



**CERTIFICATE OF INSURANCE NAMING SOUTH ORANGETOWN CENTRAL SCHOOL DISTRICT AS ADDITIONAL INSURED MUST BE ATTACHED AND IN GOOD ORDER: LIMITS \$1,000,000 SINGLE LIMIT FOR BODILY INJURY AND PROPERTY DAMAGE AND \$2,000,000 IN THE AGGREGATE: YES \_\_\_\_\_ NO \_\_\_\_\_**  
**APPROPRIATE DOCUMENT SHOWING PROOF OF CHARITABLE ORGANIZATION AND/OR NOT-FOR-PROFIT STATUS YES \_\_\_\_\_ NO \_\_\_\_\_**

- The above named organization agrees that only the facilities requested will be used and only for the time and the date(s) requested. The organization further agrees that it will abide by all the policies and regulations of the Board of Education and will pay for any damage done by the organization to school property. See attached Handbook of Regulations & Fees.
- Fire Safety Clause: Chapter 9 of the Laws of 1991 state that effective September 9, 1991, the person in charge of any after school program, event or performance which is attended by persons who do not regularly attend classes within the school district notify such persons in attendance at the beginning of such program, event or performance of the proper procedure to evacuate the building in an orderly and timely manner in the event of a fire emergency.  
In case of an accident resulting in injury to any person or damage to personal property, the incident must be immediately reported to the Principal or his/her designee. All reports must be confirmed in writing within one business day.
- Permits shall be valid only for the facility, use, dates, and time specified in the permit. No adjustment to the permit is allowed. Permits shall not be transferable.
- Cancellations must be received at least two business days in advance to avoid charges.
- It is the applicant/facilities users' responsibility to maintain communication with the building staff during all events and uses. An onsite contact person, along with a cell phone number must be provided prior to any use.
- All barbecues or any type of open flame fires must be pre-approved by the Superintendent of Schools.
- **THE USE OF FIREWORKS IS PROHIBITED ON SCHOOL GROUNDS.**

<b>Signature of Authorized Applicant Representative:</b> _____	<b>Date:</b> _____
Approval, Building Principal _____	Date of Approval _____
Approval, Athletic Director _____	Date of Approval _____

**FOLLOWING APPROVAL ABOVE, REQUEST AND PERMIT WILL BE FORWARDED TO FACILITIES OFFICE AT LEAST TWO WEEKS PRIOR TO INTENDED DATE OF USE. REQUEST FOR USE OF KITCHEN FACILITIES WILL BE SENT TO THE DIRECTOR OF FOOD SERVICES.**

For School District Use Only:
<p><b>Number of Personnel Required for Event:</b></p> <p>Custodian _____ Maintenance _____ Security _____</p> <p><b>Estimated number of hours</b> (minimum two hours and any additional time for prep and cleanup) _____</p> <p>Event is at: Regular Time <input type="checkbox"/> Overtime 1½ <input type="checkbox"/> Double Time <input type="checkbox"/></p> <p>Estimated Cost of Personnel \$ _____</p> <p>Estimated Cost of Rental \$ _____</p> <p><b>Total Estimated Cost of Use</b> (subject to change based on actual usage incurred)\$ _____</p> <p><b>Deposit Required:</b> Yes _____ No _____</p>

Approval, Director of Facilities or Designee _____	Date of Approval _____
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**NOTE:** In the event of a cancellation during non-business hours or building emergency, please contact building head custodians: WOS 222-7956; TZE 222-7524; CL 721-6023; SOMS 721-6476; TZHS 222-7518  
For questions during normal business hours, please contact Facilities Assistant, Emer O’Riordan at 845-680-1803