

SUBJECT: FACILITIES USE INSTRUCTION FORM/STATEMENT OF ASSURANCES

The use of all district facilities shall be subject to the approval and rules of the Board of Education administered by the Superintendent or his/her designee.

- Organizations wishing to use district facilities shall first apply to Central Office on the proscribed form. The Superintendent or his/her designee has final authority on approval.
- High School gym will only be available for District use.
- In the event of inclement weather, the Superintendent or his/her designee has the final authority as to whether facilities are suitable.
- Intoxicants shall not be brought onto district facilities at any time.
- All posted rules must be adhered to.
- Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
- Any damage to district facilities shall be promptly repaired at the user's expense. No exceptions.
- Organizations using the facilities must clean up afterward, brooms and mops are located in the custodial closet.
- Permits may be revoked at any time.
- Any organization with youth under 18 years of age requires the presence of adequate adult supervision at all times.
- Smoking or other use of tobacco products is not allowed on district property. (Violators will be prosecuted).
- No unauthorized vehicles are allowed on school property. No field or building alterations (lining of fields or gymnasiums, erecting permanent goal posts or structures, etc.) are not allowed without prior approval.
- The district does not discriminate on the basis of race, color, national origin, physical disability or gender in its educational programs or employment services.
- Putting up decorations or scenery, or moving pianos or other furniture is prohibited unless special permission is granted.
- **Items may not be sold, exhibited or displayed without permission.**
- The school district will assume no responsibility for any properties left on any school facility by the applicant.
- All users must provide insurance, as follows, prior to using facilities.
Failure to do so prior to use will result in the revocation of your permit to use the facility.
 - A. The user hereby agrees to effectuate the naming of the Marlboro Central School District as an unrestricted additional insured on the user's policy.
 - B. The policy naming the Marlboro Central School District as an additional insured shall:
be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer;
contain a 30-day notice of cancellation; state that the organization's coverage shall be primary coverage for the district, its Board, employees and volunteers.
 - C. The user agrees to indemnify the district for any applicable deductibles.
 - D. The required insurance is Commercial General Liability Insurance, \$1,000,000 per occurrence/\$2,000,000 aggregate.
 - E. The user acknowledges that failure to obtain such insurance on behalf of the Marlboro Central School 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 user is to provide the district with a certificate of insurance, evidencing the above requirements have been met, unless a valid certificate is on file in the Business Office. The failure of the district to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the district. Prior to the start of any event, an announcement should be made to your group regarding emergency evacuation procedures and rules regarding smoking and use of tobacco.

(Continued)

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(Cont'd.)

- Agreement: The applicant is over 21 years of age. He/she agrees to be responsible to the Marlboro Central School District for the use and care of the facilities. He/she, on behalf of the organization hereby covenant and agree to defend, indemnify and hold harmless the Marlboro Central School District from and against any and all liability, loss, damages, claims, or action (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Marlboro Central School District's property, facilities and or services.
- Note: Approval of use of the facility is granted with the knowledge that in the event the space is needed for school related programs, the District reserves the right to cancel use of the facility. Approval for use of facilities is in effect only on days and times when schools are staffed with custodial/maintenance personnel. In addition, the school facilities will not be available when school is closed for emergencies or inclement weather as this can create an unsafe condition for the public.
- Requests can be accepted on the following schedule:

<u>Time Frame</u>	<u>Application Accepted</u>
July-August	June 1-15
September-October	July 15-30
November-March	September 15-30
April-June	January 15-31

Revised: January 2011