



APPL. NO. \_\_\_\_\_  
FOR OFFICE USE ONLY

**HUNTINGTON UNION FREE SCHOOL DISTRICT**  
**P. O. BOX 1500**  
**Huntington, New York 11743**  
**APPLICATION FOR USE OF SCHOOL BUILDINGS OR GROUNDS**

Name of Organization \_\_\_\_\_ Date of Appl. \_\_\_\_\_

Mailing Address \_\_\_\_\_

Person in Charge of Event \_\_\_\_\_ Tel. No. \_\_\_\_\_ E-Mail \_\_\_\_\_  
*Must Be Present*

Facility Desired \_\_\_\_\_ Space Desired \_\_\_\_\_  
*Name of School*

Date(s) Desired \_\_\_\_\_ Time (From) \_\_\_\_\_ (To) \_\_\_\_\_

Type of Activity (be specific, describe event) \_\_\_\_\_

Approx. No. of Attendees \_\_\_\_\_ Admission Fees (Y/N) \_\_\_\_\_ Use of Proceeds \_\_\_\_\_

Additional Requests (tables/chairs, etc.) \_\_\_\_\_  
*Be Specific*

I hereby certify that the facilities will be used only for the activity and the proceeds from admission be used only for the purpose above stated and I hereby agree that I am familiar with the policy and regulation(s) for use of such buildings and/or grounds, and that I am authorized by the Organization named on this application to accept the responsibility of conforming to these regulations, rules and laws as stated on the reverse side, and for payment of all necessary fees. No advertisement of this event is permitted unless applicant has received a fully executed copy of this permit.

**INDEMNIFICATION AGREEMENT**

The user does covenant and agree to defend, indemnify and hold harmless the Huntington Union Free School District (the "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 the District's property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, spectator, contractor or subcontractor of the user. The user understands and agrees that its use of the District's 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 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.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Signature of Applicant / Organization's Representative*

Address \_\_\_\_\_

(OFFICE USE ONLY – DO NOT TYPE OR WRITE BELOW THIS LINE)

This application is approved / denied subject to conditions herein.

[ ] Approved [ ] Denied \_\_\_\_\_ Date \_\_\_\_\_  
*Signature of Building Principal or Designee*

[ ] Approved [ ] Denied \_\_\_\_\_ Date \_\_\_\_\_  
*Signature of Asst. Superintendent for Business or Designee*

***The Board of Education requires a certificate of insurance protecting the interest of the School District. Failure to supply the District with proper insurance will result in rejection of this permit. Insurance requirements follow NYSIR guidelines attached.***

FOR DISTRIBUTION AFTER APPROVAL: White (Office) Pink (School) Blue (Applicant) Canary (Building Principal)

**THE FOLLOWING RULES AND REGULATIONS ARE TO BE STRICTLY ENFORCED**

1. All groups shall leave the building one hour before the building is to be closed for the night, unless permission has been obtained from the Use of Buildings Coordinator.
2. Preference shall be given to normal functions with the District.
3. Any change in time, date or cancellation of this activity must be reported to the Use of Buildings Coordinator, Phone 673-2127. If change or cancellation is not received within 48 hours of intended use, the applicant will be subject to payment of fee. The District reserves the right to revoke permits at any time without liability. **When schools are closed, scheduled community use is automatically cancelled.**
4. **SMOKING AND ALCOHOLIC BEVERAGES ARE PROHIBITED IN ANY SCHOOL FACILITY OR ON ANY DISTRICT GROUNDS.**
5. No field or gymnasium can be scheduled in a way that creates an unreasonable restriction of use by others.
6. Responsibility for order and safety must be assured by the applicant. A group using school facilities is responsible for any damage incurred by them and may be held financially responsible for required repairs or replacement. The Board of Education may deny the privilege of use to any organization which has misused or abused school facilities and equipment.
7. No commercial vendors are permitted on district property without specific written authorization. Vehicles are not permitted on our athletic fields or playgrounds.
8. When requested by the District and / or Use of Buildings Coordinator, private or local police protection shall be arranged for traffic control and safety by the District and charged to the contracting organization.
9. Putting up of decorations and scenery is prohibited unless written permission is granted by the Building Principal and /or Use of Buildings Coordinator. No Substance may be used on the gym floors. Furniture, equipment, etc. may not be placed on gym floors without prior authorization by the Board of Education or its designee.  
No one shall be allowed to participate in any athletic activity on the gym floor unless they are wearing appropriate footwear.
10. People attending functions are restricted to those areas designated on the application, as well as time and dates approved.
11. Organizations sponsoring activities for students: A. conform to the students' handbook. B. provide adequate adult chaperones to supervise the activity at the ratio of one adult chaperone for every 25 students in attendance.
12. Refreshments are not to be sold or served unless written permission has been granted by the District or its designee. If permission is granted and the kitchen is to be used, a cafeteria employee must always be present. Costs for such services shall be billed to the applicant.
13. The District does not discriminate on the basis of race, gender, color, or religion.
14. **IN ADDITION, USERS MUST COMPLY WITH ALL OTHER APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS AND WITH NEW YORK STATE EDUCATION LAW SECTION 414, WHICH REGULATES USE OF SCHOOL HOUSES AND GROUNDS.**

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## INSURANCE REQUIREMENTS – USE OF FACILITIES (INCLUDING ORGANIZED ATHLETIC ACTIVITIES AND ATHLETIC & RECREATION CAMPS)

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the facility user hereby agrees to effectuate the naming of Huntington Union Free School District (the “District”) as an Additional Insured on the facility user’s insurance policies, except for workers’ compensation and N.Y. State Disability insurance.
2. The policy naming the District as an Additional Insured shall:
  - a. 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 State licensed and admitted insurer is mandatory.
  - b. 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.
  - c. Additional insured status for General Liability coverages shall be provided by standard or other endorsements that extend coverage to the District (CG 2026) or equivalent. The decision to accept an alternative 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.
3. The certificate of insurance must describe the services provided by the facility user that are covered by the liability policies.
4. The facility user agrees to indemnify the District for applicable deductibles and self-insured retentions.
5. Minimum Required Insurance:
  - a. **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
  - b. **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.
  - c. **Workers' Compensation and NYS Disability Insurance (For Organizations with Employees)**  
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB120.1) 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.
  - d. **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.
    - Organized Athletic Activities and 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.
6. The facility user acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract. The facility user is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the event.

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2. The policy naming the District as an Additional Insured shall:
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  - b. 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.
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