization for any purpose unless given special permission by the Board.
19. Only in extreme emergencies will verbal permission be given by a building principal for use of the buildings or grounds. A written notice then must be given to the custodian on duty in the area concerned and a written form filled out at once for file purposes.
20. The building principal has prior rights to the use of the school buildings and grounds and the Board reserves the right to cancel any previously approved application for the use of the premises if any unscheduled school activity arises which needs the use of the area.
21. The Board reserves the right to cancel any approved application at any time for any reason which it may deem sufficient.
22. The Board reserves the right to make changes and/or additions to these regulations at any time.
23. The policy of the Board is that all meeting dates which fall during vacation periods are automatically canceled. However, upon the approval of the Superintendent, permission may be granted for vacation use if the groups using the buildings pay the district the appropriate rate deemed necessary in regard to the custodial staff.
24. If more than two teams will be using a field for more than three hours, the organization will be required to have two portable toilets delivered to the field before play begins. There must be one portable toilet for every 50 people, including spectators (i.e.: 300 people + 6 toilets on site).

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