



AKRON CENTRAL SCHOOLS

47 Bloomingdale Avenue
Akron, NY 14001
(716) 542-5010

1. Review the attached Akron Central School District Facility Use Requirements.
2. Completely fill out this form
3. Submit all documents at least two (2) weeks prior to the date of activity to District Clerk, Roxanne Rebmann: Akron Central Schools, 47 Bloomingdale Avenue, Akron NY 14001 (Phone: 716-542-5006) (Fax: 716-542-5018)

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.)

INFORMATION ABOUT GROUP

Name of organization or Individual: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

Email: _____ Today's Date: _____

INFORMATION ABOUT INTENDED USE OF SCHOOL DISTRICT FACILITIES

Building/Facility Requested: _____ Room(s): _____

Dates: From _____ to _____ Days of the Week: M TU W TH F SA SU

Hours: From _____ to _____ Estimated No. of Participants: _____ Adults: _____ Children: _____

Supervisor in Charge: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

Email: _____

Event Name/Purpose For Use: _____

Is equipment required? Yes _____ No _____

Please specify amount needed:

Table(s) [] Chair(s) [] Lights/Spotlights [] Microphone [] Projector [] TV/DVD/VCR [] Other [] Specify _____

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

Telephone Number: _____

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 Board of Education or its 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 Board of Education or its designee has final authority on approval. **(NOTE: School buildings are not available for use on Sundays.)**
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, 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 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. Hourly rates are "per staff member assigned."**
11. The emergency telephone number for police and fire is 911.
12. Akron Central Schools is a tobacco Free school, **use of tobacco products is prohibited.**
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. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the user hereby agrees to effectuate the naming of the District as an unrestricted additional insured on the user's insurance 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;
 - state that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers.
 - The District shall be listed as an additional insured by using endorsement CG 2026 or equivalent.
 - at the District's request, the user shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms.
 - 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 prior to the use of the facilities. 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.
 - F. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also the NYSIR, as the District's insurer.
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.