

**Barker Central School Facility Use Form/Agreement**

SPONSORING ORGANIZATION: \_\_\_\_\_

ADVISOR/ADULT SUPERVISOR: \_\_\_\_\_

DATES REQUESTED: \_\_\_\_\_ HOURS REQUESTED: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

NUMBER OF PARTICIPANTS: (MALE) \_\_\_\_\_ (FEMALE) \_\_\_\_\_ AED TRAINED CHAPERONE: YES \_\_\_ NO \_\_\_

EQUIPMENT REQUESTED: \_\_\_\_\_

PERSONNEL REQUESTED: \_\_\_ CUSTODIAL \_\_\_ CAFETERIA \_\_\_ AUDIO/VISUAL \_\_\_\_\_

I hereby agree to the conditions listed with this application and to restrict activities to the areas requested. Community groups shall indemnify and save the district harmless from any and all liability. Approved applications may be revoked by the Superintendent in the event that the scheduled use conflicts with any district use or activity. Should any injury occur to a group member during the use of the school facility, the group agrees that Barker Central School District cannot be held responsible. **\*\*\* If an emergency occurs in the building, dial 8 for an outside line before dialing 911. \*\*\***

APPLICANT'S SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Facility Request Form**

**JUNIOR SENIOR HIGH SCHOOL**

\_\_\_ FACULTY DINING ROOM      \_\_\_ GYM      \_\_\_ GYM LOCKER ROOMS \_\_\_ M \_\_\_ F  
\_\_\_ LIBRARY      \_\_\_ POOL      \_\_\_ POOL LOCKER ROOMS \_\_\_ M \_\_\_ F  
\_\_\_ TECH LAB # \_\_\_      \_\_\_ WEIGHT ROOM      CERT. LIFEGUARD NAME: \_\_\_\_\_  
\_\_\_ CAFETERIA ONLY      \_\_\_ CAFETERIA/KITCHEN      \_\_\_ CAFETERIA ANNEX  
\_\_\_ SMALL/JH GYM      \_\_\_ COURTYARD  
\_\_\_ CLASSROOM(S) LISTED OR OTHER: \_\_\_\_\_

**ELEMENTARY SCHOOL**

\_\_\_ CAFETORIUM      \_\_\_ GYM      \_\_\_ GYM LOCKER ROOMS \_\_\_ M \_\_\_ F  
\_\_\_ LIBRARY      \_\_\_ FACULTY DINING ROOM      \_\_\_ TECH LAB # \_\_\_  
\_\_\_ CLASSROOM(S) LISTED OR OTHER: \_\_\_\_\_

**DISTRICT OFFICE AREA**

\_\_\_ BOARD OF EDUCATION ROOM 192

**ATHLETIC FIELDS:**

\_\_\_ JV SOFTBALL      \_\_\_ VAR. SOFTBALL      \_\_\_ JV BASEBALL      \_\_\_ VAR. BASEBALL      \_\_\_ LAVATORIES  
\_\_\_ TRACK      \_\_\_ F.H. FIELDS      \_\_\_ SOCCER FIELDS      \_\_\_ CONCESSION STAND      \_\_\_ OTHER

**PLEASE SUBMIT THIS FORM TO THE APPROPRIATE BUILDING PRINCIPAL**

\_\_\_\_\_  
BUILDING PRINCIPAL  
\_\_\_\_\_  
DIRECTOR OF FACILITIES AND OPERATIONS  
\_\_\_\_\_  
FOOD SERVICE MANAGER  
\_\_\_\_\_  
DIRECTOR OF ATHLETICS  
\_\_\_\_\_  
SUPERINTENDENT OF SCHOOLS

\_\_\_\_\_  
DATE  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
DATE

ENTERED ON DISTRICT CALENDAR

**FACILITES USE AGREEMENT RULES AND REGULATIONS**

It is the responsibility of the Board of Education to assure that the use of school buildings, equipment and grounds will at all times meet the regulations prescribed by the State Board of Regents, local Fire District, and health and sanitation regulations of the Board of Health.

Your assistance and cooperation in following the rules identified below will assist the Board in fulfilling their responsibility to the community. Please be aware that any group unable to comply with these rules may be assessed for damages that occur to District facilities during use or have their building use privileges suspended or discontinued.

All groups requesting the use of Barker Central School District facilities must agree to abide by the District Code of Conduct. This includes but is not limited to:

1. Alcoholic beverages, smoking, or use of e-cigarettes are not permitted on school property.
2. Fighting or other violent acts are not permitted on school property.
3. A faculty advisor shall be present with all school related groups. All other permit holders shall ensure that adequate adult supervision is provided at all times.
4. Any individual or group that damages school district property shall be responsible for all costs required for repair. Groups are responsible to report items damaged during use.
5. Groups are responsible to return the facilities to the same safe condition in which they were found. This includes desks, chairs, audio/visual equipment and athletic facilities (pitching rubber and home plate on baseball diamonds, volleyball nets, etc.) Nothing will be removed from any building at any time.
6. Groups are responsible to provide their own on-site supervision and shall remain with the group until all participants have left the premises. **Participants should remain in the area that was approved for their use on their building use form.**
7. Groups that have not received proper authorization from the District to use District facilities will not be permitted in/on school properties. Proper authorization includes a Board-approved building use form.
8. Requests should be made at least thirty (30) days in advance for community organizations and seven (7) days for school organizations.
9. Any problems arising during a student activity shall be immediately reported to the high school principal or the administrator on duty by the faculty advisor. Community group advisor shall report problems to custodial personnel.
10. In the absence of district administrators, custodians on duty are responsible for the facility and their instructions must be followed.
11. Indoor facilities are not available when the facility is closed because of inclement weather and/or when closed because of emergency closing, or when school is not in session.
12. No admission fee is allowed unless by prior approval.
13. Permit holder shall enforce district parking and vehicular traffic regulations for all persons in attendance.
14. A roster of individual participants may be requested for repeated activities of the same organization.
15. Repeated use of indoor facilities by a non-school group shall be limited to four (4) calendar dates. A new application is required after the fourth use to continue activities.
16. A Certificate of Insurance is required for non-school groups. Please refer to the insurance page for specific insurance requirements and limits.

#### Use of Pool and Gyms:

1. All athletic equipment must be obtained from and returned to the Athletic Director or his designee by the faculty advisor or custodian.
2. A group may use the gym or pool for up to a two (2) hour period.
3. Sneakers or gym shoes are to be worn on the gym floor.
4. Bleachers are not to be used unless specific permission is granted and set up by custodial personnel.
5. Score clocks are not to be used unless special permission is granted.
6. Showers may be used by prior approval, but towels will not be furnished. Use of shower facilities is calculated at 15 minutes before and 15 minutes after the hours of the activity.
7. Use of the swimming pool requires the use of district-approved lifeguards (one lifeguard for groups up to 30 participants and one additional lifeguard for each additional 15 participants). Maximum number of pool participants shall be 70. Payment for lifeguard services shall be made directly to lifeguards on the day of the activity.
8. The use of SCUBA diving equipment in the swimming pool is prohibited.

By submitting the application, it is assumed that all members and guests will observe the above regulations and that individually and as an organization, will assume full financial responsibility for any and all damages done to Barker Central School District property. The organization will at all times hereafter indemnify the Barker Central School District against any loss, damage or expense of any kind, which said school district may sustain or incur as a result of the attached approved Facilities use and will further hold said school district harmless for loss of any kind in connection therewith.

**INSURANCE REQUIREMENTS FOR BARKER CENTRAL SCHOOL FACILITY USE**

A **Certificate of Insurance** must be provided with Barker Central School District as the Certificate Holder on the sponsoring group’s liability policy, along with this signed form.

The group’s name and activity shall be listed in the Description of Operations box.

**Additional Insured:** Coverage in Commercial General Liability, Automobile Liability, and Excess Liability and/or Umbrella Liability policies or coverage sections as indicated below shall be written or endorsed so as to apply to the following as **additional insured on a primary and non-contributory basis:** *“Barker Central School District and its employees, interim administrators, authorized volunteers and committee members, student teachers, auxiliary instructors and members of the Board of Education.”* The Certificate must reference the policy form(s) being used to achieve this coverage.

**Certificate of Insurance** must have the **required** insurance coverage listed below with carriers with an A.M. Best rating of A- or higher and licensed as “admitted” carriers by NYS Insurance Department. Limits applicable shall be the greater of those indicated below or the amounts carried by the organization requesting us of District facilities:

- a) Occurrence based **Commercial General Liability** coverage to include bodily injury, personal injury and property damage liability.

General Aggregate	\$2,000,000
Products & Comp/Ops. Aggregate	\$1,000,000
Personal & Adv. Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (any one fire)	\$50,000
Medical Expense	\$5,000
  
- b) **Umbrella or Excess Liability**

Per Occurrence	\$1,000,000
Aggregate	\$1,000,000
  
- c) **Sexual Misconduct (Molestation or Abuse) Liability**

Each Occurrence	\$1,000,000
Aggregate	\$2,000,000

A Certificate of Insurance or other documentation as noted must be provided if the box is checked.

- d)  **Workers’ Compensation** – evidence must be presented on form C-105.2 or U.26.3
- e)  **New York Disability Benefits** – evidence must be presented on form DB-120.1
- f)  **Automobile Liability** insurance covering all owned, hired, and “non-owned” vehicles with a minimum Combined Single Limit of \$1,000,000.

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Name of Group \_\_\_\_\_ Signature – Requesting Officer \_\_\_\_\_ Date \_\_\_\_\_