

SEAFORD UNION FREE SCHOOL DISTRICT 1500 - E 5

DATE OF APPLICATION

1600 Washington Avenue
Seaford, New York 11783CENTRAL ADMINISTRATION
516-592-4011**APPLICATION FOR USE OF SCHOOL BUILDINGS OR GROUNDS**

Consistent with the primary function of carrying out the educational program, it is the Board of Education's policy to make school facilities available to citizen groups and organizations of the school district. (Please attach a list of names and addresses of participating members.)

FORM WILL NOT BE ACCEPTED UNLESS FILLED IN COMPLETELY BEFORE SUBMISSION

ROOM REQUEST

(Please check one)

FIELD REQUEST

BUILDING REQUESTED:							
<input type="checkbox"/> HARBOR		<input type="checkbox"/> HIGH SCHOOL		<input type="checkbox"/> MANOR		<input type="checkbox"/> MIDDLE SCHOOL	
DAY(S) OF WEEK:							
<input type="checkbox"/> Sunday		<input type="checkbox"/> Monday		<input type="checkbox"/> Tuesday		<input type="checkbox"/> Wednesday	
<input type="checkbox"/> Thursday		<input type="checkbox"/> Friday		<input type="checkbox"/> Saturday			
FREQUENCY							
<input type="checkbox"/> Weekly		<input type="checkbox"/> Every Other Week		<input type="checkbox"/> Bi-Monthly		<input type="checkbox"/> Monthly	
<input type="checkbox"/> 1x Only		<input type="checkbox"/> Other:					
DATES				TIMES			
START DATE:				END DATE:			
START TIME:				END TIME:			
ROOM(S) REQUESTED:							
<input type="checkbox"/> Auditorium - Rehearsal		<input type="checkbox"/> Kitchen (serving only)			<input type="checkbox"/> Library (Adults Only)		
<input type="checkbox"/> Auditorium		<input type="checkbox"/> Kitchen (ovens/stoves)			<input type="checkbox"/> Art Room (Manor Only)		
<input type="checkbox"/> Gymnasium		<input type="checkbox"/> Kitchen (refrigeration)			<input type="checkbox"/> All Purpose Room		
<input type="checkbox"/> 1/2 Gymnasium		<input type="checkbox"/> Cafeteria			<input type="checkbox"/> 1/2 All Purpose Room		
<input type="checkbox"/> Faculty Lounge (Adults Only)		<input type="checkbox"/> 1/2 Cafeteria			<input type="checkbox"/> Lobby **		
SPECIAL REQUESTS							
<input type="checkbox"/> Lighting Crew		<input type="checkbox"/> Custodian			<input type="checkbox"/> Security		
<input type="checkbox"/> Tables (for Lobby) **		<input type="checkbox"/> Chairs (for Lobby) **			<input type="checkbox"/> Kitchen Staff		
<input type="checkbox"/> Other (specify):							
FIELDS/TRACK							
<input type="checkbox"/> Harbor Baseball		<input type="checkbox"/> HS 1 (Varsity Softball)		<input type="checkbox"/> HS Varsity Soccer		<input type="checkbox"/> HS Boys' Lacrosse	
<input type="checkbox"/> Harbor Field (soccer)		<input type="checkbox"/> HS 2 (JV Softball)		<input type="checkbox"/> HS JV Soccer (Fall Only)		<input type="checkbox"/> HS Girls' Lacrosse	
<input type="checkbox"/> Harbor Field (lacrosse)		<input type="checkbox"/> HS 3 (JV Baseball)		<input type="checkbox"/> HS Track			
<input type="checkbox"/> Manor Field (soccer)							
ORGANIZATION INFORMATION							
Type of Event:				Estimated Attendance:			
Admission Charged? <input type="checkbox"/> Yes <input type="checkbox"/> No		Admission Charged at Event? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Registration Fee? <input type="checkbox"/> Yes <input type="checkbox"/> No		Food Sales? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What is money used for?				Membership Roster Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has Insurance Certificate been applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No				Is Insurance Certificate attached? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of Organization:				Group Name & No:			
Name of Presiding Officer:							
Telephone Numbers:		Hm:		Bs:		Email	
Address:							
Name of Supervising Adult:							
Telephone Numbers:		Hm:		Bs:		Email	
Address:							

We are duly authorized representatives of the organization filing this application, having read and agreed to the rules and regulations stated herein, and will guarantee they are complied with. Please Note: Insurance Certificate due 15 days in advance of 1st day of scheduled event.

Signature of Person Making Application and Title

Signature of Presiding Officer

BELOW FOR OFFICE USE ONLYInsurance Certificate Rec'd ☐ Yes ☐ No

Date Application Rec'd _____

Membership Roster Rec'd ☐ Yes ☐ No

RULES AND REGULATIONS

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1. School buildings, grounds or equipment may be used only for those purposes set forth hereafter in the rules of the Board of Education. They shall not be used for any purpose contrary to the State Education Law, Section 414 and the policy adopted by the Board of Education. The use of school facilities for political or religious meetings, except as authorized by law, is forbidden.
2. Application for use of school buildings or grounds must be made to the Claims Auditor in writing by a responsible citizen or by an officer of any organization recognized by the Board of Education. The majority of any group using school facilities must be residents of Seaford School District. **A membership listing of each organization applying to use school facilities must accompany this form and must indicate each member's name and full address.**
3. **Applications must be submitted at least 30 days in advance of the date desired.** Each organization agrees to indemnify and save harmless the Seaford School District from all costs, (see attached HOLD HARMLESS AGREEMENT) expenses and liability arising out of their activities in conjunction with the use of the premises. **The organization will supply a certificate of insurance (refer to ATTACHED INSURANCE REQUIREMENTS) indicating that comprehensive general liability insurance coverage is maintained with minimum limits of 1 million dollars combined single limit property and liability insurance with specific reference to the same harmless agreement mentioned above.** Such insurance shall be maintained with insurance companies licensed by the State of New York as admitted carriers. Evidence of such insurance shall be submitted in a form satisfactory to the School District. It should be noted that “accord” forms or other blank certificates are not acceptable. The certificate must be delivered to the Office 15 days before actual use of facility commences.
4. **All school activities will take precedence over non-school activities.**
5. The Board of Education reserves the right to revoke any permit without or without cause upon refunding the fee.
6. The Board of Education and its representatives must have free access to the buildings at all times and the right to revoke a permit at any time.
7. Persons or groups holding permits will observe all rules and regulations now and hereafter promulgated by the Board of Education for use of school buildings or grounds. A permit will be canceled if conduct or non-observance of rules warrants.
8. The Board of Education reserves the right to review all applications and to return the service fee.
9. Responsibility for preservation of order and safety must be assured by the applicant.
10. The applicant must assume responsibility promptly for any loss or damage that may occur.
11. Where a large assemblage of people is expected, the applicant should arrange for adequate police and fire protection.
12. Individuals who sign the application blank will be held responsible for any breakage or damage to equipment, buildings or grounds reasonably attributable to their use during the period names in the application. Therefore, the group leader should inspect the area assigned and equipment used before actual use and notify building personnel of damage observed.
13. The permit granting the use of the buildings or grounds will be sent to the person signing the application when approved by the Board of Education.
14. The school gymnasium may be used by outside organizations for athletic and class purposes only. Each group must have a leader or instructor in charge who is at least twenty-one (21) years of age and who is approved by the Superintendent of the District. No leader may place a substitute in charge of his group without prior permission of the Superintendent. Use of general school athletic supplies WILL NOT BE PERMITTED. Written permission to use gymnasium apparatus must be secured. Gymnasium must not be used for athletic contests with outer groups except by special approval of the Board of Education of the District. No one will be permitted on gym floors who is not wearing standard, non-mark gymnasium shoes. Spectators will not be permitted on gymnasium floors unless authorization is specifically included in the permit covering the use of the building. Sale or consumption of food and beverages Is not permitted at any time.
15. No school building will be used after 10:30 p.m. except by special permission of the Board of Education.
16. All school grounds are open evenings and weekends during the daylight hours for use by District youth and for use by adults by permit.
17. Organizations and classes using the buildings shall conform to the hours, dates and areas specified in their permits. Changes can be made only with the approval of the Claims Auditor, who must receive the consent of the Board of Education.
18. Permits are non-transferable and no holder of any permit may sublet any part of the building or grounds specified in the permit.
19. “Student Activity Organizations” (excepting for dances or when admission fees are charged) will not normally be charged for custodial services, except for weekends and holidays. If supervision of Student Activity Organizations is not adequate, permission for use of facilities will be terminated.
20. All social functions attended by minors must be adequately chaperoned.
21. The Board of Education reserves the right to either charge, waive charges for meetings, entertainment and occasions where admission fees are charged in those instances where it is established that the proceeds thereof will be expended for an educational or charitable purpose. Substantiated financial reports may be requested within 30 days after the event is concluded. Custodial service charges shall be paid for at the regular overtime rate, whether fees for use of building are imposed or waived.
22. The Board of Education shall designate the number of custodians, guards, matrons and other help required in all applications.
23. Regulations for the use of cafeteria facilities will be as follows: A lunchroom employee must be hired, at designated rates, when the kitchen is used. In the event that cooking equipment is required, a cook must be employed. Refrigerators will be made available without requiring labor charges. All facilities must be left clean and neat. Coffee urns are to be rinsed out. In the event this is not done, an employee is called in the early shift the following day and this group is charged for her labor to clean up. Any damage to equipment must be paid for by the group.
24. Payment of an estimate of the building use charges may be made to the Business Office, 1600 Washington Avenue, Seaford, NY 11783, before the permit can be granted. Make organization checks payable to Treasurer, Seaford Union Free School District. Adjustments will be made at the conclusion of the program.
25. If for any reason it is not possible for a group to meet in the evening for which the building has been reserved, notice must be given to the Claims Auditor at least one day in advance.
26. Movie projectors may be used under the following conditions. The permittee shall supply all necessary equipment except the moving picture screen.
27. Only motion picture films of the safety or non-flammable type will be permitted, and no film larger than 16 mm will be permitted.
28. No flags other than the National or State Colors will be displayed at any time on the buildings or grounds or within the buildings except with the written permission of the Board of Education.
29. Applications for holding social, civic and recreational meetings and entertainments, and other uses pertaining to welfare of the community, shall contain representation by applicant that such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public. The cost of all materials and labor required for preparation of the fields as desired shall be paid for by organizations.
30. Putting up decorations, or scenery or moving equipment is prohibited unless special permission is given.
31. People attending any function are restricted in the use of the building to areas actually designated in the permit.
32. No substance (wax, paraffin, etc.) may be put upon the floors under any circumstances.
33. Use of intoxicants of any kind is prohibited at all times in the buildings and on school grounds. The use of tobacco is prohibited at all times in the buildings and on school grounds. The Board of Education reserves the right to revoke any group's permit based on usage of alcoholic and/or tobacco products by any of its members.
34. Any additional expenses that may accrue as a result of the use of the facility must be assumed by the organization. Bills will be rendered by the School Business Office and are payable to the treasurer, Seaford Union Free School District, 1600 Washington Avenue, Seaford, NY 11783. Pending receipt of payment, further use of school facilities is denied, and application must be reviewed by the Board of Education.

I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS FOR SCHOOL BUILDING USAGE.

Signature of Presiding Officer	Date	Signature of Person Making Application	Date
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