

Port Jefferson Union Free School District
Use of School Buildings or Grounds

1. **Complete the attached Application for the use of school buildings and grounds.**
 - **Be the application is complete**
 - **Application must be signed by an officer**
 - **Review the attached regulations.**
 - **Review the attached fee schedule a final cost for your event will be included with your permit**
 - **Review the attached Insurance agreement and requirements and submit an insurance certificate with the required CG endorsement with your application.**
 - **If you are charging an admission fee for your event, you must complete the attached affidavit and have it notarized.**
2. **Return the completed application, insurance certificate with the CG endorsement and if applicable the notarized affidavit to:**

Port Jefferson UFSD

550 Scraggy Hill Road

Port Jefferson, NY 11777

Attn: Operations and Maintenance

3. **If you have any question please contact:**
Chris Pierre at 631-791-4261
Email CPIERRE@PORTJEFFSCHOOLS.ORG

Port Jefferson Union Free School District

Application and Permit

For Use of School Buildings or Grounds

Name of Organization Nature of Event.....

School: 1st Choice..... Date.....
 2nd Choice..... Date.....
 3rd Choice..... Date.....

AREAS REQUESTED:

HS

Auditorium
 Cafeteria
 Gym
 Bowl
 Baseball Field
 Other (Specify)

ES

Auditorium
 Cafeteria
 Gym
 APR/Gym half
 APR/Science half
 Pool
 Scraggy Field East
 Scraggy Field West
 Other (Specify)

General Information

Approx. No. of Participants
 From : am/pm to : am/pm
 Event held Monthly
 Weekly
 Day Requested: M TU WE TH FR SA SU
 % of Members living in the district:% Adults
 % Children

Equipment Requested (How Many)

Microphone.....
 Lectern.....
 Chairs.....
 Tables.....
 Other.....

Spring Street

Gym

Admission Charged?Yes.....No If yes please complete the affidavit.

Set up requirements:

Person in charge: Phone (h)
 (c)
 (w)
 e-mail:

President of Organization: Phone.....

Organization's Address:

The undersigned, an officer of the organization requesting use of school facilities, guarantees observance of all regulations governing use of the facilities of the Port Jefferson Union Free School District, payment of any charges incurred and states that the organization agrees to indemnify and save harmless the District and the Board of Education against any and all claims for damages or injury to persons or property that may be occasioned by, or arise from, the use of such facilities.

Signed.....

Print Name.....

Title..... Date.....

Address..... Phone.....

Application and Fee Schedule for Use of School Property - Administrative Regulation 1500-R

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

1. All organizations that request the use of Port Jefferson's facilities must provide a certificate of insurance naming the Port Jefferson Union Free School District as additional insured under the organization's general public liability insurance policy. The limit of liability must be no less than \$1,000,000 combined single limit for bodily injury and property damage and must specify save and hold harmless to the school district. The Board of Education reserves the right to waive and to add to this requirement on a case-by-case basis.
2. An application for use of the school premises may be secured from the office of the Buildings & Grounds Administrator. Said application must be completed and returned at least thirty (30) days prior to the requested date of use.
3. If approval is granted, a permit will be presented to the applicant.
4. The permit shall not be transferable.
5. Organizations based within the School District boundaries will have preference on availability
6. The approved permit is valid only for use on the date or dates, at the hours, and for the purpose specified in the application.
7. The approved permit must be exhibited upon request to any representative of the District.
8. The District reserves the right to impose an additional charge for the use of the premises according to the services rendered.
9. No permit is valid unless signed by the Operations & Maintenance Administrator/designee.
10. The District reserves the right to cancel any approved application at any time for any reason that it may deem necessary.
11. The Superintendent reserves the right to make changes and/or additions to these regulations at any time.
12. A damage security deposit can be required for each event. The amount of this deposit is to be determined by the Operations & Maintenance Administrator.
13. A detailed financial statement showing total receipts and expenses for each use of building(s) or grounds for which admission is charged must be available upon request.
14. Regular gym shoes must be worn when sports or games are conducted on the gymnasium floors.
15. The custodian on duty is to be regarded as a representative of the District. In no case may a school facility be used unless a district/BOCES employee is present.
16. A minimum charge, established by the Board of Education, will be paid to the custodian/security guard on duty for the performance of any duties above and beyond his/her regular work load.
17. Facilities use after 10:30 pm will not be permissible on days that school is in session.
18. Special arrangements for the use of building equipment, such as audio visual equipment, public address

systems, stage lighting systems, pianos, technology, etc., shall be made with the Operations & Maintenance Administrator or designee prior to the date of the first use of facility. Arrangements shall also be made with the Operations & Maintenance Administrator or designee for a qualified stage manager or operator, with costs paid by the organization or group. The District shall determine the fee for services for audio-visual, technology and stage facilities. All details and arrangements shall be made with the Operations & Maintenance Administrator

19. In case of an emergency, all buildings will be available to the American Red Cross, the Police Department, and the Fire Department
20. Organizations claiming not for profit status must submit proof of status.
21. To claim Port Jefferson status organizations must have 50% district resident participation and submit rosters (name and address) as proof.
22. In the case where additional custodial coverage is needed, there will be a two hour minimum.
23. All fees are to be paid within ten (10) days of the event.

Prohibited Uses of School Buildings and Property

State Education Law and the New York State Constitution specifically prohibit the following uses of school buildings and property:

1. for any purpose that will in any way interfere with the use of school buildings, grounds, or other school property by the school;
2. by any person or profit-making organization for personal or private gain, financial or otherwise;
3. for holding a social, civic or recreational meeting or other use pertaining to the welfare of the community, unless such meeting, entertainment or use shall be non-exclusive and open to the general public;
4. for a meeting, entertainment, or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or charitable purpose approved by the Board; and/or
5. for a meeting, entertainment or occasion where admission fees are charged, if such meeting, entertainment or occasion is under the exclusive control and the proceeds are to be applied for the benefit of a society, association, or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization, other than any organization of veterans or of volunteer firemen or volunteer ambulance services.

Schedule of Fees

In addition to the charges listed below, any custodial, cafeteria, and security wages and benefits deemed necessary by the Assistant Superintendent of Business can be assessed.

The District shall have the right to require a cleanup bond based on the activities to be conducted on the school district premises, which sum will be applied to any charges necessitated by the activity for cleaning of the facility as a result of the activity.

Reference: Facilities Use Schedule

Fees Schedule for Single Event	Port Jefferson Not for Profit's where NO entrance fee is charged	Non Port Jefferson Not for Profit's where NO entrance fee is charged	Port Jefferson Not for Profit's where a entrance fee is charged	Non Port Jefferson Not for Profit's where a entrance fee is charged	Other Organizations
Classroom	\$0	\$10	\$100 per event	\$150 per event	\$240 per event
Auditorium	\$0	\$25	\$240 per event	\$300 per event	\$800 per event
Gymnasium	\$0	\$25	\$240 per event	\$300 per event	\$800 per event
Pool	\$0	\$25	\$240 per event	\$300 per event	\$400 per event
Lifeguards	\$15	\$15	\$15 per hour	\$20 per hour	\$25 per event
Cafeteria (excluding use of kitchen facilities)	\$0	\$25	\$150 per event	\$200 per event	\$360 per event
Fields (+ \$120 for lights, if needed)	\$0	\$25	\$190 per day	\$250 per day	\$360 per day
Parking Lot	\$0	\$10	\$120 per day	\$150 per day	\$240 per day
Library	\$0	\$25	\$150 per event	\$190 per event	\$360 per event
Large Group Rm/ Multi-purpose Rm	\$0	\$25	\$150 per event	\$190 per event	\$360 per event
Service Fee for Custodial Service fee weekends when Custodians are not on duty in the building	\$46 per hour	\$50 per hour	\$66 per hour	\$68 per hour	\$76 per hour
Service Fee for Spring Street Custodial Service fee weekends when Custodians are not on duty in the building	\$45 per hour Sat \$60 per hour Sun	\$50 per hour Sat \$65 per hour Sun	\$65 per hour Sat \$75 per hour Sun	\$70 per hour Sat \$80 per hour Sun	\$80 per hour Sat \$90 per hour Sun
Fee Schedule for Season (Assumes One day per week)	Port Jefferson Not for Profit's where NO entrance fee is charged	Non Port Jefferson Not for Profit's where NO entrance fee is charged	Port Jefferson Not for Profit's where a entrance fee is charged	Non Port Jefferson Not for Profit's where a entrance fee is charged	Other Organizations
Classroom	\$0	\$100	\$500	\$600	\$1,500
Auditorium	\$0	\$250	\$1,000	\$1,200	\$3,000
Gymnasium	\$0	\$250	\$1,000	\$1,200	\$2,000
Pool	\$0	\$250	\$1,000	\$1,200	\$2,000
Lifeguards	\$150	\$1,000	\$1,000	\$1,200	\$2,000
Cafeteria (excluding use of kitchen facilities)	\$0	\$250	\$1,000	\$1,200	\$2,000
Fields (+ \$120 for lights, if needed)	\$0	\$250	\$750	\$900	\$1,500
Parking Lot	\$0	\$100	\$500	\$600	\$1,000
Library	\$0	\$250	\$1,000	\$1,200	\$2,000
Large Group Rm/ Multi-purpose Rm	\$0	\$250	\$1,000	\$1,200	\$2,000
Service Fee for Custodial Service fee weekends when Custodians are not on duty in the building	\$46 per hour	\$50 per hour	\$66 per hour	\$68 per hour	\$76 per hour
Service Fee for Spring Street Custodial Service fee weekends when Custodians are not on duty in the building	\$45 per hour Sat \$60 per hour Sun	\$50 per hour Sat \$65 per hour Sun	\$65 per hour Sat \$75 per hour Sun	\$70 per hour Sat \$80 per hour Sun	\$80 per hour Sat \$90 per hour Sun

Glossary of Terms

Event: A single occurrence or use of a facility up to a 4 hour period, when school is not in session.

Classroom: Charge for a single room

Pool: Includes use of the swimming facility, (lifeguards are not included)

Lifeguards: Must possess a valid Lifeguard certification as well be CPR/AED certified.

Fields: The use of a single field, e.g. baseball, softball, soccer, lacrosse, football, etc.

Season: There are three seasons as defined by the school calendar, 1st semester, 2nd semester, summer. A separate season fee must be paid for each time period.

Port Jefferson Organization: An organization whose membership consists of at least 50% residents.

Not for Profit: An charitable organization as recognized by IRS 501(c)(3) status or other IRS non-profit tax code.

Entrance Fee: Where monies are charged for admission

School organizations: PTA, PTSA, and Royal Education Foundation are considered school not for profit organizations, and therefore not subject to facility usage fees.



INSURANCE REQUIREMENTS - USE OF FACILITIES

1. 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/BOCES* as an Additional Insured on the facility user's insurance policies, except for workers' compensation and N.Y. State Disability insurance.
2. The policy naming the District as an Additional Insured shall:
 - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred. The decision to accept non-licensed and non-admitted carriers lies exclusively with the District/BOCES and may create significant vulnerability and costs for the District/BOCES.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the District/BOCES, its Board, employees and volunteers. It is the intent of this agreement that Additional insured status shall cover and extend to property and facilities including, but 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.
 - c. Additional insured status shall be provided by standard or other endorsements that extend coverage to the District/BOCES (CG 20 26) or equivalent. The decision to accept an endorsement rest solely with the District/BOCES. A completed copy of the endorsements must be attached to the Certificate of Insurance.
3. The certificate of insurance must describe the services provided by the facility user that are covered by the liability policies.
4. The facility user agrees to indemnify the District/BOCES for applicable deductibles and self-insured retentions.

***BOCES-WHEN USING SPRING ST**



5. **Minimum Required Insurance:**

a. **Commercial General Liability Insurance**

\$1,000,000 per occurrence/ \$2,000,000 aggregate, with no exclusions for athletic participants.

b. **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.

c. **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.

d. **Umbrella/Excess Insurance**

General Use

\$1 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required General Liability coverage.

Athletic and Recreational Camps

\$5 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required General Liability coverage.

6. The facility user acknowledges that failure to obtain such insurance on behalf of the District/BOCES constitutes a material breach of contract. The facility user is to provide the District/BOCES with a certificate of insurance, evidencing the above requirements have been met, prior to the event.



_____ does covenant and agree to defend, indemnify and hold harmless the
(Facility User)

Port Jefferson UFSD/BOCES 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 Port Jefferson UFSD/BOCES property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of _____.

(Facility User)

_____ understands and agrees that its use of Port Jefferson UFSD's/
(Facility User)

BOCES 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"). _____ agrees that its indemnity and insurance obligations

(Facility User)

extend to the areas identified in the application and/or permit and any and all incidental areas.

NAME

DATE

SIGNATURE

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.