

MONTAUK, NEW YORK
ADMINISTRATIVE PROCEDURE

EB#2

REQUEST FOR THE USE OF BUILDINGS AND GROUNDS

The _____ requests the use of the Montauk Public School Building for the purpose of : _____

Date: _____ From: _____ AM/PM – To: _____ AM/PM

Our Organization is classified as: (Check Applicable Categories)

Education _____ Religious _____ Charitable _____
Political _____ Veterans _____ Not-For-Profit _____
Other _____, Explain _____

We understand that a fee may be charged for the use of the building. Checks should be made payable to: Montauk Public School, if required, and must be received on or before the date(s) the building is used.

Requests must be received for the use of the athletic fields, classrooms, the portable classrooms, the library, and the gymnasium. School equipment and supplies (i.e. volleyball nets, gym mats, basketballs, etc.) may also be requested. Only those materials requested and approved below will be made available to your organization.

All persons using the building and/or facilities, including approved equipment and supplies, do so at their own risk.

It is understood that alcoholic beverages will not be served in the building or on the grounds and that smoking will not be permitted.

It is further understood that admission fees, including donations and contributions, can be charged if the proceeds are to be used for educational and charitable purposes, and that admittance cannot be restricted. Proceeds, if any, will be used for: _____.

The Board of Education and/or the Superintendent reserves the right to enforce and adjust the rules and regulations established herein to meet the requirements of the applicant/group.

We furthermore agree that the building and/or grounds will be left in a clean condition and that equipment and supplies will be returned in working order, barring normal wear and tear.

The responsible person/persons will be : (Name & Address)

_____ Telephone # _____
_____ Telephone # _____
_____ Telephone # _____

Equipment/Supplies requested (be specific):

_____ Room _____
_____ Room _____

Approved _____ Date _____

Restrictions: _____

Fee Schedule

Rental of school facilities by non-school groups

Gymnasium - \$50.00 (per occurrence)

Classroom - \$20.00 (per occurrence)

Custodial service – 1.5 of hourly salary and fringe benefits per person.

Certificate of Insurance

A Certificate of Insurance must be provided prior to approval of use of the facility for any and all organizations not under the jurisdiction of the Board of Education. The Board of Education will :

1. Be named as additional insured on sponsoring organization insurance policy.
2. Be covered for the following amounts:
 - a. General liability, property damage and bodily injury
 1. Minimum limit \$1,000,000 – per occurrence

Hold Harmless Agreement

The applicant/group agrees to indemnify and save harmless the Montauk Union Free School District, its officials, employees and agents from suits, actions, damages and cost of every nature and description resulting from the actions of the applicant/group.

The applicant/group agrees to indemnify and save harmless the Montauk Union Free School District from any liability or action arising from any property owned by or in the case, custody and control of the applicant.

Date

Authorized Representative

Notary

Name of Group/Organization

Date

School Official

Non-Profit Organizations

All building and/or grounds fees will be waived for Non-Profit Organizations. Custodial fees will be billed.

Hurricane Evacuation Center

That the gymnasium not be used as an evacuation center during a hurricane.