

**ROSLYN PUBLIC SCHOOLS**  
**FACILITIES PERMIT APPLICATION**

**For Organizations approved as Roslyn Public Schools Facilities Users**

*Please submit application to the Facilities Department: Fax - 801-5458 / Information - 801-5450*

School/Building \_\_\_\_\_ Room(s) or Field(s) Requested \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Alternate Date(s) \_\_\_\_\_

Hours: from \_\_\_\_\_ to \_\_\_\_\_

Purpose of use (be specific) \_\_\_\_\_

Set-up request \_\_\_\_\_

***I certify that the organization which I represent will abide by all district regulations & insurance requirements pertaining to facilities use as well as policies regarding nondiscrimination and any applicable laws. I also understand that:***

- Even with this permit, school activities take precedence over all other use of facilities. Applicant's permit for the use of a facility may therefore be cancelled at short notice to accommodate a school activity.***
- Where applicable, fees entitle applicant to the use of the requested facility during the time period indicated on the permit. Costs for custodial or other services related to set-up or clean-up may be charged additionally.***

Name of organization: \_\_\_\_\_

\_\_\_\_\_  
Print name of applicant

\_\_\_\_\_  
Telephone (home, cell, fax)

\_\_\_\_\_  
Position of applicant within the organization

\_\_\_\_\_  
Address of applicant

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date of application

*[Permit holder agrees to the terms of the Indemnification Agreement on the other side of this form]*

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**FOR OFFICIAL USE ONLY**

Classification \_\_\_\_\_

\_\_\_\_\_  
Approval

Cost \_\_\_\_\_

\_\_\_\_\_  
Date

Insurance Certificate on file \_\_\_\_\_ attached \_\_\_\_\_

Estimate of staff required \_\_\_\_\_

Copy to: Applicant  
Buildings & Grounds Dept. (Actual costs incurred if different from above: \_\_\_\_\_)  
Principal  
Head Custodian

## PERMIT PROCEDURES

1. All permits for the use of school facilities shall be restricted to responsible organizations under the provisions of Policy 1500. Applicants must satisfy the issuing officer that they represent responsible local organizations, that they will guarantee orderly behavior and that they will underwrite any damage due to their use of the premises.

The school district reserves the right to request rosters of participants in the activities of applicants to verify that they are organizations whose participants are predominantly Roslyn School District residents and thereby eligible for preferential consideration over other organizations.

2. Each applicant must provide the district with an insurance certificate naming:  
Roslyn UFSD and Roslyn Board of Education  
P.O. Box 367, Harbor Hill Road, Roslyn, NY 11576  
as Additional Insured. *[Additional information follows in the next section.]*
3. The district administration shall make available applications for use of school facilities. An applicant who signs a permit application thereby agrees to abide by these regulations and procedures and all other applicable laws and district policies.

## INSURANCE REQUIREMENTS

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permit holder hereby agrees to effectuate the naming of the District as an additional insured on the permit holder's insurance policies.
2. The policy naming the 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 District its Board, employees and volunteers.
  - c. The District shall be listed as an additional insured by using an endorsement providing additional insured coverage for accidents and claims arising out of their use of facilities such as ISO endorsement CG 2026 or equivalent. **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 permit holder agrees to indemnify the 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**  
Excess coverage shall be required at the district's discretion for certain types of events.
5. The permit holder 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 permit holder 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 permit holder 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.

### Indemnification Agreement:

The permit holder does covenant and agree to defend, indemnify and hold harmless Roslyn UFSD 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 Roslyn UFSD property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of the permit holder.

The permit holder understands and agrees that its use of Roslyn UFSD 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"). The permit holder agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

## REGULATIONS FOR FACILITIES USE

1. Priority for all facility space shall be determined as follows:
  - a. Regular school activities, including classes, clubs, teams, etc.
  - b. Adult Continuing Education Program activities.
  - c. Approved non-school groups, assigned in the order in which their applications are received, with preference given to organizations whose participants are predominantly Roslyn School District residents.Permits are not issued to for-profit entities.
2. Time of occupancy shall terminate at 10:45 p.m. unless the user's permit indicates that prior arrangements have been made for payment of added custodial overtime costs.
3. Applications for use of school facilities must be submitted at least 4 weeks before the anticipated use. Fees set according to the schedule enumerated in Policy 1500 must be paid promptly upon receipt of an invoice from the school district. Failure to pay fees will result in revocation of permit and/or withholding of approval of future permits.
4. Notification to cancel an activity for which space has been reserved must be made by the applicant in writing at least 3 business days in advance. In case of cancellations due to inclement weather, applicant must notify the district within 3 business days after the cancelled event or activity. Any actual costs incurred by the district due to cancellation without 3 business days' notice will be billed to the organization. Late cancellation or schedule changes will not result in reduced fees. In the event of cancellation by the district, notice will be given as far in advance as possible. The Board reserves the right to make such cancellation at any time without liability therefor.
5. Any activity carried on in school facilities shall be according to New York State Law and in conformity with Village and Town Ordinances and district policies and regulations. No meeting shall be held in a school building:
  - a. for the purpose of advancing any doctrines or theory subversive to the State of New York or the United States of America.
  - b. for the purpose of advocating social or political violence or which is of a nature likely to incite such violence.
6. The Board of Education, because of its responsibility for protecting the school district's buildings and property, may restrict use of space within buildings and grounds to certain times and areas. It may also revoke a permit at any time and must have free access to all rooms at all times. When schools are closed due to inclement weather, scheduled community use shall be automatically cancelled.
7. Smoking is not permitted in school buildings or on school grounds. Alcoholic beverages may not be brought to or consumed in school buildings or on school grounds. Commercial products or promotional materials may be exhibited or displayed with the prior consent of the Superintendent of Schools or his/her designee, but only for the period of time covered by the permit application.
8. No food or drink (other than water in bottles or other closed containers) is permitted in gymnasiums at any time. Chairs and tables may not be placed on gym floors or other playing surfaces. No pets are permitted anywhere on school grounds or in school buildings.
9. Organizations receiving permission to use school facilities are responsible for the conduct of both participants and spectators and for making provision to handle anticipated crowds. Underage participants must be properly supervised at all times. Improper conduct, vandalism or other misuse of school property may result in the revocation of the permit. The cost of repairing damage caused by such misuse will be charged to the applicant.
10. Admission charges for activities held in school facilities shall be made only for educational and/or charitable purposes. Activities must be open to the public. Non-school groups sponsoring or presenting programs for which admission is charged are required to file a copy of the Statement to the Collector of Internal Revenue with the Superintendent. The Board of Education will not be liable for the payment of any taxes due on admission charges.
11. The use of audio/visual or any other equipment is solely the responsibility of the applicant. The school district does not loan the use of equipment for non-school-related activities.

## TURF FIELD REGULATIONS

Additional regulations for the use of the synthetic turf field at Roslyn High School will be provided to applicants for the use of that facility.