

# ARLINGTON CENTRAL SCHOOL DISTRICT

144 Todd Hill Road • LaGrangeville, NY 12540  
(845)486-4450

## FACILITY USE REQUEST FORM

<b>ORGANIZATION</b>		
<b>CONTACT PERSON</b>		
<b>ADDRESS</b>		
<b>CITY</b>	<b>STATE/ZIP</b>	<b>E-MAIL</b>
<b>PHONE</b>		
<b>BUILDING REQUESTED</b>		
<b>NOT FOR PROFIT TAX ID NUMBER</b>		

PLEASE LIST SPECIFIC DATES			
BUILDING	DAY & DATE	ROOM/AREA	TIME-START & END
			AM/PM
JAN	APR	JULY	OCT
FEB	MAY	AUG	NOV
MAR	JUNE	SEPT	DEC

Notes:

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<b>PURPOSE OF USE</b>	
<b>NUMBER EXPECTED ADULTS</b>	<b>CHILDREN</b>
<b>INSURANCE CARRIER</b>	
**THE ACSD RULES AND REGULATIONS MUST BE CONVEYED TO ALL SUPERVISING ADULTS**	

{FACILITY USER} does covenant and agree to defend, indemnify and hold harmless the Arlington Central 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 any way connected with the actual or proposed use of Arlington Central School District property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, spectator, contractor or subcontractor of {FACILITY USER}.

{FACILITY USER} understands and agrees that its use of Arlington Central School District 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.

BY MY SIGNATURE, I ATTEST THAT I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE RULES AND REGULATIONS LISTED ON THE FOLLOWING PAGES.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISTRICT APPROVAL: \_\_\_\_\_ APPROVAL DATE: \_\_\_\_\_

<b>Facility Use Fees Per Hour</b>	Elementary Schools (Except ASM)		LMS, UVMS, ASM		AHS	
	Group 3-5	Group 6-7	Group 3-5	Group 6-7	Group 3-5	Group 6-7
Cafeteria, Auditorium, Library	\$2.50	\$50.00	\$4.50	\$80.00	Generally Unavailable	
Gymnasium	\$2.50	\$50.00	\$6.50	\$100.00		
Lobby	\$5.00	\$50.00	\$5.00	\$50.00		
Classroom	\$1.50	\$25.00	\$1.50	\$25.00		

Group type determined by Facility Scheduler

**INVOICE TO FOLLOW AFTER APPROVAL**  
PLEASE MAKE CHECK PAYABLE TO: *ARLINGTON CENTRAL SCHOOL DISTRICT*

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## RULES AND REGULATIONS

1. **A certificate of Insurance naming Arlington Central School District as additionally insured, is required BEFORE the start of an activity. (See attached: Facility Use Certificate of Insurance and Additional Insured Requirements).**
2. All Use of Facility requests are subject to change/cancellation if they conflict with School/District events.
3. During inclement weather or early dismissal, all use of facility events will be canceled.
4. Facility Use will not be permitted without the presence of a district employee.
5. Users will be confined to the spaces or rooms reserved. Access to other areas of the building is prohibited. (No Roaming).
6. Requests for use of any building during hours when a custodian is not normally on duty are subject to an hourly custodial fee, including ½ hour prior to the event and one hour after the event at a charge of \$51.00 per hour. Usage is dependent on the availability of a custodian.
7. Safety personnel, and audio visual personnel and equipment requests are subject to availability/approval. Cost for Arlington School District personnel is \$51.00 per hour.
8. The use of tobacco, alcoholic beverages and illicit drugs is prohibited anywhere in/on school property. Any individuals found violating this policy will be asked to leave the school premises. If an individual does not comply, the authorities will be contacted to remove such individual.
9. **LATEX IS PROHIBITED IN ALL ARLINGTON CENTRAL SCHOOL DISTRICT BUILDINGS AND RELATED PROPERTIES. This includes but is not limited to: balloons, rubber bands, latex gloves.**
10. The district will not be held liable for any damages, direct or consequential, if for any reason the facilities agreed upon are not made available.
11. Previous use of school district facilities does not guarantee the same time and space for future requests. Any subsequent need for Facility Use requires a new Use of Facility Request Form to be submitted and approved.
12. Use of school facilities will not be approved if the individual or group has an outstanding balance due from previous use.
13. The user group will not sublet the space to another organization or group and merely act as an agent for what might otherwise be a non-permitted use.
14. Children must be properly supervised and no group will be admitted that does not have adequate adult supervision for the given number of children. **ALL GUESTS BRINGING NON-PARTICIPATING CHILDREN ARE RESPONSIBLE FOR THEIR SUPERVISION AND KEEPING THEM IN THE DESIGNATED EVENT SPECTATOR AREA.**
15. In the event there is a violation of rules resulting in damage, and the source of damage cannot be identified when there are multiple groups using a building, the groups will share the responsibility.
16. The main entrance is the only point of entry. The custodian will open the door for the coach or adult in charge of the activity 5 minutes prior to the start of an activity. The user group will then assign a door person to allow other group members into the building. Doors may not be left unlocked or propped open.
17. Parking will be in designated areas only. Access to fire exits must be maintained.
18. CLEAN UP REQUIRED All users are required to leave the school facility as it was found and required to conduct cleanup of any debris, trash, spills and other litter.
19. The applicant agrees to convey the **Rules and Regulations** to other adults responsible for child supervision.

**FAILURE TO OBSERVE THESE RULES OR ENTRY PROTOCOL WILL RESULT IN  
SUSPENSION OF THE USE PRIVILEGE.**

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## Facility Use Certificate of Insurance Requirements

- Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the facility user hereby agrees to effectuate the naming of the District as an Additional Insured on the facility user's insurance policies, except for workers' compensation and N.Y. State Disability insurance.
- **The policy naming the District as an Additional Insured shall:**
  - Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred.
  - State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers including a waiver of subrogation in favor of the District for all coverages including workers compensation.
  - Additional insured status for General Liability coverages shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages
- The facility user agrees to indemnify the District for applicable deductibles and self-insured retentions.

### Minimum Required Insurance:

- **Commercial General Liability Insurance**  
\$1,000,000 per Occurrence/ \$2,000,000 Aggregate, **with no exclusions for Athletic Participants**  
\$2,000,000 Products and Completed Operations  
\$1,000,000 Personal and Advertising Injury  
\$100,000 Fire Damage  
\$10,000 Medical Expense
- **Automobile Liability (*When an organization's vehicle is brought onsite*)**  
\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.
- **Workers' Compensation and NYS Disability Insurance (*For Organizations with Employees*)**  
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.
- **Umbrella/Excess Insurance**
  - General Use*  
\$1 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.
  - Organized Athletic Leagues*  
\$3 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.
  - Athletic/Recreational Camps*  
\$5 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages
  - Carnivals and Firework Displays, etc.*  
\$10 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.

*The facility user 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 facility user is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the event.*