

# PLAINEDGE UNION FREE SCHOOL DISTRICT

Administrative Offices  
241 Wyngate Drive, P. O. Box 1669  
North Massapequa, New York 11758-0912

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## Application for Use of School Facilities

Applications must be submitted online through the districts online scheduling system. Event must not be advertised until: (1) favorable action is taken by the District; (2) the application has been approved by the District; **and** (3) a copy of the approved application is returned to and received by the applicant. The event planned must fulfill all requirements of the rules concerning use of school facilities which appear on the following pages and as set forth in Board policy and regulation. **Certificate(s) of Insurance must accompany application.** This certificate must name the Plainedge School District as an additional insured and the certificate holder. It is the sole responsibility of the applicant to maintain sufficient insurance coverage throughout the period of use requested and to comply with all laws and District policies regarding the proposed use of facilities. Insurance requirements are set forth in Appendix A to this Application.

1. \_\_\_\_\_  
Name of Individual, Organization, Institution or Agency \_\_\_\_\_ Date of Application \_\_\_\_\_  
Check if:     Individual     Organization     Institution     Agency

2. \_\_\_\_\_  
Name of Person filing application on behalf of Organization, Institution or Agency \_\_\_\_\_ Title in Organization \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_

3. This application is made for:  
 Auditorium             Cafeteria             Gymnasium             Audio Visual  
 Stage                     Kitchen               Classroom             Other \_\_\_\_\_  
 Stage Lighting         Field                   All Purpose Room

School location: \_\_\_\_\_

Date(s): \_\_\_\_\_ from \_\_\_\_\_ A.M./P.M. to \_\_\_\_\_ A.M./P.M.

**Note: The Individual/Organization using the building/facilities/site will be charged for overtime custodial services and security fees (if applicable). In addition, the Individual/Organization shall be responsible for any other expenses associated with the requested use as determined by the School District.**

4. Explain the purpose(s) for which the facility/field is sought: \_\_\_\_\_  
\_\_\_\_\_  
Will admission be charged? \_\_\_\_\_  
Purpose for which the proceeds will be used? \_\_\_\_\_

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*(The Board reserves the right to request a financial report)*

5. Number of persons who will use the facility/field: \_\_\_\_\_ Percentage of Plainedge residents: \_\_\_\_\_  
Is participation in the event, function or activity outlined above open to anyone in the public? YES \_\_\_\_\_ NO \_\_\_\_\_

If the answer is "NO" please explain: \_\_\_\_\_

**PLEASE ATTACH ROSTER AND ADDRESSES. The roster must include the names and addresses of ALL participants.** The roster will be returned to you after review. A copy will be maintained by the District.

\_\_\_\_\_ *Check if an Organization, Institution or Agency is filing this Application*

**Agreement:**

I, \_\_\_\_\_, on behalf of Organization, Institution or Agency, understand and agree that, in consideration for being granted access to and the use of the property and facilities of the Plainedge Union Free School District the Organization assumes any and all risk with respect to such access and use, and hereby releases the Plainedge Union Free School District, its representatives, agents, servants and employees from liability for any injuries sustained or damage incurred in the course of such access and use resulting from any cause whatsoever which may be sustained. I hereby certify that I have read the enclosed Public Use of School Facilities policy and regulations of the Board of Education and the Organization accepts full responsibility for carrying out all conditions as set forth. In addition, on behalf of the Organization, Institution or Agency, I hereby certify that that the Organization, Institution or Agency, will comply with all Board policies and regulations and that the District facilities will be used strictly in accordance with the use described in the application.

The above-named Organization, Institution or Agency agrees to be responsible to the Plainedge School District for the use and care of the facilities. The above-named Organization, Institution or Agency does hereby covenant and agree to defend, indemnify and hold harmless the 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 connection with the actual or proposed use of the District's property, facilities and/or services by the user organization.

The above-named Organization, Institution or Agency hereby undertakes complete responsibility for the supervision and welfare of all persons on school premises as the result of the event sponsored by the undersigned, and this liability and responsibility both with respect to the event itself, as well as to persons arriving on school grounds early or remaining on school grounds later than the actual time set aside for the use.

I, the undersigned, have made the above request on behalf of the above-named Organization, Institution or Agency with the understanding that the Organization, Institution or Agency and/or its officers and trustees will be held directly responsible for all personal injuries and for replacing or repairing any damages (accidental or vandalism) directly caused by the group or its invitees or participants. It is also understood that the privilege of using the building will be rescinded until such damage has been repaired, and future request for use of the facilities may be denied.

The undersigned is over 21 years of age, has read this form and the above-named Organization, Institution or Agency agrees to comply with all of the terms of the proposed use. I certify that as the officially-designated officer of the applicant organization, I have the full legal rights, power and authority to sign all forms and agreements, including this one, and to bind the above-named Organization, Institution or Agency with respect to the obligations enforceable against the above-named Organization, Institution or Agency and that my signature indicates a full understanding of all the obligations assumed by the above-named Organization, Institution or Agency when using school facilities or school grounds.

\_\_\_\_\_  
**Signature of Organization's Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name:**

\_\_\_\_\_  
**Title:**

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

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### Application for Use of School Facilities Appendix A: Insurance Requirements

Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of the School District as an additional insured on the permittee's insurance policies. The policy naming the School District as an additional insured shall:

- Be an insurance policy from an A.M. Best rated "secure" or better insurer, licensed in New York State.
- State that the organization's coverage shall be primary and non-contributory coverage for the School District, its Board of Education, employees and volunteers.
- The School District shall be listed as an additional insured by using endorsement CG 2026 or equivalent. A completed copy of the endorsement must be attached to the certificate of insurance.
- At the School District's request, the organization shall provide a copy of the Declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.

The permittee agrees to indemnify the School District for any applicable deductibles and self insurance retentions.

The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.

Required insurance:

- Commercial General Liability Insurance  
\$1,000,000 per occurrence/\$2,000,000 aggregate, with coverage for athletic participants.

Permittee acknowledges that failure to obtain such insurance on behalf of the School District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the School District. The permittee is to provide the School District with a certificate of insurance evidencing the above requirements have been met, prior to the commencement of work or use of facilities.

The School District is a member/owner of the New York Schools Insurance Reciprocal (NYSIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the School District but also NYSIR, as the School District's insurer.

\_\_\_\_\_  
Signature of Individual/Organization's Representative  
(circle one)

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

**For Office use only:**

Application Form Complete	___ Yes	___ No	___ Not Applicable
Appendix A Complete	___ Yes	___ No	___ Not Applicable
Certificate of Insurance Attached	___ Yes	___ No	___ Not Applicable
Reviewed roster/proof of District students/residents	___ Yes	___ No	___ Not Applicable

Date Application Received: \_\_\_\_\_

**Approved**

**Disapproved**

_____	_____ Athletic Director	_____ Date
_____	_____ Adm. For Operations	_____ Date
_____	_____ Building Administrator	_____ Date

Approval: Yes \_\_\_ No \_\_\_ Assigned \_\_\_\_\_ By \_\_\_\_\_

Comments: \_\_\_\_\_

**PLEASE NOTE THAT THIS APPLICATION WILL BE APPROVED AND SCHEDULED ONLY WHEN ALL PAPERWORK IS SUBMITTED AND ALL ADMINISTRATORS APPROVE THE DOCUMENTS.**