

Building Use Form

Contact Person: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Event: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Date of Event: \_\_\_\_\_

\_\_\_\_\_ I have checked the online Master Calendar for any potential conflicts.

Location Being Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Parking Issues:      \_\_\_\_\_ YES                      \_\_\_\_\_ NO

Set-Up Requests:      \_\_\_\_\_ YES                      \_\_\_\_\_ NO

Specify :( Example: coffee set-up, tables, TV)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ I have submitted a copy to the office to be kept on file.

\_\_\_\_\_ I have notified the cafeteria staff that we will not need lunch on this day

\_\_\_\_\_ I am requesting a classroom that is usually used for instruction (for example the library, gym, music room) I have spoken with the teacher of that room and made arrangements with them.

**\*\*If parents are being invited, please remind them to sign-in at the main office and to wear a badge.**

**\*\*\*If there are any changes, please notify all the appropriate people.**

*For office use only*

Email: \_\_\_\_\_ PR Rec.                      \_\_\_\_\_ Bedford Dads                      \_\_\_\_\_ St. Pat's                      \_\_\_\_\_ Inn

\_\_\_\_\_ Entered Into Facility Use                      \_\_\_\_\_ Sent Copies to Business Office; Date: \_\_\_\_\_

BEDFORD CENTRAL SCHOOL DISTRICT  
P.O. BOX 180  
MOUNT KISCO, NEW YORK 10549  
2018-2019

## APPLICATION FOR THE USE OF SCHOOL FACILITIES

(Submit the completed form at least thirty days prior to the event)

Name of Applicant/Organization \_\_\_\_\_

(Please print) (If you are not-for-profit organization, submit 501( c)(3) paper work with application)

Contact Person (Please print) \_\_\_\_\_

E-Mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Information (Day) \_\_\_\_\_

(Night) \_\_\_\_\_

(Cell) \_\_\_\_\_

Description and Purpose of Activity Planned \_\_\_\_\_

Estimated Number of Persons in Attendance \_\_\_\_\_

Person in Attendance and Responsible for Supervision \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

### DATES BUILDING OR GROUNDS ARE TO BE USED

Name of School \_\_\_\_\_

Room(s) Desire \_\_\_\_\_

Dates and Times of Use: \_\_\_\_\_

Is meeting open to public? \_\_\_\_\_ Will there be a charge made for admission or a donation or contribution solicited? \_\_\_\_\_

If so, for what purpose will the proceeds be used? \_\_\_\_\_

Will you be using the Kitchen \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, there is a fee of \$18.54 per hour for an Aramark employee to be present in the kitchen during use.

### FOR DISTRICT USE

Custodial Overtime Hourly Rate: \_\_\_\_\_

Facility Use Fee(s): \_\_\_\_\_

Estimated Number of Custodians Needed for Event \_\_\_\_\_

Total Estimated Custodial Overtime Hours \_\_\_\_\_

Head Custodian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ (Chris Coughlin-Gym Use)

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ (Robert Martin - MLMT Use)

Date: \_\_\_\_\_

Recommended by: \_\_\_\_\_

Date: \_\_\_\_\_

School Principal

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Board of Education Designee-Angelo M. Rubbo,  
Assistant Superintendent for Business & Administrative Services

Please read and sign the Facility Use Requirements and Applicant Agreement and return it with the Application for the Use of School Facilities. Thank you.



**Bedford Central School District**  
*Inspiring and Challenging Our Students*

Dr. Christopher M. Manno

*Superintendent of Schools*

[cmanno4173@bcisdny.org](mailto:cmanno4173@bcisdny.org)

Phone: (914) 241-6000



***Presenter Approval Form***

(Per Policy 3210 - Visitors to the School and 8330 Objection to Instructional Materials and Controversial Issues)

Staff/Admin. requesting presenter: \_\_\_\_\_ Presentation Date: \_\_\_\_\_

School: \_\_\_\_\_ Audience (class, grade(s), club, etc.): \_\_\_\_\_ Location: \_\_\_\_\_

Name of the Presenter: \_\_\_\_\_ Fee: \_\_\_\_\_  
(Attach resume, brochure, website, vita, etc.)

Any special setup arrangements? \_\_\_\_\_

Name of the Presentation: \_\_\_\_\_ Presentation Length: \_\_\_\_\_

Description of the Presentation: \_\_\_\_\_

\_\_\_\_\_

Curriculum Objectives Addressed by the Presentation: \_\_\_\_\_

How did you learn of the presenter? \_\_\_\_\_

Other venues the individual/group presented? \_\_\_\_\_

Staff member(s)/Admin. who will supervise the presenter during his/her entire visit: \_\_\_\_\_

Names of any guests that will accompany the presenter: \_\_\_\_\_

**Each presenter must sign a Presenter Contract.** Presenters must be supervised at all times when in a school building. BCSD does not permit the publication of photographs or videos of any student without written parental or guardian consent. Presenters must affirm that any presentation, publications, written or spoken remarks prepared and presented does not or will not:

- o Discriminate on the basis of race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership of civil union status, sex, gender identity or expression, affectional or sexual orientation, or disability
- o Contain obscene, pornographic, immoral and/or libelous content
- o Promote one political perspective over another, or favor or oppose any candidate for election
- o Incite violence, advocate the use of force, or urge the violation of law or school policies or regulations
- o Infringe on the rights of others
- o Libel, slander, or defame any person or persons
- o Seek to establish the supremacy of a particular religious denomination, sect, or religious point of view over any other
- o Advocate the use or advertise the availability of drugs, alcohol, or other illegal substances
- o Advertise goods or services for the benefit of profit-making organizations, other than for fundraising events for school-connected organizations.

\_\_\_\_\_  
Signature of Staff/Admin. requesting presenter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Building Principal

\_\_\_\_\_  
Date

**Bedford Central School District**

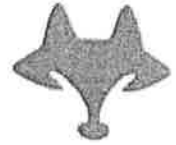
Fox Lane Campus

P.O. Box 180

Mt. Kisco, NY 10549



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 Dr. Christopher M. Manno  
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\_\_\_\_\_  
 Signature of Staff/Admin. requesting presenter Date

\_\_\_\_\_  
 Signature of Building Principal Date

**Bedford Central School District**  
 Fox Lane Campus  
 P.O. Box 180  
 Mt. Kisco, NY 10549



**BEDFORD CENTRAL SCHOOL DISTRICT**  
THE FOX LANE CAMPUS □ P.O. BOX 180  
MOUNT KISCO, NEW YORK 10549  
2018-2019

Dear Prospective Applicants,

Please be advised that use of facilities in the Bedford Central School District is contingent upon compliance with the following insurance requirements and receipt of the following documents. Failure to do so prior to use will result in revocation of your permit.

- A. The Applicant hereby agrees to name the District an additional insured on the Applicant's policy.
- B. The policy naming the District as an additional insured shall:
  - ❖ be an insurance policy from an A.M. Best-rated "Secure" or better insurer, licensed in New York State;
  - ❖ state that the Applicant's coverage shall be primary and non-contributory coverage for the District, its Board, employees, and volunteers;
  - ❖ list the District as an additional insured using endorsement CG2026 or equivalent. A completed copy of the endorsement must be attached to the certificate of insurance; A description of what you will be doing at this event must be on the Certificate of Insurance as well as the following language: Bedford Central School District is named as an added insured on a primary and non-contributory basis.
  - ❖ At the District's request, the Applicant shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms.
- C. The Applicant agrees to indemnify the District for any applicable deductibles and selfinsured retentions;
- D. Required Insurance:  
Commercial General Liability Insurance - \$1,000,000 per occurrence/\$2,000,000 aggregate;
- E. Applicant 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.

Please complete all forms and return them with your Certificate of Insurance to:

Lisa Cocomello  
Secretary to School Administrator  
Business Office  
Telephone: (914) 241-6177  
E-mail address: [facilityuse@bcsdny.org](mailto:facilityuse@bcsdny.org)



BEDFORD CENTRAL SCHOOL DISTRICT  
THE FOX LANE CAMPUS □ P.O. BOX 180  
MOUNT KISCO, NEW YORK 10549  
2018-2019

## HOLD HARMLESS

\_\_\_\_\_ (Date)

\_\_\_\_\_  
(Name of Applicant/Organization)

does hereby covenant and agree to defend, indemnify, and hold harmless the **Bedford 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 connection with the actual or proposed use of the **Bedford Central School District** property, facilities and/or services.

\* \_\_\_\_\_  
(Signature of Applicant)

\*(MUST BE SIGNED BY THE PERSON/ORGANIZATION  
USING THE FACILITIES)

\_\_\_\_\_  
Angelo M. Rubbo, Assistant Superintendent for  
Business & Administrative Services

**FACILITY USE REQUIREMENTS & APPLICANT AGREEMENT**  
**Please read, sign, and return with the Application for the Use of School Facilities**

The use of all District facilities shall be subject to the approval and rules of the Board of Education administered by the Building Principal and Board of Education designee.

The District does not discriminate on the basis of race, color, national origin, physical impairment or sex in its educational programs or employment services.

1. Please see the District's insurance requirements and provide all the necessary documents requested.  
**FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT**
2. 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.
3. Applicants wishing to use District facilities shall first apply to the Building Principal, or the Athletic Director if use of the District's gymnasiums or fields is requested, on the prescribed form.
4. The fee for use of the District's facilities is payable before use begins.
5. Permits may be revoked at any time.
6. In the event of inclement weather, the Principal or the Board of Education designee has the final authority on whether facilities are usable. In the event that any district facility is closed during the day or on the weekend due to inclement weather or an emergency situation, all after school and evening activities and meetings are cancelled.
7. Any Applicant/Organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
8. All posted rules and buildings Codes of Conduct must be adhered to.
9. 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.
10. Smoking or other use of tobacco products is not allowed on District property.
11. Intoxicants shall not be brought onto District facilities at any time.
12. Any damage to District facilities shall be promptly repaired at the user's expense. No exceptions.
13. 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.
14. Movies (Rented or Owned) shall **not** be shown at the district due to laws regarding Copyrights – the Federal copyright Act (title 17 of the US Code). Facility user will be responsible for any fines or legal action that may arise from showing a movie while using the district's facilities.
15. Applicants using District facilities are required to clean up after each use. Failure to clean up after each use will result in a custodial overtime charge which will be billed to the Applicant.

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. The applicant agrees to be responsible to the District for the use and care of the facilities. Applicant, on behalf of \_\_\_\_\_ 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 District's property, facilities and/or services by \_\_\_\_\_.

The Certificate of Insurance and Hold Harmless Agreement have been provided/are on the way \_\_\_\_ (please initial).

Custodial overtime fees of \$65.00 per hour will be charged at the end of your event if required \_\_\_\_ (please initial).

**I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS**

\_\_\_\_\_  
Applicant's Signature