

EAST QUOGUE UNION FREE SCHOOL DISTRICT
APPLICATION FOR USE of SCHOOL FACILITIES

Name of Organization _____ Date _____

Address _____ Telephone _____

Name of Authorized Officer _____ Telephone _____

Address _____

Area Requested _____

Date(s) Facilities Requested: _____ Time: _____

Purpose of Event _____ Estimated Attendance _____

Special Arrangements or Equipment
Needed: _____

The undersigned, an officer of the organization requesting use of school facilities, guarantees observance of all regulations as specified on the reverse, payment of any charges incurred, and states that the organization assumes responsibility for any personal injury or property damage which may be caused by such use.

Organizations requesting use of the school facilities will provide a person* properly trained on the use of a defibrillator, which will be available on the school premises. Said person is required to be present at all functions.

*Name: _____

CERTIFICATE OF LIABILITY INSURANCE FOR \$1 MILLION PER
ACCIDENT ON FILE YES _____ NO _____

Applicant's Signature

PERMISSION GRANTED _____ Date _____

PERMISSION REFUSED _____ Date _____

Principal's Signature

* A \$75.00 fee will be charged on weekends for custodial attendance for a maximum of 4 hours.
Each additional hour is \$20.

RULES FOR USE OF SCHOOL FACILITIES

Prescribed Rules & Regulations for the use of School Facilities

1. The Board of Education has the authority to regulate the dates and hours that school buildings may be used. School activities take precedence in the use of school facilities.
2. The Board of Education and school administrators must have free access to the school building at all times and reserve the right to revoke a permit at any time, with or without cause.
3. The Board of Education reserves the right to change these rules and regulations in any manner it may deem necessary, without giving any advance notice.
4. The Board of Education reserves the right to charge fees for facility usage and staff service within the confines of existing law and regulation.
5. All state, town and local regulations affecting use of public buildings must be complied with. Fire and safety regulations must be strictly observed.
6. Any group granted permission to use school facilities must provide adequate, responsible adult supervision at a ratio of sponsors/chaperones to children as required by the school district.
7. Any group granted permission to use school facilities is responsible for the care of the building while it is being used by them. They are to insure for proper order and the safety of all participants.
8. Any group granted permission to use school facilities shall be responsible to promptly reimburse the school district for any loss or damage to any school property caused as a result of their use.
9. Any group granted permission to use school facilities will not make any alterations in school property equipment.
10. It shall be the sole responsibility of the using group to provide all necessary insurance and assure that the East Quogue School District will be held harmless of all claims, liabilities, suits or damages from employees or participants or spectators resulting from or relating to the activity.
11. No substance (wax, paraffin, etc.) may be put upon any floors under any circumstances.
12. Positively no drugs or alcoholic beverages are to be brought in or consumed on the premises.
13. No smoking is permitted on the premises.
14. Putting up decorations, scenery, or moving any equipment is strictly prohibited unless special permission has been expressly obtained prior to the activity.
15. Where a large assemblage of people is expected, the group granted permission to use the facilities must provide for adequate security for the building and parking areas.
16. All space must be left in a clean and orderly condition.
17. No equipment may be used, except as expressly permitted.
18. Any group granted permission to use school facilities upon application, agrees to pay any fee for room or staff costs as specified by the district.
19. Normally applications to use school facilities for specific activities must be received at least 30 days prior to the requested date of use, and such applications must be submitted on the official form provided by the district.
20. No individual or group shall be permitted to use the school facilities in any way or manner for personal or private gain.
21. Any group granted permission to use school facilities must conclude its meeting or activity and be out of the building by 10:00 pm unless expressly approved otherwise.
22. District staff regularly employed by the district shall open and close the building and have authority to act in the best interest of the school district.
23. All uses of school facilities shall be non-exclusive and shall be open to the general public.
24. All outdoor concerts and public events cannot be approved by the Superintendent unless a Southampton Town Permit accompanies this application. (This rule applies to estimated attendance of 100 persons or more).
25. The name of the person properly trained on the use of a defibrillator must be given at the time this application is submitted.

Adopted: December 15, 1998