

Please read all insurance requirements completely. Your request will be denied if you fail to provide all required documentation.



MCGRAW CENTRAL SCHOOL DISTRICT

10 West Academy Street, McGraw, NY 13101

Phone: (607) 836-3600 FAX: (607) 836-3635

REQUEST FOR USE OF SCHOOL FACILITIES

All **requests** to schedule events in the McGraw Central School District must be requested by submitting this form to the applicable Elementary or High School Office.

SPONSORING ORGANIZATION: _____

NAME/ TYPE OF EVENT: _____

THIS IS A: _____ SCHOOL-SPONSORED ACTIVITY _____ STUDENT CLUB _____ *NON-SCHOOL GROUP

***NON-SCHOOL GROUPS MUST SUBMIT A CERTIFICATE OF INSURANCE AND THE REQUIRED CG2026 FORM WITH THIS FACILITIES USE FORM. PLEASE SEE REQUIREMENTS ITEM #4 ON PAGE 2 AND APPENDIX A OF THIS FORM.**

CONTACT PERSON: _____ Phone (_____) _____

Address: _____ Cell Phone # (_____) _____

City, State, Zip _____ e-mail (REQUIRED) _____

SCHOOL BUILDING(S) REQUESTED: Please place the number 1 by the building of preference, number 2, 3 etc. for 2nd, 3rd choice. If your activity needs simultaneous space in different buildings, place 1 in all buildings needed.

HIGH SCHOOL: _____ ELEMENTARY SCHOOL: _____

EVENT DATE(S): _____ DAY(S): **M T W TH F Sat Sun**

BEGINNING TIME: _____ AM / PM ENDING TIME: _____ AM / PM

SET-UP DATE: _____ SET UP TIME: _____ to _____

ATHLETIC FIELD(S) REQUESTED: _____

AREA / ROOM(S) REQUESTED: _____

ESTIMATED ATTENDANCE: _____ NUMBER OF ADULT CHAPERONES: _____

CUSTODIAL OR SPECIAL SERVICES REQUESTED**

- _____ USE OF KITCHEN
- _____ TECHNICAL SERVICES- LIGHTS/ SOUND/PROJECTOR
- _____ SPECIAL EQUIPMENT REQUESTED FROM SCHOOL DISTRICT: _____

PLEASE NOTE: ALL FURNISHINGS AND EQUIPMENT MUST BE SET BACK UP AS THEY WERE FOUND PRIOR TO YOUR ACTIVITY

Do you need custodial services for your event? (set up, clean up, etc.) YES NO

If YES, explain _____

If no custodian is requested, please indicate who will be responsible for cleanup: _____

THE FOLLOWING REQUIREMENTS FOR USE OF THE SCHOOL FACILITIES ARE ESTABLISHED:

The regular school program and approved school activities have preemptive use of school facilities at all times;

District affiliated organizations have priority for use over other community organizations and may use the facility free of charge;

Non-district affiliated, not-for-profit organizations whose membership is made up primarily of district residents may use the school facilities only when it does not interfere with school operations. Preference will be given to community organizations serving youth. All additional expenses incurred by the District for such use shall be charged to the organization.

Not-for-profit organizations using school facilities for public sales or charging admission may do so only when school is not in session; the event is a benefit to the general welfare of the community and the proceeds derived therefrom are to be expended for an educational or charitable purpose.

Facility use for the purpose of instruction in any branch of higher education may be permitted for a fee or, in lieu of a fee, reciprocal use of facilities, at the discretion of the Superintendent of Schools.

The use of school district property for private commercial purposes is prohibited unless the private benefit is "incidental" to a public educational or school purpose.

All organizations must comply with all applicable federal, state and local laws. In addition, the District expects all organizations to:

1. Assure the protection of school property. **In accordance with this requirement, the District reserves the right to charge for supervisory staffing when deemed necessary.**
2. Provide for the health and safety of all people involved in the activity.
3. Payment for any damage or loss whether or not a fee has been charged.
4. **Name the McGraw Central School District as an additional insured on the user's policy. The policy naming the District as an additional insured shall:**
 - Be an insurance policy from an A.M. Best A – rated insurer or better licensed to conduct business in New York State. A New York State licensed and admitted insurer is strongly preferred.
 - State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in favor of the District.
 - Additional insured status shall be provided with ISO endorsement CG 20 26 or its equivalent.
 - Maintain Insurance requirements as specified in Appendix A.

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 facility user is to provide the District with a certificate of insurance, evidencing the above requirements have been met before the event.

5. Recognize that all approvals for the use of any school facility will be issued for specified hours, are non-transferable, and are restricted to the specified purposes for which issued.
6. A chaperone must be 18 years of age and responsible in character.
7. **As per New York State Law Smoking Is Not Permitted On School District Property.**
8. Prior to the start of the event, an announcement must be made to your group regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, how to respond to fire alarms, etc.

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 McGraw Central School District for the use and care of the facilities. He/she, on behalf of _____ does hereby covenant and agree to defend, indemnify and hold

Print Name of Organization

harmless the McGraw Central School District from and against any and all liability, loss, damages, claims, and or actions (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 McGraw Central School District's property, facilities and/or services by _____.

Print Name of Organization

Signature of Organization's Representative

Print Name

Date

For Office Use Only

Principal Approval

Date

Business Office Approval

Date

Facilities Approval

Date

Superintendent Approval

Date



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APPENDIX A – REQUIRED INSURANCE LIMITS

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

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.

Workers’ Compensation and NYS Disability Insurance (For organizations with employees)

- Statutory Workers’ Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by 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.

Umbrella/Excess Insurance

General Use

- \$1 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required Auto Liability and 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 over the required Auto Liability and General Liability coverages.

Signature of Organization’s Representative

Print Name

Date

Signature of District’s Representative

Print Name

Date