

KINGS PARK CENTRAL SCHOOL DISTRICT
Kings Park, New York

CONDITIONS FOR USE OF SCHOOL DISTRICT FACILITIES

PLEASE READ THIS BEFORE YOU SIGN THIS APPLICATION

1. Request forms must be filed with the building principal / athletic office in quadruplicate two weeks in advance of date for which facility is requested.
2. Building principal / athletic office's must be notified immediately of any change of plans on the part of the applicant.
3. School activities take precedence over use of facilities by community groups. The building principal / athletic office will notify the applicant of any cancellation or change in this authorization for this reason.
4. Any facility and fields used under this authorization is to be used for the soul purpose stated on this request only and in accordance with good procedures and left in a clean and neat condition. **Each group must carry a copy of this request and be made available if asked to show proof of use of facility.**
5. **Supervision must be supplied by applicant for this activity.**
6. Applicants will be responsible for any damage occurring to school property used under this application. **This application will be revoked if a problem keeps occurring.**
7. The outside group using a school district facility is responsible for the Insurance Certificate of liability. Minimum liability limits are **\$ 1,000,000**. This Certificate must accompany each request for use of school district facilities. This request will not be approved without it.
8. Any group other than a School district activity using a facility shall reimburse the Kings Park School District for expenses incurred by the district related to the activity. Such expenses shall include heat, electric, and staff costs.
9. Groups using the school district facilities must be out of the buildings by 10:00 p.m. on weekdays and 5:00 p.m. on Saturdays. When using fields on weekdays and weekends you must start and end by agreed time on application.
10. No arrangements will be made nor will any equipment be provided by school district employees that is not specifically requested and approved on this application.
11. All School Buildings and Fields is a **NO SMOKING CAMPUS**.