

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 SURE THE APPLICATION IS COMPLETE
- APPLICATION MUST BE SIGNED BY AN OFFICER
- REVIEW THE ATTACHED REGULATIONS
- ONLY NOT FOR PROFIT CAN APPLY
- REVIEW THE ATTACHED INSURANCE REQUIREMENTS AND SUBMIT AN INSURANCE CERTIFICATE WITH THE REQUIRED CG ENDORSEMENT WITH YOUR APPLICATION

2. RETURN THE COMPLETED APPLICATION, INSURANCE & 501(C)(3) REQUIRED TO:

PORT JEFFERSON UFSD

550 SCRAGGY HILL RD

PORT JEFFERSON, NY 11777

ATTN: OPERATIONS & MAINTENANCE

3. PLEASE NOTE A 50% DEPOSIT IS REQUIRED UPON APPROVAL OF FACILITY USE, REMAINING BALANCE DUE UPON RECEIVAL OF INVOICE

4. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT:

CHRISTINE 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: _____

AREA REQUESTED: (Circle one)

Date Requested: _____

<u>HS</u>	<u>ES</u>	<u>General Information</u>
Auditorium	Auditorium/Gym	Approximate # of Participants: _____
Cafeteria	Cafeteria/APR/Small Gym	From: _____ am/pm To: _____ am/pm
Gym	Pool	Event Held: (Circle) Monthly/Weekly
Bowl	Scraggy Field – East	Day Requested: (Circle) M TU WE TH FR SA SU
Baseball Field	Scraggy Field – West	% of Members living in District : _____
Other: _____	Other: _____	Equipment Requested (How Many)

Spring Street

Chairs: _____

Gym

Tables: _____

Other: _____

Not for Profit - (Must Submit NYS 501(C)(3) Status or other IRS non-profit tax code)

Admission Charged? (Circle) Yes No If Yes please complete the affidavit

For Profit: Not applicable (See prohibited uses of School Buildings & Property)

If Monitors, Security or Custodial need to be scheduled an additional cost will incur

Set up Requirements: _____

Person in Charge: _____ Phone: (H) _____

Email: _____ (C) _____

President of Organization: _____ Phone: _____

Organization 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 UFSD, 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: _____ Date: _____

Print Name: _____ Phone: _____

District Signature: _____ Date: _____

PUBLIC USE OF FACILITIES REGULATION

The following terms and conditions of this Regulation shall govern the use of School District facilities. These regulations shall be amended from time to time as authorized and approved by the Board of Education.

- All School District facilities are smoke-free. There shall be no smoking (smoking defined as the burning of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco, cannabis or cannabinoid hemp) and all other tobacco use and use of an electronic cigarette or e-cigarette (vape pen) on school grounds.
- Organizations based within the School District boundaries will have preference on availability.
- To claim Port Jefferson status organizations must have 50% district resident participation and submit rosters (names and addresses) as proof.
- The District reserves the right to impose an additional charge for the use of the premises according to the services rendered.
- The District reserves the right to cancel any approved application at any time for any reason that it may deem necessary.
- The Superintendent reserves the right to make changes and/or additions to these regulations at any time.
- A damage security deposit can be required for each event. The amount of this deposit is to be determined by the Superintendent.
- Parking and driving may only occur in designated areas and parking lots.
- No alterations shall be made to School District facilities.
- Gym shoes must be worn when sports or games are conducted in the gymnasium areas of the School District facilities.
- All activities involving any individual under the age of 18 shall be supervised by an adult.
- Kitchen or power tool equipment may be used only with the permission of the building Principal or designee and under the supervision of a qualified school employee.
- Only authorized personnel shall operate stage, sound and projection equipment.
- When available, use of School District facilities shall be permitted on Monday through Saturday,
- Permitted groups' or organizations' use of School District facilities shall be restricted to the area(s), date(s), and time(s) allowed by the School District and stated on the permit form.
- The permitted areas shall be vacated by 10:00 p.m. unless a specific exemption has been granted in the permit.
- All groups or organizations using School District facilities or equipment shall be responsible for setting up areas to be used and cleaning up areas to be used. All areas used shall be left in a clean and tidy manner.
- 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.
- In the case where additional custodial coverage is necessary, there will be a 2 hour minimum.

- All individuals using School District facilities shall behave in a manner consistent with all applicable federal and state laws, rules and regulations as well as all School District policies, rules and regulations including Policy 1520 and Regulation 1520 concerning conduct on School grounds.
- Long Term Seasonal Outdoor Programs will need to provide their own port a potty rentals
- All fees are to be paid within ten days of the event.

Special Regulations for Use of Pool

The following provisions relate specifically to the use of the swimming pool:

- The pool shall not be utilized unless a qualified lifeguard is on duty.
- The pool shall not be opened for use unless and until a qualified lifeguard has assumed his / her post and signaled that use may commence.
- The number of people in the pool cannot exceed the limit prescribed by the Department of Health.
- Individuals shall be responsible to bring their own swimsuits, caps and towels.
- No food, beverages, chewing gum or tobacco products shall be permitted in the pool or locker area.
- All swimmers must shower prior to entering the pool area.
- Shoes worn outside shall not be permitted in the pool area.
- No jewelry, hair accessories or other articles of clothing except for swim related attire shall be permitted in the pool area.
- All swimmers with hair longer than six (6) inches in length must wear swim caps.
- Personal swimming equipment (e.g., face masks, fins or scuba diving equipment) will not be permitted in the pool area except when the pool is being used for approved SCUBA training activities.
- Running, pushing or dunking are not permitted at any time in the pool area.
- Water games shall only be permitted when supervised by a qualified teacher or lifeguard.

Notwithstanding the above, all other rules and regulations shall apply with equal force and effect.

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.

Misuse of Facilities

Responsibility for order and safety must be assured by the applicant. Misuse of School District facilities or equipment, misconduct by a group or organization using the facilities or equipment, or other abuse of privileges extended shall be reported to the Building Principal and his/her designee and to the School Business Administrator for immediate action. The cost of any damage to School District property shall be reimbursed by the organization using the property.

Personal Injuries on School District Property

In the case of an accident resulting in injury to any person or damage to personal property, the incident shall be immediately reported to the Principal or his/her designee. The Principal or his/her designee must submit a written report of the incident to the Business Office within twenty-four (24) hours. Personal injury reports must include the following information:

- Name, address and telephone number of the injured party
- Time of occurrence
- Place of occurrence
- Nature of the injury sustained
- Name of person witnessing the incident
- Remedial steps taken

Personal property reports must include the following information:

- Name, address and telephone number of the property owner
- Nature of the damage
- Estimated cost of repairs as documented by a written quote or invoice

Schedule of Fees

In addition to the charges listed on the following page, any custodial, cafeteria, and security wages and benefits deemed necessary by the Assistant Superintendent of Business.

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.

FEE SCHEDULE FOR SINGLE EVENT	Port Jefferson Not for Profit/No entrance fee charged	Non Port Jefferson Not for Profit/No entrance fee charged	Port Jefferson Not for Profit /Entrance fee charged	Non Port Jefferson Not for Profit/Entrance fee charged
Classroom	\$0	\$15 per hr	\$110 per event	\$160 per event
Auditorium	\$0	\$30 per hr	\$250 per event	\$310 per event
Gymnasium/APR	\$0	\$30 per hr	\$250 per event	\$310 per event
Pool	\$0	\$30 per hr	\$250 per event	\$310 per event
Lifeguards	\$50 per hr	\$55 per hr	\$60 per hr	\$65 per hr
Cafeteria (excludes use of Kitchen)	\$0	\$30 per hr	\$160 per event	\$210 per event
Fields	\$0	\$30 per hr	\$200 per event	\$260 per event
Parking Lot	\$0	\$15 per hr	\$130 per event	\$160 per event
Library	\$0	\$30 per hr	\$160 per event	\$200 per event
Large group rm /MPR	\$0	\$30 per hr	\$160 per event	\$200 per event
Custodial or Additional Staff Saturdays when not on duty	\$60 per hr	\$65 per hr	\$75 per hr	\$80 per hr
FEE SCHEDULE FOR SEASON(ONE DAY A WEEK)	Port Jefferson Not for Profit/No entrance fee charged	Non Port Jefferson Not for Profit/No entrance fee charged	Port Jefferson Not for Profit /Entrance fee charged	Non Port Jefferson Not for Profit/Entrance fee charged
Classroom	\$0	\$110	\$550	\$650
Auditorium	\$0	\$260	\$1050	\$1250
Gymnasium/APR	\$0	\$260	\$1050	\$1250
Pool	\$0	\$260	\$1050	\$1250
Lifeguards	\$50 per hr	\$55 per hr	\$60 per hr	\$65 per hr
Cafeteria (excludes use of kitchen)	\$0	\$260	\$1050	\$1250
Fields	\$0	\$260	\$800	\$950
Parking lot	\$0	\$110	\$550	\$650
Library	\$0	\$260	\$1050	\$1250
Large Group rm/MPR	\$0	\$260	\$1050	\$1250
Custodial or Additional Staff Saturdays when not on duty	\$60 per hr	\$65 per hr	\$75 per hr	\$80 per hr

Glossary of Terms

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

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

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

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

Season: There are 3 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 (rosters needed).

Not for Profit: A 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 (INCLUDING ORGANIZED ATHLETIC ACTIVITIES AND ATHLETIC & RECREATION CAMPS)

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/BOCES 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.
 - b. **State that the organization's coverage shall be primary and non-contributory** coverage for the District/BOCES, its Board, employees and volunteers including a waiver of subrogation in favor of the District/BOCES for all coverages including workers compensation.
 - c. **Additional insured status for General Liability coverages shall be provided by standard or other endorsements that extend coverage to the District/BOCES (CG 20 26) or 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.
3. The facility user agrees to indemnify the District/BOCES for applicable deductibles and self-insured retentions.
4. **Minimum Required Insurance:**
 - a. **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
 - 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 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.

5. The facility user acknowledges that failure to obtain such insurance on behalf of the District/BOCES 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.



Note to Subscribers Regarding Use of Facilities

_____ 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, spectator, contractor or subcontractor of _____.
(Facility User)
_____ understands and agrees that its use of Port Jefferson UFSD/BOCES property
(Facility User)
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 extend to the areas
(Facility User)
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.



NYSIR FACILITY USE SUPPLEMENT YOUTH SPORTS GROUPS – AED SUPPLEMENT

For youth sports groups using District/BOCES outdoor event space or fields where there are no generally provided outdoor AEDs, () acknowledges and agrees that the following conditions apply: (Facility User)

- Access to the District/BOCES’ AEDs located inside school buildings is **NOT** provided with/for **field use** by youth sports leagues or other outside organizations.
- () shall provide its own AED.
- AED Implementation Plan with the pertinent County Department of Health and
- Will require at least one person associated with () (e.g., coaches and volunteers) trained and certified in the use of AEDs to be on-site and present during any () activity taking place at or on District/BOCES property.

() covenants and agrees to defend, indemnify and hold harmless the 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, spectator, contractor or subcontractor of ().

() understands and agrees that its use of Port Jefferson UFSD /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 extend to the areas identified in the application and/or permit and any and all incidental areas.

Signature of Facility User’s Representative

Date

Signature of District's Representative

Date

NEW YORK SCHOOLS INSURANCE RECIPROCAL

333 EARLE OVINGTON BOULEVARD | SUITE 905 | UNIONDALE, NEW YORK 11553
PHONE: 516.393.2320 | FAX: 516.227.2352 | WWW.NYSIR.ORG