

**APPLICATION TO USE NEW HYDE PARK-GARDEN CITY PARK FIELDS and/or FACILITIES**

To: Board of Education, New Hyde Park-Garden City Park UFSD

Date: \_\_\_\_\_

Reviewed by Facilities Dept. \_\_\_\_\_ Date \_\_\_\_\_ Approved by Superintendent \_\_\_\_\_ Date \_\_\_\_\_

This Application will result in a cost to the District (Yes/No) \_\_\_\_\_ Board of Education Agenda Date \_\_\_\_\_  
If Yes, you must reimburse the District at a cost determined by the Board of Education.

**Bring the completed form to the District's Facilities office located at 1950 Hillside Ave. for scheduling. Approval of the Board of Education has to be given for use of the District's facilities. All applications must be submitted no less than 30 days in advance of the desired date.**

The undersigned hereby makes application on behalf of \_\_\_\_\_ The organization is located at: \_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_ in the Town of \_\_\_\_\_ This association was formed for:  
(Address of organization)

\_\_\_\_\_ for permission to use the following facilities: \_\_\_\_\_  
(Purpose for which it is formed) (Type of room: Gym, Auditorium, Cafeteria, etc. Gym is available for recreation during October - April ONLY)

in the \_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM for the  
(Name of School) (Day and Date)

following purposes: \_\_\_\_\_ Person in Charge \_\_\_\_\_ Phone Number \_\_\_\_\_  
(Please Print)

Approximate number of persons expected: \_\_\_\_\_ Will light refreshments be served: \_\_\_\_\_ (Note: Light refreshments may be served by groups in the Cafeteria only. These refreshments and paper service should be provided by the holder of a permit and they must cleanup before leaving. Refreshments are not permitted in the Gym.)

Name of Adult Door Monitor \_\_\_\_\_ Phone Number \_\_\_\_\_ Cellular Number \_\_\_\_\_

Name of Adult Bathroom Monitor \_\_\_\_\_ Phone Number \_\_\_\_\_ Cellular Number \_\_\_\_\_

September \_\_\_\_\_ (Premises are not available during first week of school)

October \_\_\_\_\_ March \_\_\_\_\_

November \_\_\_\_\_ April \_\_\_\_\_

December \_\_\_\_\_ May \_\_\_\_\_

January \_\_\_\_\_ June \_\_\_\_\_

February \_\_\_\_\_ July/Aug. \_\_\_\_\_ (for Ball Fields only)

The applicant acknowledges that he/she and all of his/her members have received a copy, read, understands and agrees to all terms and conditions this entire application plus the Board of Education **Policy #3280: Use of School Facilities, Materials and Equipment** and the **Regulation #3280R.1: Equal Access to Public School Facilities for Boy Scouts and Other Designated Youth Groups** by signing below. The Custodian on duty is responsible for the care of the building and grounds. Any organization using the facilities is required to cooperate with the Custodian's direction and must provide a copy of a valid permit or entry will be denied. **The doors must be kept locked at all times.** It is the responsibility of the permit holder to have a **cellular telephone** with them at all times in the event of an emergency, provide a **responsible adult Door Monitor** at all times who will assure that **no adult or child leaves the area that the permit covers** and **to allow access to the building to group members only.** Each group must submit a full roster of participants with names and addresses along with this application or it will not be processed. The Custodian will assess the facility before the group enters and will record any damage after they leave. He/she will also report if any rules are not followed.

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 District for the use and care of the facilities. He/she, on behalf of the above named Organization does hereby covenant and agree to defend, indemnify and hold harmless the District from and against any and all liability, including but not limited to: cost, expense, demands, proceedings, awards, judgments, liens, deductibles, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, arising out of or in connection with the actual or proposed use of District's property, facilities and/or services, including claims, etc. arising out of the District's own negligence to the extent permissible by law.

SIGNATURE \_\_\_\_\_  
(President of the Organization)

\_\_\_\_\_ Print Name

\_\_\_\_\_ Address

\_\_\_\_\_ Cellular phone number

\_\_\_\_\_ Home phone number

SIGNATURE \_\_\_\_\_  
(If the President is not a legal resident of NHP-GCP UFSD, then a Board member who is must sign)

\_\_\_\_\_ Print Name

\_\_\_\_\_ Address

\_\_\_\_\_ Cellular phone number

\_\_\_\_\_ Home phone number

**APPLICATION TO USE NEW HYDE PARK-GARDEN CITY PARK FIELDS and/or FACILITIES**  
**Continued**

The use of all District facilities shall be subject to the approval and rules of the Board of Education administered by the Building Principal or other Board designee.

1. Application for the use of facilities must be made to the Building Principal, reviewed by the Facilities Department and the Superintendent in writing by a designated member of the applicant organization. In order to use the facilities, a majority of the members of the organization must be residents of the New Hyde Park-Garden City Park UFSD. The applicant organization must include with the application a current membership list with their addresses. In the case of an athletic organization whose entire membership does not meet the majority residency requirement, a majority of the members of the team that will actually use the facilities must be New Hyde Park-Garden City Park UFSD residents.
2. The member residence requirements shall not apply to governmental agencies i.e., Town of North Hempstead, County of Nassau, State of New York, United States Government and agencies thereof.
3. Organizations wishing to use District facilities shall apply to the Facilities Department on the prescribed form and notify the Building Principal. The Board of Education has final authority on approval.
4. A fee may be charged to use the facilities at the discretion of the Board of Education and those fees will be utilized for the maintenance of the facilities. The fee schedule will be determined by the Board of Education.
5. If any application request is over the normal or regular duties, or on a Saturday, Sunday or holiday, space and/or custodial fees can be levied by the District.
6. In the event of inclement weather, the Superintendent or his/her designee has the final authority on whether facilities are usable.
7. The indoor facilities must be vacated by 10:00pm and the outdoor facilities by dusk.
8. For outdoor events, the organization's adult supervision must show the permit upon request by representatives of the District.
9. All posted rules must be adhered to. Responsibility for the preservation of order and safety must be assured by the applicant.
10. No players will be admitted on gymnasium floors who are not wearing standard, non-mark gymnasium footwear.
11. Intoxicants including but not limited to alcohol and drugs shall not be brought onto District facilities at any time. Smoking or other use of tobacco products is not allowed on District property. Pets are not permitted on school grounds.
12. 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.
13. Any damage to District facilities shall be promptly repaired at the user's expense. No exceptions. It is recommended that the group supervisor inspect the area assigned and equipment before actual use and notify building personnel of damaged observed.
14. Organizations using the facilities must clean-up afterwards.
15. Permits may be revoked at any time.
16. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times including an Adult Door Monitor and an Adult Bathroom Monitor to escort the children to and from the approved location of the permit. At no time will anyone be allowed to roam the building.
17. It is the responsibility of the permit holder to have a cellular telephone with them at all times in the event of an emergency. The emergency telephone number for police is 911; fire is 516-742-3300; ambulance 911 and/or 516-742-3300.
18. Facilities are not available if in conflict with school use.
19. No unauthorized vehicles are allowed on school property. This includes bicycles and/or battery/motorized vehicles.
20. No field or building alterations (lining of fields or gymnasiums, erecting permanent goal posts or structures, etc.) are allowed without prior approval. Partitioned doors, movable stands and setup items such as tables, chairs, etc. are not to be moved or touched.
21. Job Boxes purchased and stored on the fields by any organization will require approval from the District. In addition, the district will not provide security or insurance coverage for the box and equipment and the organization agrees to release and hold harmless the district for loss or damage to the box or equipment.
22. The District does not discriminate on the basis of race, color, national origin, physical impairment or sex in its educational programs, employment services or use of facilities.
23. 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 District as an unrestricted additional insured on the user's policy.
  - B. The policy naming the District as an additional insured shall:
    - be an insurance policy from an A.M. Best rated "secured" New York State insurer, permitted to do business in New York State;
    - 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;
    - additional insured status shall be provided with ISO endorsement CG 20 26 11 85 or its equivalent.
  - C. The user agrees to indemnify the District for any applicable deductibles.
  - D. Required Insurance:
    - **Commercial General Liability Insurance** - \$1,000,000 per occurrence/ \$2,000,000 aggregate.
  - E. 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 user is to provide the District with a certificate of insurance, evidencing the above requirements have been met. 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.
  - F. The 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.
24. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, how to respond to a fire alarms, etc.
25. In the event of an accident, please notify the custodian on duty, or call the business office the next morning. In all cases, a typewritten report must be submitted the next day giving all details including dates and times of events and must be signed the person in-charge for that event.
26. Permits are non-transferable and no holder of any permit may allow anyone else to use any part of the premises specified in the permit.
27. Attached to this application will be Policy #3280: Use of School Facilities, Materials and Equipment and the Regulation #3280R.1: Equal Access to Public School Facilities for Boy Scouts and Other Designated Youth Groups.