

BABYLON UNION FREE SCHOOL DISTRICT
50 Railroad Avenue
Babylon, New York 11702
(631) 893-7915
(631) 893- 7938 (Fax)

REQUEST FOR USE OF SCHOOL FACILITIES

The undersigned applies for the use of _____
(Room or Area)
at _____ for the following dates:
(School)

Day(s) _____ Date(s) _____
am am
between the hours of _____ pm and _____ pm.

Purpose: _____
(State in Details)

Equipment needed _____

Will admission be charged or donations solicited? _____ If so, state use or purpose of

proceeds: _____

Permission is also requested for use of kitchen facilities: Yes ___ No ___

I _____ acknowledge receipt of the Babylon Public Schools Facility
(Print Name)

Use Rules and Regulations Policy 1500. _____
(Signature) (Date)

(Organization) (Address)

(Telephone Number)

NOTICE: This completed application **must** be received in the Principal's office of the school
NO LATER THAN TWO WEEKS PRIOR TO THE REQUESTED DATE
and is subject to the approval of the Superintendent of Schools.

For District Use Only

Building Principal's Approval: _____ Business Official's Approval: _____
(Date) (Date)

Athletic Approval: _____
(If applicable) (Date)

**BOARD OF EDUCATION
BABYLON UNION FREE SCHOOL DISTRICT
50 Railroad Avenue
Babylon, New York 11702**

**COMMUNITY USE OF SCHOOL FACILITIES
RULES AND REGULATIONS**

1. The only cost to the sponsoring organization will be for custodial services (rate to be determined by the Board of Education). The number of custodians will be determined by the Superintendent of Schools.
2. If an admission charge is made, or contributions or donations are solicited, the Babylon Board of Education will establish a fee for that particular use of the facilities.
3. All recreational or educational activities devoted exclusively to the welfare of Babylon's public school children (Parent-Teacher, children's activities, scholarship functions, etc.) may use the buildings without fee whether or not an admission is charged.
4. Non-school organizations may use school facilities only upon the granting of a permit by the Superintendent.
5. Organizations must assume full responsibility for any damage to school property that may occur during their use of the building. If equipment or furniture is moved, it must be returned to the proper place immediately following the use of the building. The permit, upon being issued, will carry listing of furniture which may be moved.
6. The building and furnishings (equipment) will be used with care, and payment will be made for any damage or loss caused or suffered during the applicant's occupancy. All decorations, furniture and other materials owned by the organizations shall be moved immediately after the final performance. Only the custodians or other individuals approved by the Superintendent shall operate stage curtains and lighting facilities.
7. The period for evening use is to terminate at 11:00 p.m. unless special permission is obtained for the Board of Education.
8. All school regulations must be adhered to where special attire is called for, e.g., tennis courts, play fields, stages, gymnasiums, etc.
9. The serving of food and/or beverages is permitted in the Cafeteria only.
10. No intoxicating liquors will be permitted on the school grounds or in the school buildings.
11. Smoking will not be permitted in school buildings or on school property.
12. All gambling is prohibited.
13. The building will be used only for the purpose requested on the request form.
14. Organizations using school property shall not nail, tack, screw, tape or employ any other fastening in any part of the building.
15. It is expected that all programs will be presented and conducted in good taste.

16. Whenever an admission is charged, or contributions or donations are solicited, all responsibility for admissions tax settlements rest solely with the sponsoring group.
17. All profit from any enterprise held in a public school building must go to the benefit of some specific community-wide educational or charitable purpose, and not for the gain of a particular organization or group. The Education Law prohibits the use of school buildings for personal profit or advantage.
18. No equipment or items are to be contracted for with outside agencies or organizations without approval from the Superintendent. Example: Vending Machines.
19. Any group using a kitchen may not use any school equipment or supplies such as dishes, silverware, pots, pans, etc. without specific authorization. If equipment is to be used, one or more cafeteria workers employed by the school district shall supervise the use of all equipment to see that it is carefully and properly used and shall make sure that the cafeteria is clean and ready for use the following morning. These workers will participate in the preparation and cleaning up processes, and serve also in an advisory capacity representing the school. These workers do not replace the necessary custodial help. The Organization must pay the fees as established by the Board of Education for workers. Checks shall be made out to the Babylon Union Free School District.
20. On days when school is closed because of snow or other calamity, all activities scheduled for that day will be cancelled or postponed.
21. No group will, under any circumstances, tamper with any electrical or heating controls.
22. It is expected that any of the rooms used will be left in a clean and orderly condition.
23. Any organization group involved in a regularly scheduled sports activity such as baseball, basketball, soccer, football, wrestling, tennis, volleyball, gymnastics, etc. must provide the school district with proof of accident insurance coverage.
24. It is understood that if the school district authorities determine that the facilities are necessary for school purpose at the time requested or may become unavailable through circumstances beyond the control of the Board of Education, the permission granted may be revoked without liability on the part of the District or the Board of Education.
25. The number of persons admitted should not exceed room capacity limits.
26. The person in charge of the function must notify persons in attendance, at the beginning of the function, of the procedures to be followed in case of emergency.
27. In case of an accident resulting in injury to any person or damage to personal property, the incident must be reported in writing to the Superintendent within five (5) days after the function.

Babylon Union Free School District

50 Railroad Avenue

Babylon, New York 11702

Hold Harmless Agreement

In consideration of the Babylon Union Free School District agreeing to permit

the use of district premises, the undersigned agrees to comply with all regulations of the Board of Education of Babylon Union Free School District to insure safety and security and to defend, indemnify and hold harmless the Babylon Union Free School District, its servants, agents, and employees from any and all claims, demands, actions, suits, proceeding costs, including attorney fees, damages, expenses and liability arising out of, connected with, or resulting from the use of premises by the undersigned.

Name

Title

Organization

Address

Date