

**AGREEMENT FOR THE USE OF SCHOOL FACILITIES  
Burnt Hills-Ballston Lake Central Schools**

**Joseph Scalise, Facilities Coordinator**  
For questions call: 399-9141 x 83309

Name of Organization \_\_\_\_\_ Purpose of Use \_\_\_\_\_  
 Representative Name \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Representative Name \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Contact person for this event (if different than above):  
 Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

DATE(S) of USE (include month/day/year) \_\_\_\_\_  
 TIME(S) of USE \_\_\_\_\_

**SPACE REQUESTED:**

\_\_\_\_\_ Classroom  
 \_\_\_\_\_ Blue or Red Room  
 \_\_\_\_\_ Auditorium  
 \_\_\_\_\_ Swimming Pool  
 \_\_\_\_\_ Gymnasium  
 \_\_\_\_\_ Playing Field Kind of Field: \_\_\_\_\_  
 \_\_\_\_\_ Other - Please describe: \_\_\_\_\_

**BUILDING TO BE USED:**

\_\_\_\_\_ High School  
 \_\_\_\_\_ Middle School  
 \_\_\_\_\_ Charlton Heights  
 \_\_\_\_\_ Pashley  
 \_\_\_\_\_ Stevens

Does this organization plan to use the facility for fundraising? (circle) YES NO

**FACILITY USE FEES:**

GROUP I      GROUP II      GROUP III

**CUSTODIAL SERVICES needed (circle)**      YES      NO      # hours \_\_\_\_\_ X \$50/hour = \$ \_\_\_\_\_  
 (Custodial service will be billed separately after the event at **\$50/hour per custodian**)

**KITCHEN SERVICES needed (circle)**      YES      NO      # hours \_\_\_\_\_ X \$15/hour = \$ \_\_\_\_\_  
 (Kitchen services are required for any use of the kitchen area & will be billed after the event at **\$15/hour per food service worker**)

ESTIMATED TOTAL COST OF USE \$ \_\_\_\_\_

Make checks payable to: BH-BL Schools  
Mail to: Attn: Cindy Petersen  
 (for Facility Use ONLY) PO Box 1389  
 Ballston Lake, NY 12019  
 Send a copy of the completed form along with your check.  
 DO NOT SEND CHECKS TO FACILITIES COORDINATOR

**NOTE: All requests for facility use must comply with the insurance requirements listed under #3 on the reverse side.**

**Check if insurance binder is attached** \_\_\_\_\_

**The organization is responsible for strict enforcement of a NO SMOKING policy in all District buildings.**

The undersigned representative of the contracting organization here by agrees to the conditions permitting use of school facilities stated on the reverse side of this form and made a part of this agreement).

Signature of Organization Representative \_\_\_\_\_ Date \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Facilities Use Coordinator

**AGREEMENT FOR THE USE OF SCHOOL FACILITIES  
CONDITIONS OF BH-BL SCHOOL FACILITIES USE  
Burnt Hills-Ballston Lake Central Schools**

1. All groups or individuals desiring to use District facilities must apply in writing to the District for permission to use District facilities **at least two (2) weeks in advance.**
2. Applicants are responsible for all damage or loss to District facilities resulting from use by the applicant. A building principal or the Assistant Superintendent for Support Services may require the applicant to submit an appropriate security deposit (\$100.00) in advance of the proposed use date to cover any potential damage to facilities.
3. **An organization will be required, as a condition of the use of facilities, to defend the district and hold it harmless against any liability or loss arising out of the organizations use of the facilities. To meet this requirement, the organization must provide the district, at least 14 days in advance of the use of the facilities, with an acceptable evidence of insurance coverage (Certificate of Insurance) of not less than**
  - **\$1,000,000 each occurrence**
  - **\$2,000,000 general aggregate**

**The Certificate of Insurance must name Burnt Hills-Ballston Lake Central School District, 50 Cypress Drive, Glenville, NY 12302, as Certificate Holder and Additional Insured and include the following wording:**

**“On a primary and non-contributory basis with a waiver of subrogation and with a 30 day notice of cancellation as respects to the Commercial General Liability coverage.”**

4. District need for facilities will always take precedence over other uses. In the event it becomes necessary for a District function to be scheduled at a time and place previously assigned to an applicant, the District function shall take precedence. If the applicant cannot reschedule the activity, any fees or deposits paid will be refunded by the District. In no event shall the District be liable for any losses or damages incurred by such a change.
5. No applicant may alter, add to, or subtract from the equipment or facilities in place without specific written authorization from the Assistant Superintendent for Support Services and under the supervision of a qualified District employee. Staff assistance shall be limited to ordinary day-to-day functions, and persons so employed by the District shall not be responsible for the supervision of the participants.
6. All meetings must be non-exclusive and open to the general public.
7. Applicants may charge admission fees to offset costs of facility usage or to be applied toward educational or charitable purposes. No fees may be charged to benefit the purposes of any society, association, or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society organization. Any other admission fees must be approved by the Board of Education.
8. Custodial service will be required for all applicant uses at the same level as for District functions (approximately one custodial staff person for 200 individuals.)
9. Use of District Facilities must be directly supervised by two or more adults who have participated in a facilities use orientation session. The adult supervisors shall be responsible for insuring that all terms of the facilities use contract are fulfilled. The Building Principal or Physical Education Director may terminate at any time the use of a facility in the event the terms of the use agreement are not being fulfilled.
10. Special equipment such as that found in auditoriums or cafeterias may be operated only by members of the staff. The swimming pool cannot be used except under the direct supervision of qualified school personnel. Gym users must wear gym shoes or sneakers.
11. Non-profit organizations proposing uses of direct benefit to youth may use facilities with a fee charge according to fee chart. Use fees will be increased in accordance with the type of facility used and to compensate for additional cost incurred by the District as result of the use. If additional custodial, maintenance, food service, or other personnel must be hired as a result of any use of a District facility, the applicant shall reimburse the District for such costs at annually established rates for salaries and benefits. District personnel may not be requested to serve without compensation. All fees shall be paid to the District in advance of the use unless other arrangements are made at the time of the application.
12. **Smoking is prohibited in all District buildings, on the grounds, and in all district vehicles.**