

PUBLIC USE OF SCHOOL FACILITIES EXHIBIT  
Pawling Central School District  
515 Route 22, Pawling, NY 12564

## Application for the Use of Facilities

*To be completed by the applicant*

Today's Date: \_\_\_\_\_

Name of Community-based Organization or Individual: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Supervisor: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Building Requested: \_\_\_\_\_ Room: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Equipment/Furniture/Layout request: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Open to the public? YES or NO Admission Charged? YES or NO If "yes," what will the proceeds be used for? \_\_\_\_\_

Number of Children Expected: \_\_\_\_\_ Number of Adult Chaperones: \_\_\_\_\_

Will food or refreshments be served? YES or NO If "yes" provide details: \_\_\_\_\_

*Note: If food will be served, a Dutchess County Food Service Permit may be required.*

Is this a fundraising event? YES or NO If "yes," please attach the Superintendent's fundraising approval with the application.

Has the applicant read facility use policy 1500 and student wellness policy 5405? YES or NO

Do you have an in-force public liability insurance policy? YES or NO If "yes," please attach a copy of the insurance listing the Pawling Central School District as additional insured. See page 2 for required insurance levels.

Applicant does covenant and agrees to defend, indemnify and hold harmless the Pawling Central School 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 Pawling Central School District property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, spectator, contractor or subcontractor of the applicant.

Applicant understands and agrees that its use of Pawling Central School District property and facilities includes, but is not limited to, all areas identified in the application, 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"). Applicant agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

Applicant: \_\_\_\_\_ Building Admin: \_\_\_\_\_ Dir. of Facilities: \_\_\_\_\_

Return this page of the Application to Pawling CSD, 515 Route 22, Pawling, NY 12564, Attn: Mary Healy, or submit electronically via email to [healym@pcsdny.org](mailto:healym@pcsdny.org) FEES FOR USE MAY APPLY

## PUBLIC USE OF SCHOOL FACILITIES EXHIBIT

The use of all District facilities shall be subject to the approval and rules of the Board of Education administered by the Building Principal or other Board designee. All applicants should read and be familiar with Board Policy 1500 Public Use of Facilities and Board Policy 5405 Student Wellness.

1. Organizations wishing to use District facilities shall first apply to the facilities and operations department on the prescribed form.
2. In the event of inclement weather, the Principal (or 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, objectionable 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.
7. Organizations using the facilities must clean up afterward.
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. Fees, if applicable, are payable before use begins.
  11. Smoking and use of tobacco products or E-cigarettes are not allowed on District property.
  12. 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 goalposts or structures, etc.) are allowed without written prior approval.
  13. The District does not discriminate on the basis of race, color, national origin, physical impairment, gender, gender identity, or sexual orientation in its educational programs or employment services.
14. All users must provide the following insurance prior to using facilities.

### **FAILURE TO DO SO PRIOR TO USE WILL RESULT IN THE REVOCATION OF YOUR PERMIT:**

- A. The user hereby agrees to name the District as an 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 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.
- C. The user agrees to indemnify the District for any applicable deductibles or self-insured retentions.
- D. Required Insurance:
  - 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 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.
  - Umbrella/Excess Insurance**
    - General Use**  
\$1 million for 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 for each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required Auto Liability and General Liability coverages.
- 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 facility user is to provide the District with a certificate of insurance, evidencing the above requirements have been met before the event.
  15. 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 alarm, etc.
  16. In the event of an accident, please notify the custodian on duty or call the business office the next morning.

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**FACILITIES USE FEES**

<b>Fee Tier</b>	<b>Gym Fee Auditorium Fee (Custodian fee also applies)</b>	<b>Room Fee (Custodian fee also applies)</b>	<b>Turf Field Hourly Fee (2-hour minimum)</b>	<b>Custodian Hourly Fee (2-hour minimum)</b>	<b>Auditorium Technician Hourly Fee (2-hour minimum)</b>
<b>Tier I Not-for-profit Pawling Community Group</b>	<b>\$60.00</b>	<b>\$40.00</b>	<b>\$75.00</b>	<b>\$60.00</b>	<b>\$60.00</b>
<b>Tier II For-Profit Pawling Community Group</b>	<b>\$75.00</b>	<b>\$50.00</b>	<b>\$100.00</b>	<b>\$75.00</b>	<b>\$75.00</b>

Fees are applied based on Policy 1500 - Public Use of School Facilities.

Effective 2/23/2023