

HUNTINGTON UNION FREE SCHOOL DISTRICT

P.O. Box 1500

Huntington, New York 11743

APPLICATION FOR USE OF SCHOOL BUILDINGS OR GROUNDS

Name of Organization: _____ Date of Application: _____

Mailing Address: _____

Person in Charge of Event: _____ Tel. No.: _____ E-Mail: _____
(Must Be Present)

Facility Desired: _____ Space Desired: _____
(Name of School)

Date(s) Desired: _____ Time (From) _____ (To) _____

Type of Activity (be specific, describe event): _____

Approx. No. of Attendees: _____ Resident (Number) _____ Non-Residents (Number) _____

Admission Fees (Y/N): _____ Use of Proceeds: _____

Additional Requests: Yes No

How Many:

Chairs _____ Tables _____ Music Stands _____ Podium _____ Choral Risers _____ Microphones _____ Speakers _____

Projector: Yes **Screen:** Yes **A/C(at an additional cost):** Yes **Outdoor Lights (at an additional fee):** Yes

Additional information for event setup: _____

I hereby certify that the facilities will be used only for the activity and the proceeds from admission be used only for the purpose above stated and I hereby agree that I am familiar with the policy and regulation(s) for use of such buildings and/or grounds, the Automated External Defibrillator (AED) protocols of Huntington UFSD, and that I am authorized by the Organization named on this application to accept the responsibility of conforming to these regulations, rules and laws as stated, and for payment of all necessary fees. No advertisement of this event is permitted unless the applicant has received a fully executed copy of this permit.

INDEMNIFICATION AGREEMENT

The user does covenant and agree to defend, indemnify and hold harmless the Huntington Union Free School District (the "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 the District's property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, spectator, contractor or subcontractor of the user. The user understands and agrees that its use of the District's property and facilities includes, but is not limited to, all areas identified in the application and/or permit, and 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"). The user agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

Security requirements are determined solely by the Director of Safety and Security. All identified needs, including the number of guards and associated costs, are final and non-negotiable.

Signed _____ Date _____

Address _____

Role	Y/N	Signature	Date
Building Principal or Designee	_____	_____	_____
Building & Grounds Clerical	_____	_____	_____
Director of Facilities	_____	_____	_____
Assistant Superintendent for Finance	_____	_____	_____
Director of Safety and Security	_____	_____	_____

SECURITY REQUIREMENT (To be completed by Director of Safety and Security)

Are security guards required for this event?

Yes No

If yes, number of guards required: _____

Notes (optional):

THE FOLLOWING RULES AND REGULATIONS ARE TO BE STRICTLY ENFORCED

1. All groups shall leave the building one hour before the building is to be closed for the night, unless permission has been obtained from the Director of Facilities or the Building Principal.
2. Preference shall be given to normal functions with the District.
3. Any change in time, date, or cancellation of this activity must be reported to the Use of Buildings Coordinator, Phone 673-2127. If a change or cancellation is not received within 48 hours of intended use, the applicant will be subject to payment of the fee. The District reserves the right to revoke permits at any time without liability. **When schools are closed, scheduled community use is automatically cancelled.**
4. **SMOKING, USE OF TOBACCO PRODUCTS, E-CIGARETTES/VAPES, AND ALCOHOLIC BEVERAGES ARE PROHIBITED IN ANY SCHOOL FACILITY OR ON ANY DISTRICT GROUNDS.**
5. No field or gymnasium can be scheduled in a way that creates an unreasonable restriction of use by others.
6. Responsibility for order and safety must be assured by the applicant. A group using school facilities is responsible for any damage incurred by them and may be held financially responsible for required repairs or replacement. No Exceptions. The Board of Education may deny the privilege of use to any organization which has misused or abused school facilities and equipment.
7. Permits may be revoked at any time.
8. No commercial vendors are permitted on district property without specific written authorization. Vehicles are not permitted on our athletic fields or playgrounds.
9. When requested by the District and/or Use of Buildings Coordinator, private or local police protection shall be arranged for traffic control and safety by the District and charged to the contracting organization.
10. Putting up decorations and scenery is prohibited unless written permission is granted by the Building Principal and /or Use of Buildings Coordinator. No Substance may be used on the gym floors. Furniture, equipment, etc., may not be placed on gym floors without prior authorization by the Board of Education or its designee.
11. No one shall be allowed to participate in any athletic activity on the gym floor unless they are wearing appropriate footwear.
12. People attending functions are restricted to those areas designated on the application, as well as time and dates approved.
13. Organizations sponsoring activities for students MUST: A. Conform to the students' handbook. B. Provide adequate adult chaperones to supervise the activity at a ratio of one adult chaperone for every 25 students in attendance.
14. Refreshments are not to be sold or served unless written permission has been granted by the District or its designee. If permission is granted and the kitchen is to be used, a cafeteria employee must always be present. Costs for such services shall be billed to the applicant.
15. 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.
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 alarm, etc.
17. In the event of an accident, please notify the custodian on duty or call the business office the next morning.
18. **USERS MUST COMPLY WITH ALL OTHER APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS AND WITH NEW YORK STATE EDUCATION LAW SECTION 414, WHICH REGULATES USE OF SCHOOL HOUSES AND GROUNDS.**
19. All users must provide the following insurance prior to using the facilities.
FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT.

**NYSIR FACILITY USE SUPPLEMENT
YOUTH SPORTS GROUPS – AED SUPPLEMENT**

For youth sports groups using District/BOCES outdoor event space or fields where there are no generally provided outdoor AEDs, _____ **(Facility User)** acknowledges and agrees that the following conditions apply:

- Access to the District/BOCES’ AEDs located inside school buildings is **NOT** provided with/for **field use** by youth sports leagues or other outside organizations.
- _____ **(Facility User)** shall provide its own AED.
- AED Implementation Plan with the pertinent County Department of Health and
- Will require at least one person associated with _____ **(Facility User)** trained (e.g., coaches and volunteers) and certified in the use of AEDs to be on-site and present during any _____ **(Facility User)** activity taking place at or on District/BOCES property.

_____ **(Facility User)** covenants and agrees to defend, indemnify and hold harmless the Huntington Union Free 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 Huntington Union Free School District property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, spectator, contractor or subcontractor of _____ **(Facility User)**).

_____ **(Facility User)** understands and agrees that its use of Huntington Union Free School District property and facilities includes, but is not limited to, all areas identified in the application and/or permit, and 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”). _____ **(Facility User)** agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

Print Name of Facility User’s Representative

Signature of Facility User’s Representative

Date

Signature of District’s Representative

Date

P.O. Box 1500

Huntington, New York 11743

**INSURANCE REQUIREMENTS – USE OF FACILITIES
(INCLUDING ORGANIZED ATHLETIC ACTIVITIES AND ATHLETIC & RECREATION CAMPS)**

- 1) Notwithstanding any terms, conditions, or provisions, in any other writing between the parties, the facility user hereby agrees to effectuate the naming of Huntington Union Free School District (the “District”) as an Additional Insured on the facility user's insurance policies, except for workers' compensation and New York State Disability Insurance.
- 2) The policy naming the District as an additional insured shall:
 - a) 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.
 - b) State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees, and volunteers, including a waiver of subrogation in favor of the District for all coverages, including workers' compensation.
 - c) Additional insured status for General Liability coverages shall be provided with stand or other endorsements that extend coverage to the District (CG 20 26 or its equivalent). A completed copy of the endorsements must be attached to the Certificate of Insurance, to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.
- 3) The certificate of insurance must describe the services provided by the facility user that are covered by the liability policies.
- 4) The user agrees to indemnify the District for any applicable deductibles or self-insured retentions.
- 5) Minimum Required Insurance:
 - a) **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
 - b) **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.
 - c) **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 [per NYS WC and Disability laws]. 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.
 - d) **Umbrella/Excess Insurance**
 - General Use**
\$1 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.
 - Fun Days with Inflatables/Inflatable Use Events**
\$2 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.
 - Organized Athletic Leagues**
\$3 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.
 - Athletic/Recreational Camps**
\$5 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.
 - Carnivals and Firework Displays, etc.**
\$10 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability coverages.
- 6) 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 that the above requirements have been met, prior to the event.

DISTRICT WIDE AED LOCATIONS

Building Location Information

School Name & Address: Flower Hill Primary School, 98 Flower Hill Rd, Huntington, NY 11743

School Emergency Phone: (631) 673-2050

Intercom Phone: Dial 800

Secondary Contact: 631-673-2058 (Nurse)

AED Location: Outside Main Office

Building Location Information

School Name & Address: Jefferson Primary School, 253 Oakwood Rd, Huntington, NY 11743

School Emergency Phone: (631) 673-2070

Intercom Phone: Dial 800 Or 814

Secondary Contact: 631-673-2141 (Nurse)

AED Location: Main Lobby (near fish tank)

Building Location Information

School Name & Address: Southdown Primary School, 125 Browns Rd, Huntington, NY 11743

School Emergency Phone: (631) 673-2080

Intercom Phone: Dial 800

Secondary Contact: 631-673-2142 (Nurse)

AED Location: Outside Health Office

Building Location Information

School Name & Address: Washington Primary School, 78 Whitson Rd, Huntington Station, NY 11746

School Emergency Phone: (631) 673-2090

Intercom Phone: Dial 816 Or 800

Secondary Contact: 631-673-2143 (Nurse)

AED Location Outside Health Office

Building Location Information

School Name & Address: Jack Abrams STEM, 155 Lowndes Ave, Huntington Station, NY 11746

School Emergency Phone: (631) 673-2060

Intercom Phone: Dial 800 Or 802

Secondary Contact: 631-673-2061 (Nurse)

AED Location: Outside Nurse's Office **AED Location:** Across from 2nd Floor Library

Building Location Information

School Name & Address: Woodhull Intermediate School, 140 Woodhull Rd, Huntington, NY 11743

School Emergency Phone: (631) 673-2030

Intercom Phone: Dial 800

Secondary Contact: 631-673-2147 (Nurse)

AED Location: Outside Security Office

Building Location Information

School Name & Address: Finley Middle School, 20 Greenlawn Rd, Huntington, NY 11743

School Emergency Phone: (631) 673-2020

Intercom Phone: Dial 800

Secondary Contact: 631-673-2026 (Nurse)

AED Location: Blue Zone **AED Location:** Near Gym

Building Location Information

School Name & Address: Huntington High School, 188 Oakwood Rd, Huntington, NY 11743

School Emergency Phone: (631) 673-2050

Intercom Phone: Dial 800

Secondary Contact: 631-673-2146 (Nurse)

AED Location: Basement – Outside Room 011 **AED Location:** Basement – Outside Room 005

AED Location: 1st Floor Nurses Office **AED Location:** 1st Floor – Four Corners

AED Location: 1st Floor – Gym **AED Location:** 1st Floor - Math Wing Near the Elevators

AED Location: 1st Floor - Art Wing (Outside Room 105) **AED Location:** 1st Floor – Exercise Room

AED Location: 1st Floor – Weight Room

AED Location: 2nd Floor – Opposite Room 244 **AED Location:** 2nd Floor – Outside Room 216B

CARDIAC EMERGENCY RESPONSE PROTOCOL

Simplified Adult BLS

