

**CENTRAL SQUARE CENTRAL SCHOOL DISTRICT  
USE OF SCHOOL GYMNASIUMS AND FIELDS**

**INSTRUCTIONS:** Provide all information requested (print or type). Return all copies of this application to the Athletic Office in the High School. Include the Certificate of Insurance, if it is required as stated in #5 of the regulations.

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Date of Application: \_\_\_\_\_ Building: \_\_\_\_\_

Organization: \_\_\_\_\_ Day(s): \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Date(s): \_\_\_\_\_

Address: \_\_\_\_\_ Hours: \_\_\_\_\_

\_\_\_\_\_ Room/Area\*: \_\_\_\_\_

Phone(s): (H) \_\_\_\_\_ (W) \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

(C) \_\_\_\_\_ E-mail \_\_\_\_\_ Is fee to be charged? YES NO

Person in Charge \_\_\_\_\_ For what purpose? \_\_\_\_\_

Address: \_\_\_\_\_ Proceeds to be paid to: \_\_\_\_\_

\_\_\_\_\_ Insuring Agent: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Phone: \_\_\_\_\_

(C) \_\_\_\_\_ E-mail \_\_\_\_\_ Policy #: \_\_\_\_\_

Additional Information: \_\_\_\_\_

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AGREEMENT: The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the Central Square Central School District for the use and care of the facilities. He/she, on behalf of \_\_\_\_\_ (name of organization) does hereby covenant and agree to defend, indemnify and hold harmless the Central Square Central School District from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys 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 Central Square Central School District's property, facilities and/or services by \_\_\_\_\_ (name of organization).

\_\_\_\_\_  
Signature of Organization's Representative/Applicant

\_\_\_\_\_  
Date

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**The applicant agrees to comply with the conditions of the regulations governing the use of school facilities, as stated on the attached form.**

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**Part II**

**Approved:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Athletic Director

**Restrictions:** \_\_\_\_\_

**Denied:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Athletic Director

**Athletic Department Remarks:** \_\_\_\_\_

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<b>Distribution:</b>	<b>White</b>	<b>Athletic Department</b>
	<b>Green</b>	<b>Building Custodian</b>
	<b>Yellow</b>	<b>Building Office</b>
	<b>Pink</b>	<b>Maintenance Department</b>
	<b>Gold</b>	<b>Applicant</b>

**CENTRAL SQUARE CENTRAL SCHOOL DISTRICT**  
**USE OF SCHOOL GYMNASIUMS AND FIELDS REGULATIONS**

1. School gymnasiums and fields may be used by non-school organizations for meetings, lectures, recitals, classes, competitions and other educational, recreational, and entertainment purposes, provided such meetings are not exclusive, are open to the general public, and are consistent with the policy of the Board of Education.
2. Applicants shall be considered for use of school gymnasiums and fields if a majority of those in the groups or a majority of those attending the activity are residents of the school district, pupils or the families of pupils who attend the district's schools, or employees of the school district. **No group will be given more than 75% of the time available in any gymnasium or field in a 3-month period. Exception to this would be if there is available time that hasn't been requested.**
3. Application for use of Gymnasiums and Fields must be submitted to the Athletic Department located at the Education Center according to the following schedule:

<b><u>Submit By:</u></b>	<b><u>For Months:</u></b>
August 1	September, October, November
November 1	December, January, February
February 1	March, April, May
May 1	June, July, August

Assignments of gymnasiums and fields shall be made as soon as possible after the above submission dates, with the following priority:

1. Interscholastic athletics
2. Band, color guard/winter guard, music
3. Other school sponsored events
4. Intramural athletics
5. School related groups, i.e. PTO, PTA, PTSA
6. Community youth groups (SIMA Basketball, Blazers Soccer, Pee Wee Wrestling, Redhawk Lacrosse). Priority will be given to the sport that is in season in any given 3 month period.
7. Outside groups, subject to limitation as follows:
  - No outside groups shall be assigned more than 2 hours per week per building unless there is available time that hasn't been requested by one of the above listed groups.
4. When extra custodial help is required, the non-school organization using the facilities will be charged for custodial tasks over and above normal clean-up. The rate for this service shall be determined by the Board of Education at its annual reorganization meeting.

5. All users must provide the following insurance prior to using facilities.

**FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT:**

- A. The user hereby agrees to name the Central Square Central School District as additional insured, as explained below.
- B. The policy naming the Central Square Central School District as an additional insured shall:
  - be an insurance policy from an A.M. Best rated "Secure" or better insurer, licensed in New York State;
  - **state that the organization's coverage shall be primary and non-contributory coverage for the Central Square Central School District, its Board, employees and volunteers;**
  - the District shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with the District. **A completed copy of the endorsement must be attached to the certificate of insurance;**
  - 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.
- C. The user agrees to indemnify the Central Square Central School District for any applicable deductibles and self-insured retentions.
- D. Required Insurance: **Commercial General Liability Insurance - \$1,000,000 per occurrence/\$2,000,000 aggregate with no exclusions for athletic participants.**
- E. User acknowledges that failure to obtain such insurance on behalf of the Central Square 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 Central Square Central School District. The user is to provide the Central Square Central School District with a certificate of insurance, evidencing the above requirements have been met. The failure of the Central Square Central School 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 Central Square Central School District.

The Central Square Central School District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The consultant 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.

6. The non-school organization shall be responsible for the full cost of any services(s) required to make preparations for an activity, or to restore the buildings and grounds following an activity to the condition in which they were prior to their use.
7. Any non-school organization using the school facilities must agree to enforce all rules and regulations of the district, and to provide sufficient supervision, proper safety, sanitation and protection of school property. Instructions given by school personnel must be followed.
8. If equipment, apparatus, scenery, decorations, animals, or other unusual materials or equipment are to be brought into the school buildings, it must be so stated on the application. The school district cannot be held responsible for any liability for damage to equipment or supplies left in the school building.
9. Smoking shall not be permitted in school buildings or on school property.
10. The use of open flames for ceremonial purposes may be permitted at the discretion of the building principal.
11. No alcoholic beverages shall be brought into or served in any school building or on school property.
12. Use of school facilities on Sunday shall be allowed only in special circumstances and must be recommended by the Athletic Director with the approval of the Board of Education.
13. When the school facility is closed on holidays, or due to emergencies, it may **NOT** be used.
14. REMINDER: If your group is going to offer a concession stand, only Coke products can be sold.
15. Direct supervision of students participating in the activity for which the school has been requested is necessary.
16. The only area of the building that you are allowed in is the part in which you requested.