

Roscoe Central School District
Academy Street ❖ Roscoe, NY 12776
607-498-4126

Conditions for Use of School Facilities

By outside or community groups

Any person, group or other organization that wishes to use facilities owned by the Roscoe Central School District must follow the procedures and agree to the conditions stated on this form.
NO APPLICATION FOR USE OF COMMUNITY FACILITIES CAN BE APPROVED OTHERWISE.

1. **Applications.** In order to use school facilities, the attached *Application for Use of Buildings and Grounds* must be submitted with all requested information at least two weeks before the planned event. An incomplete or late application may be denied.

 2. An application is not approved until the Superintendent has signed it. The requesting group will be notified of approval via email. Approval may be withdrawn at any time with or without notice if any of these *Conditions for Use* are violated, or for any other reason the district may deem sufficient cause.

 3. **Insurance.** In order for an application to be approved, the group or organization must have general liability insurance covering the proposed event. The insurance must meet the following requirements:
 - a) Provide coverage in an amount sufficient for the event. The district will determine if your coverage limits are sufficient.
 - b) Be issued by an insurer licensed by New York State and rated “secured” by A.M. Best
 - c) Contain a 30-day notice of cancellation
 - d) Name the district as an unrestricted additional insurer **(required)**
 - e) Provide primary coverage for the district, its board, employees and volunteers.**Proof of this insurance must be submitted as part of the application. A certificate of insurance from the company is sufficient. The application is not complete and cannot be considered with this proof.**

 4. **Accepting responsibility.** The applicant and the applicant’s organization, jointly and severally, accept full responsibility and liability for any loss or damages, of any nature, including insurance deductibles, attorney’s fees and court costs, that may arise from or be connected with the use of the district’s facilities, whether or not covered by the insurance certificate submitted with this application.

 5. No act or omissions by the district or any district officer or employee can waive the insurance requirement as stated above, or the district’s right to enforce any of the other conditions stated in this form. Any allowable waiver must be in writing and signed by the superintendent to be effective.

 6. **Scheduling.** Facilities are available only if the district for its programs does not require them, and have not been reserved by the district for any other use.
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7. **Fees and expenses.** The district may charge a fee equal to any costs it incurs to cover this event, including any wages paid to staff to monitor the event or to provide other services. Any costs that the district incurs that are greater than the fee, such as for cleaning or repair of damages, may be charged after the conclusion of the event. The district will bill the applicant for these costs, and the applicant accepts personal responsibility for paying the bill on presentment.

8. **Rules for Events.** The applicant must adhere to and strictly enforce the following rules. Failure to do so may result in the immediate cancellation or termination of the event, as well as in such civil and criminal liability as may arise from the situation. If the district determines that the rules were not followed, the applicant may be prohibited from requesting use of facilities in the future.

Before:

A) Under law, every event held on district property must be open to the general public. The applicant may not exclude or remove any person from the proposed event other than as authorized below.

B) **Adequate supervision** must be provided in view of the ages of participants and the nature of the event. The district may require a detailed statement describing how this supervision requirement will be met before an application is approved.

During:

C) At the beginning of the event, an **announcement must be made** to all participants indicating: i.) the person supervising the event, ii.) how to report and how to respond to a fire, fire alarm or other emergency, iii) the location of telephones, emergency exits, and posted procedures, and iv) the substance of rules D, E, and F, below.

D) Under various federal and state laws and policies of the Board of Education, no one may use **tobacco, tobacco products, and alcohol or intoxicants of any nature** on district property. Anyone who does so must be removed from the premises immediately.

E) **Disorderly conduct**, including abusive language and interference in the maintenance of good order, is prohibited. Anyone engaged in such conduct must be removed from the premises.

F) **Any other illegal activity** must be reported to the appropriate law enforcement agency immediately.

After:

G) The facility must be left in the same state of order and cleanliness as it was in before the event began. This includes removing all decorations and trash, sweeping and mopping floors as necessary and repairing any damage to the building or grounds that may have occurred.

H) If no district staff member is present after the event concludes and all cleaning is done, the person named in the application form as requestor of the event will, before leaving, turn off all lights and make sure that all doors are locked.

9. **Cancellation.** The Superintendent may impose such additional rules for specific events as he may deem necessary and appropriate for the safety of participants and the protection of the district's interests. Such rules, and any rules posted in the facilities being used, are to be considered binding conditions included in the form by reference.

10. Nothing in this form or the attached *Application for Use of School Buildings And Grounds* relieves the applicant, the group or organization that he or she represents, or any participant in the proposed event, of the duty to observe any statute, regulation, or policy that may apply to the use of these facilities.