

Port Jervis City School District B&G Dept. 20 Rt. 209 Port Jervis, NY 12771  
 APPLICATION FOR USE OF SCHOOL FACILITIES BY NON-SCHOOL RELATED ORGANIZATIONS

APPLICATION MUST BE MADE NO LESS THAN TWO WEEKS PRIOR TO 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 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 attorneys' 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 Jervis City School District  
 property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest,  
 contractor or subcontractor of \_\_\_\_\_.  
 NAME OF FACILITY USER  
 \_\_\_\_\_ understands and agrees that its use of Port Jervis City School  
 District's  
 NAME OF FACILITY USER  
 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"). Facility user agrees that its indemnity and  
 insurance obligations extend to the areas identified in the application and/or permit and any and all incidental  
 areas.

\_\_\_\_\_                                      \_\_\_\_\_  
 Date of Application                                      Sign Here

**SUPERVISION:** Supervision is required for all requesting organizations. Each area in use requires adult  
 supervision. An adult male or female supervisor must be on duty at all times for the full time of the activity  
 in each area used , as well as any incidental areas. If requested use is for co-educational activity(ies), both  
 male and female adult supervisors must be on duty in each area for the full period of use.  
 NAME OF SUPERVISORS: 1.                                      2.  
 3.                                      4.

## MANDATORY INSURANCE REQUIREMENTS

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of the Port Jervis City School District as an additional insured on the permittee's insurance policies.
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 rated "Secure" or better insurer, licensed in New York State.
  - b. State that the organization's coverage shall be primary and non-contributory coverage for the Port Jervis City School District its Board, employees and volunteers.
  - c. The Port Jervis City School District shall be listed as an additional insured by using an endorsement providing additional insured coverage for accidents and claims arising out of the use of facilities such as ISO endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with the District. A completed copy of the endorsement must be attached to the certificate of insurance.
  - d. At the 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.
3. The permittee agrees to indemnify the Port Jervis City School District for any applicable deductibles and self-insured retentions.
4. Required Insurance:
  - a. **Commercial General Liability Insurance**  
\$1,000,000 per occurrence/ \$2,000,000 aggregate, with no exclusions for athletic participants.
  - b. **Excess Insurance**  
\$ 5,000,000 each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.
5. Permittee acknowledges that failure to obtain such insurance on behalf of the 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 permittee is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.
6. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The permittee further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also the NYSIR, as the District's insurer.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Date

Set up Requirements, please check box and enter specific needs in 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	<ul style="list-style-type: none"> <li>Scoreboards are only available for use by School Organizations. All requests must be approved by the Athletic Director.</li> </ul>
<input type="checkbox"/> Sound System	

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
<b>APPLICANT NOTE: THIS APPLICATION IS HEREBY APPROVED BASED ON CONDITION(S) CHECKED BELOW:</b> Fee Required For: <input type="checkbox"/> Custodial <input type="checkbox"/> Kitchen Employee <input type="checkbox"/> Heat <input type="checkbox"/> Electricity		

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 CANCELLED, TEMPORARILY OR PERMANENTLY, IF THE FACILITY IS NEEDED FOR ITS PRIMARY PURPOSE.

Port Jervis School District  
9 Thompson Street, Port Jervis, NY 12771  
Community Use of School 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 investigation of any application for permission to use school facilities.

The completed APPLICATION FOR THE USE OF SCHOOL PROPERTY will 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 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 the normal school day activity. 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 piano, 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 its 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 limits. A Certificate of Insurance must be submitted with the Application for School Use. **The Port Jervis 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 Building & Grounds department well in advance of the use date after the application is 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 accord with the policy 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 so 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 activity, that 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 it may result in non-approval 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. However for activities scheduled in the Middle School gymnasium the entrance door closest to the gym will be used.
16. AREA USE – Presence in any school building will be limited to that area of approved use, 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 school or facility use by the requestee.
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 faxed to the appropriate building.**

**ASK 845-858-2894 Middle School 845-858-2893**

**HBE 845-754-7355 High School 845-858-2895**