



Today's Date: _____ Date(s) Requested: _____

School Requested: _____ Room: _____

INFORMATION ABOUT GROUP

Name of organization or Individual: _____

If your organization is a Non-Profit Organization – attach IRS non-profit status letter to this request.
(Without proof, it is assumed your organization is for profit and facility usage fees will apply.)

Time: _____ to _____. Supervisor in charge: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

INFORMATION ABOUT INTENDED USE OF SCHOOL DISTRICT FACILITIES

Purpose of Use: _____

Total Participants Expected: _____ Adults: _____ Children: _____

Is equipment required? Yes _____ No _____

If needed, state what type and for what purpose: _____

Residents (Number): _____ Non-Residents (Number): _____

Is an admission fee charged? Yes _____ No _____

If so, what will proceeds be used for? _____

If refreshments are served, give details: _____

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 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 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 Akron Central School District's property, facilities and/or services by _____ (Name of organization).

Signature of Organization's Representative

Email: _____ Telephone Number: _____

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:

Akron Central School District 47 Bloomingdale Ave. Akron New York 14001

Attention: Janice Rosenberg, District Clerk

AKRON CENTRAL SCHOOL DISTRICT FACILITY USE REQUIREMENTS

The use of all District facilities shall be subject to the approval and rules of the Board of Education administered by the District Clerk or other Board designee. Every effort should be made to schedule use of facilities during normally staffed hours.

1. Organizations wishing to use District facilities shall first apply to the District Clerk on the prescribed form. The District Clerk or his/her designee has final authority on approval.
2. In the event of inclement weather, the District Clerk or his/her designee has the final authority on whether facilities are usable.
3. Intoxicants shall not be brought onto District facilities at any time.
4. All posted rules must be adhered to.
5. Profanity, objectional language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damage to District facilities shall be promptly repaired at the user's expense. No exceptions. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
7. Organizations using the facilities must clean-up afterwards.
8. Permits may be revoked at any time.
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
10. The fee for use is [\\$25.00/hour during normal staffed days](#) - [\\$40.00/hour during non-staffed days \(Saturday's after 3:00pm\)](#), payable before the facility is reserved.
11. A public telephone is located in outside the gym. The emergency telephone number for police and fire is 911.
12. Smoking or other use of tobacco products is not allowed on District property.
13. Facilities are not available if in conflict with school use. No unauthorized vehicles are allowed on school property. No field or building alterations (lining of fields or gymnasiums, erecting permanent goal posts or structures, etc.) are allowed without prior approval.
14. The District does not discriminate on the basis of race, color, national origin, physical impairment or sex in its educational programs or employment services.
15. All users must provide the following insurance prior to using facilities.
 - A. The user hereby agrees to effectuate the naming of 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 licensed insurer;
 - 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.
 - 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.
16. 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.