

REMSENBURG-SPEONK UNION FREE SCHOOL DISTRICT

Application for use of facilities of the Remsenburg-Speonk School

I hereby apply to the Board of Education of the Remsenburg-Speonk Union Free School District for the use of certain facilities of the school as indicated below. I hereby supply the district with a Certificate of Insurance specifying the certificate holder as the Remsenburg-Speonk UFSD, naming the Remsenburg-Speonk UFSD as the additional insured, and stating the liability limit at a minimum of one million dollars.

Purpose:

Facility (room, field, etc.):

Date(s) of desired use:

Hours of use:

Numbers of persons expected to attend:

Special arrangements necessary (setting up and removing chairs, equipment, etc.):

Name of organization, if any, under whose auspices the use is requested:

Applicant's position in the organization:

Name of Person in charge of activity:

Telephone:

Applicant's Name:

Address:

Telephone:

Acceptance of Responsibility

I acknowledge by my signature below that I have received a copy of the standard administrative regulations governing the use of the school facilities requested above, as well as any special regulations considered necessary by the Superintendent for the protection of school property and those attending and/or participating in the use. I agree to abide by these regulations and accept full responsibility for making sure they are complied with and for reimbursing the district for any expense incurred by the district as the result of the use of the school. I understand that the activity will be supervised from start to finish by the person in charge of the activity. If a fee is applicable, I agree to pay it upon receiving permission for the use requested. All requested insurance requirements have been fulfilled.

Signature _____

Date _____

Upon review by the Superintendent, a permit for use will be issued. The permit must be presented to the school office or custodian upon entering the building by the person in charge specifically named on this application.

COMMUNITY RELATIONS

1210-R

Use of the Remsenburg/Speonk School Facilities Regulation

1. School activities shall have first preference.
2. The custodian on duty is to be regarded as the representative of the Board of Education.
3. There shall be no use of intoxicating beverages at any time in the school buildings.
4. There shall be no smoking on the premises.
5. Only residents or related groups of the Remsenburg-Speonk UFSD will be given permission to use our facilities.
6. Regular gym shoes must be worn when sports or games are conducted on the gymnasium floors.
7. Children's activities must be under strict supervision of adult sponsors at all times.
8. All activities must be properly supervised with the person in charge named on the application in attendance from start to finish.
9. Responsibility for order and safety must be assured by the applicant. Any damage to school property shall be reimbursed to the district by the organization using the same.
10. Appropriate insurance certificates must be on file with permit.
11. The space used shall be vacated not later than 10 PM unless specific exception is granted in the permit.
12. A detailed financial statement showing total receipts and expenses for each use of building for which admission is charged must be available on request.
13. The right to revoke a permit at any time is reserved by the Board.
14. Only those persons participating in or supervising the activity are permitted access.

Adopted: July 14, 1974

Amended: March 10, 1975

Second Amendment: January 14, 1991