

Applications must be submitted to the Building and Fields Manager at least 30 days in advance of requested date of use. HOLD HARMLESS and INSURANCE CERTIFICATE must accompany all building use requests. Please see attached rules and requirements for all building and field use. The school district reserves the right to cancel use as needed to meet school related needs. All building use will be canceled when emergency school closings take place.

NAME OF ORGANIZATION _____ ORG. PHONE () _____

RESPONSIBLE PERSON _____ HOME PHONE () _____

ADDRESS _____ WORK PHONE () _____

CITY _____ STATE _____ Zip _____ CELL PHONE () _____

E-MAIL ADDRESS _____

a. DATE(S) REQUESTED _____

b. HOUR(S) REQUESTED _____

c.

d. LOCATION REQUESTED

- ____ Yorktown High School
- ____ Mildred Strang Middle School
- ____ Crompond Elementary School
- ____ Brookside Elementary School
- ____ Mohansic Elementary School
- ____ French Hill Elementary School

d. FACILITY REQUESTED

- ____ Gymnasium ____ Cafeteria
- ____ Auditorium ____ Kitchen
- ____ Field (specify) _____
- ____ Classroom ____ Library _____
- ____ Other _____
- ____ Pool

Pool Use Maximum 105 in or around pool area.
User must supply lifeguard per district specifications.
See pool rules & regulations.
Lifeguard must present Certification at time of use.

TYPE OF ACTIVITY _____

Food will be served or sold _____ YES, _____ NO

NUMBERS IN ATTENDANCE _____ WILL ADMISSION BE CHARGED? _____ IF YES, AMOUNT FOR
ADULT \$ _____ STUDENT \$ _____ PURPOSE FOR WHICH PROCEEDS WILL USED _____

Specific Room Needs: _____

Building Use Fee must be submitted with application.

I, the undersigned responsible official, state that I am authorized to sign this application on behalf of the above organization and bind said organization to the statements set forth in this application. I have read the attached rules and regulations of the Yorktown Central School District and will abide by all. The District reserves the right to cancel building and grounds uses where space is needed for school activities or such cancellation appears to be in the public interest. All building uses shall be automatically canceled when an emergency school closing or emergency early dismissal takes place.

Signature _____ Date _____

Official Use Only:

Insurance Received _____ Date Expiration _____ Approved Dates _____ Notification _____ Room Assignment _____
Custodial Charges _____ Use Charges _____ Denied _____

HOLD HARMLESS AGREEMENT

THE _____ HEREBY AGREES TO DEFEND,
INDEMNIFY AND SAME HARMLESS THE YORKTOWN CENTRAL SCHOOL
DISTRICT FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGES,
CLAIMS FOR BODILY INJURY AND /OR PROPERTY DAMAGES, COST AND
EXPENSE INCLUDING LEGAL FEE, TO THE EXTENT PERMISSIBLE BY LAW,
IRISING OUT OF THE USE OF THE _____ (NAME OF
FACILITY) BY THE _____, ITS
AGENTS, SERVANTS, EMPLOYEES AND/OR ITS PARTICIPANTS.

I/WE _____ HAVE READ THE
APPLICATION PACKET PERTAINING TO MY/OUR REPONSIBILITIES WHEN
USING THE YORKTOWN CENTRAL SCHOOL DISTRICT PROPERTY OR
FACILITIES.

SIGNATURE: _____

DATE: _____

YORKTOWN CENTRAL SCHOOL DISTRICT
USE OF SCHOOL FACILITIES
RULES AND REGULATIONS

APPLICATION PROCEDURES

Building use applications are available in each school and at the Building and Fields Office in Building B on the YHS campus. Applications must be completed in full and returned to the Building and Fields Manager ONLY at least 30 days prior to intended use. Prescribed Insurance Certificates and Hold Harmless must accompany each application. Additional requirements are needed for pool use; please see requirements under Pool Use further down this document. Organizations requesting a series of uses may complete a single application for the multi-use –one per building. After approval and before the use, the Fields & Building Manager will email confirmation to the applicant and notify the building and building custodian of approved building use. Fees/charges relating to each application will be billed to the applicant by the Building and Fields Office. Payment for such use should be made by check payable to the Yorktown Central School District, prior to use of facility. Organizations will be charged fees for the use of District Facilities any times tickets are sold, admission is charged or money collected. Any and all use by all organizations, its partners, its attendees, shall be reviewed by the school administration to insure proper compliance with appropriate laws and regulations.

Notification of any changes in building or field use must be received by the Building and Fields Office at 243-5658 or emailed to tharris@yorktown.org in advance of the scheduled use. Fees will not be returned due to users' cancellation.

INSURANCE REQUIREMENTS: In all instances a Certificate of Insurance, naming the Board of Education, Yorktown Central School District, as additional insured, in the amounts and types as stipulated below. The insurance certificate must cover an extended use period and must state the period of coverage and must also provide for prior notification of cancellation by the insurer. All policies shall be drawn by a firm duly licensed to provide said services in the State of New York. The Certificate of Insurance must accompany the building use application.

Limits of Insurance Coverage:

- Routine building use-minimum limits; comprehensive general liability \$1,000,000 each occurrence.
- Pool, gym, auditorium, field or other risk use-minimum limits; comprehensive general liability \$1,000,000 each occurrence.
- Hold Harmless Agreement; applicants are required to complete and sign the Hold Harmless Agreement printed on the back of the Building Use Application.

YCSA PTA - The PTA will be required to provide a certificate of insurance and will be exempted from a charge for fund raising events as long as the PTA is not contracting another organization to organize or provide service for the event. The PTA will be required to pay appropriate custodial overtime charges should they be incurred.

The school administration reserves the right to postpone or cancel approval for use when unanticipated District use for the same facility makes this necessary.

VACATION USE - The Building and Fields Office may consider applications for building use during vacation periods; however, these uses may be limited to the discretion of the District. All building uses shall be automatically canceled when an emergency school closing or emergency early dismissal takes place.

YORKTOWN CENTRAL SCHOOL DISTRICT
USE OF SCHOOL FACILITIES
RULES AND REGULATIONS

CUSTODIAL ASSIGNMENTS - Organization requesting the use of a school building or the use of the turf field will be required to have a school custodian in attendance at all times beyond the regular school hours. Charges for custodial services will be billed at the individual custodian's rate or overtime rate. Please see District Fee Schedule later in this document. Direct Payment to District employees is not authorized. Custodial assignments will be made by the district.

If use at Yorktown High School and the Mildred E. Strang Middle School concludes and the building is vacated no later than 10:00 PM., there will be no custodial charges. If use continues past 10:00PM, custodial charges will be billed from 10:00PM through finish, including necessary custodial clean-up. In the case where use involves large groups resulting in large clean-up responsibilities, charges may be incurred when the building is vacated before 10:00PM.

The same rules apply at the Elementary schools as above, with the building vacating at 9:00PM.

Saturday, Sunday and Holiday Use – Other than regular day use, organization will be required to have a custodian assigned and on duty at all times. Charges for their services will be made at the applicable overtime rate. The use of specialized areas may require additional staff assignments, i.e., cafeteria worker, pool attendant, etc. Professional staff members may be assigned at the discretion of the District. Charges for these individuals will be levied based upon individual payroll charges. Lifeguards and water safety instructors shall be provided by and paid for by the using organization. Appropriate certification must be on file in the Building and Fields Managers office before use may take place.

Should an organization require the use of their own employees, they may do so provided a certificate of Workers Compensation Insurance is on file with the school district, or shall be submitted with the application. Under no circumstances may use take place with appropriate insurance certificates having been filed.

SUPERVISION AND SAFETY - Organizations shall retain the responsibility for providing adequate adult supervision of all participants covered by this application. Safety equipment required for the use and/or first aid kits, etc., will be provided by the applicant. The person signing for the organization or group shall be personally responsible for the strict observance of school regulation, assignments of adequate adult supervision, and for the conduct of those in attendance.

COORDINATION – The applicant shall be responsible for making arrangements through the Building and Fields office to support their building or field use. The responsibility for all contacts with school representatives rests with the using organization. The assignment of school personnel shall be made at the discretion of the Facilities O&M Department and the building administrator.

USE OF KITCHEN FACILITIES – Whenever kitchen facilities are used, a District cafeteria employee shall be assigned to cover the event. This employee shall be paid their prevailing overtime rate by the School District. The user shall then be billed for this work at the actual rate paid to the employee. When approved building use requires use of a kitchen facility, a copy of that application, including specific kitchen or food requirements shall be forwarded to the School Lunch Manager for coordination.

YORKTOWN CENTRAL SCHOOL DISTRICT
USE OF SCHOOL FACILITIES
RULES AND REGULATIONS

PROHIBITED USES OF SCHOOL BUILDING AND PROPERTY -

State Education Law and the Constitution of New York State specifically prohibit the following uses of school building 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 additional or charitable purpose approved by the Board; and/or
5. for a meeting, entertainment or occasion which 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 fireman.

YORKTOWN CENTRAL SCHOOL DISTRICT
USE OF SCHOOL FACILITIES
RULES AND REGULATIONS

Please follow all district building and field posting of rules. See Districts Policy's and Code of Conduct for full listing of all rules and regulations. This list is to be used a quick reference only.

1. Organizations wishing to use the District facilities shall apply on the prescribed form to the Building and Fields office located in Building B at the YHS campus.
2. Hold Harmless agreements, Insurance Certificates - and if applicable, Water Safety Certifications, must be presented at time of application.
3. Facility Use Fees must be paid in full before date of use. Billing for custodial fees are payable within 10 day terms.
4. All public school programs have first priority in the use of facilities. In the event that a conflict should develop, the District reserves the right to cancel all reservations.
5. In the event of inclement weather, the District has the final authority on whether the facilities are usable. District website will announce field and building closures at www.yorktown.org
6. Notice of cancellations by User of approved use must be communicated through the Building and Fields Office prior to cancellation.
7. Building use needs must be submitted in writing to the Building and Fields office 30 days prior to use.
8. Intoxicants shall not be brought onto District facilities at any time.
9. No smoking on any school campus.
10. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited; those violating this prohibition will be ejected from the property.
11. Any damage to District facilities shall be promptly repaired at the user's expense.
12. All building and fields' areas must be cleaned at the completion of use. Contact Building and Fields office if facility was not clean upon arrival.
13. No PETS permitted on District property.
14. No beverages other than water allowed on the turf field.
15. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
16. No unauthorized vehicles are allowed on fields or in unauthorized parking areas.
17. No field or building alterations (lining of fields or gymnasiums, erecting permanent structures, etc.) are allowed without prior written approval.
18. No repairs to fields are allowed without prior written approval.
19. All Food and Beverage sold on school property must meet District policy guidelines.
20. Prior to the start of any event, an announcement should be made regarding emergency evacuation procedures. For example, pointing out posted exits.
21. Permits may be revoked at any time.
22. Failure to make payment to District for use will result in no further use.
23. The school district is not responsible for any damaged, lost items or stolen items.