



Port Jervis City School District Application for Use of School Facilities

Application must be submitted no less than two weeks prior to the intended date of use.

Please complete and return to the building principal of the facility for which the application is being made.

Approval for use will not be given unless the entire form is completed and all insurance requirements have been met.

Event Title	Event Description
Name of School or Facility to be Used	Rooms to be Used
Date or Dates	Time From: _____ To: _____
Organization Requesting Use of School Facilities	Representative of Organization
Representative's Address	Email _____ Phone _____
Will Admission be Charged? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, state amount \$ _____	How will Admission Funds be Used?

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

The Port Jervis City School District 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 The Port Jervis City School District property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, spectator, contractor or subcontractor of _____.

(Name of Facility User)

_____ understands and agrees that it's use of Port Jervis City School
(Name of Facility User)

District 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
(Name of Facility User)

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

Date of Application

Signature of Representative

INSURANCE REQUIREMENTS

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 Port Jervis City School District 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 Port Jervis City School 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 carrier lies exclusively with the The Port Jervis City School District and may create significant vulnerability and costs for The Port Jervis City School District.
 - b. State that the organization's coverage shall be primary and noncontributory coverage for the Port Jervis City School District, its Board, employees and volunteers including a waiver of subrogation in favor of the Port Jervis City School District for all coverages including workers compensation.
 - c. Additional insured status for General Liability coverages shall be provided be standard or other endorsements that extend coverage to the Port Jervis City School District (CG 2026) or equivalent. The decision to accept an endorsement rests solely with The Port Jervis City School District. 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 certificate of insurance must describe the services provided by the facility user that are covered by the liability policy.
4. The facility user agrees to indemnify The Port Jervis City School District for applicable deductibles and self-insured retentions.
5. 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.

INSURANCE REQUIREMENTS (cont.)

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 (DB120.1) 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

I. 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.

II. 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.

III. 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.

IV. 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.

6. The facility user acknowledges that failure to obtain such insurance on behalf of The Port Jervis City School 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 facility user is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the event.

By signing this page, I am acting as signing authority for the requesting organization(s) listed below:

Signature

Printed Name

Name of Organization

Date

Set Up Requirements: Please check the box and enter specific needs in the appropriate section.

<input type="checkbox"/> Air Conditioning	
<input type="checkbox"/> Athletic Fields	
<input type="checkbox"/> Audio/Visual	
<input type="checkbox"/> Cafeteria	
<input type="checkbox"/> Computer Services	
<input type="checkbox"/> Concession Stand	
<input type="checkbox"/> Custodial	
<input type="checkbox"/> Grounds	
<input type="checkbox"/> Heating	
<input type="checkbox"/> Kitchen Equipment	
<input type="checkbox"/> Lighting *	
<input type="checkbox"/> Scoreboards **	
<input type="checkbox"/> Sound *	
<input type="checkbox"/> ADA Accommodations	

***Organizations requesting the High School Auditorium - please note that district approved personnel are required to use lighting and sound.**

****Scoreboards are only available for use by School Organizations. All requests must be approved by the Athletic Director.**

Number Attending Event: _____

DO NOT WRITE BELOW THIS LINE – FOR USE OF SCHOOL DISTRICT ONLY		
Building Principal <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date Approved	Signature
Remarks		
Asst. Supt. For Business	Date Approved	Signature
APPLICANT NOTE: THIS APPLICATION IS HEREBY APPROVED BASED ON CONDITION(S) CHECKED BELOW:		
Fee Required For: <input type="checkbox"/> Custodial <input type="checkbox"/> Kitchen Employee <input type="checkbox"/> Heat <input type="checkbox"/> Electricity		
Remarks		

The Board of Education reserves the right to deny use of school grounds to anyone if, in the opinion of the Board, it would not be in the best interest of the school District.

THE USE OF A SCHOOL FACILITY IS SECONDARY TO THE EDUCATIONAL PROGRAM AND USE BY A NON-SCHOOL RELATED ORGANIZATION MAY BE CANCELED, TEMPORARILY OR PERMANENTLY, IF THE FACILITY IS NEEDED FOR ITS PRIMARY PURPOSE.

Port Jervis City School District
150 Pike Street, Port Jervis, NY 12771
Community Use of Facilities

GENERAL: Community groups shall be permitted to use school facilities for worthy educational purposes, civic or charitable purposes, or sponsorship by an organization operated for private gain (such use shall be non-exclusive and shall be open to the general public) when such uses will not interfere with the school program. All arrangements shall be subject to the provisions which follow.

GRANTING OF APPROVAL: The Board of Education requires that a sufficient amount of time be allowed for the thorough review of any application for permission to use school facilities.

The completed application for the use of school property must be submitted to the main office of the building you are requesting for use. This must be submitted no less than two weeks prior to the intended date of use.

USE OF SCHOOL GROUNDS: Approval will be granted when deemed in the interest of district residents and said activity will not interfere with normal school day activities. All participants are subject to the Rules and Regulations in said use of grounds.

* Keys will not be provided to any group. No interior building facility will be used unless a custodian is on duty.

RULES AND REGULATIONS

1. **No smoking is permitted on school property.**
2. **No alcoholic beverages** may be brought into any school building or onto any school property.
3. **No alteration** is to be made in light adjustments, curtains, stage property, furniture, walls, or other school property.
4. **School furniture or property** is not to be removed from one part of the building to another without previous permission of the principal. This includes pianos, chairs, tables, special equipment, etc.
5. If a school piano is to be removed from the stage to the floor, or vice-versa, the moving must be done by the organization requesting it, at their own expense, and the organization must assume responsibility for any damage resulting from such moving.
6. **Liability** - The Board of Education requires that it is protected from any liability which may be incurred by such use of its facilities by insurance coverage to at least \$1,000,000.00 limits. A Certificate of Insurance must be submitted with the application for school use. **The Port Jervis City School District and the Board of Education shall be listed as an additional insured.**
7. **Arrangements** - If special arrangements are needed for building use or any district equipment, arrangements must be made with the Buildings & Grounds department well in advance of the intended date of use, and after the application has been approved.
8. **Custodial Services** - If an organization is requesting use of a facility outside of the normal work hours of district custodial staff, the organization will be charged at the customary hourly rate.
9. **Fire Department Regulations** must be observed at all times.
10. **General Supervision and Police Protection** will be in accordance with the police as stated on the application.

11. **Charged Admission** - An organization using the school facilities for functions to which admission is charged is required by the law to make proper accounting of the funds raised. A complete financial report must be filed with the Assistant Superintendent of Business no later than 30 days following the use of school facilities.
12. The Board of Education reserves the right to cancel this agreement at any time. Inaccurate or incomplete statements as to the use of any facilities will result in cancellation of the agreement.
13. **Policing of Facilities After Use** - It is expected that after the completion of each event, the building and/or grounds will be policed to the extent that the area is returned to its prior condition. Any additional expenses incurred in cleanup following the activity will be charged to the user. In addition the organization may face disapproval of future applications.
14. **Parking** will be in the designated areas only.
15. **Building Entry and Exit** will be made at the main entrance of each school.
16. **Area Use** - Presence in any school building will be limited to that area of approved use as well as the entry, and exit leading directly to said area. Participants are not allowed to roam the building at will. Any violation here may lead to immediate cancellation of the previously approved event.
17. **Limits on reservations of multiple dates** - The Board of Education reserves the right to limit the number of dates which can be reserved in advance for one building/facility, to not more than 6 calendar months in advance or to not more than the school year, whichever is more appropriate at the time the school use request is approved.

Completed forms can be emailed to the appropriate Administrative Aides in each building:

ASK: Tammy Mackin - tmackin@pjschools.org

HBE: Matt Knab - mknab@pjschools.org

Middle School: Nicole VanBenschoten - nvanbenschoten@pjschools.org

High School: Jeanmarie Schields - jschields@pjschools.org