



NASSAU BOCES APPLICATION FOR PERMIT TO USE SCHOOL PREMISES

To: District Superintendent of Schools, Nassau BOCES
Directions: Please complete this application and return it to the address listed at the bottom of the form.

Application is hereby made on behalf of _____
(Name and address of organization)

for use of _____
(Specify building as well as room or area.)

on _____ 20 _____ between the hours of _____
(If request is for seasonal use, indicate first and last dates.)

Purpose of this request _____
(Use, participants, brief program detail.)

Is this affair open to the public? _____ Anticipated attendance _____ Admission charge _____

Proceeds to be expended for _____

Equipment Required _____

Other information (if necessary) _____

Designated person to contact/phone in arranging details for your function: _____

Agreement

The undersigned is over 21 years of age and, having read the accompanying General Regulations Governing Use of Premises of BOCES by Community Organizations, hereby agrees to comply with same and accepts liability for damages or loss and bodily injury that may occur. Certificate of Insurance must be attached to application. The undersigned understands that they will be held responsible for all custodial costs related to usage of the BOCES facility, and any other costs for maintenance and overhead deemed appropriate by Nassau BOCES, unless determined otherwise by the District Superintendent.

Supervisor's Name _____ Organization _____ Phone _____

Fax _____ Address _____ E-mail _____ Date _____

Signature of Authorized Agent for Organization _____

For Nassau BOCES Office Use ONLY		
Fee Waived by District Superintendent: _____	Departmental approval _____	
Confirmation and invoice sent _____ Date _____	Disapproval _____	
Payment Received: _____ Date _____	Date _____	
Custodian assigned: Yes <input type="checkbox"/> No <input type="checkbox"/> _____		
Other Information: _____		
Permit No. _____ issued on _____		
Room condition after event _____		
Additional Charges that need to be billed: _____	Date Billed _____	Received _____

Community Relations

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES

Upon approval of the District Superintendent, a community group who adheres to all of the qualifications in Policy #2220 will be granted use of BOCES facilities when they agree to the following stipulations:

Conditions of Use for District Facilities

Outside organizations requesting the use of District facilities shall be subject to the rules, regulations, and conditions determined by the District Superintendent. Such conditions include, but are not limited to, the following:

- A. District facilities may be unavailable for use if such facilities are in use for school purposes or during educational programs. The District reserves exclusive and non-reviewable judgment to determine if a requested use would interfere with or disturb the District's educational programs.
- B. The Board reserves the discretion to deny the use of District facilities described above, or to terminate the use of District facilities:
 1. By an Outside Organization who has previously misused or abused District facilities or property or who has violated this regulation;
 2. For any use which could have the effect of violating federal and/or state law;
 3. For any use which, in the estimation of the Board, could reasonably be expected to or actually does represent a clear and present danger of public disorder and/or damage to District property;
 4. For any use which the Board deems inconsistent with this policy;
 5. For any use by a private for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
 6. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed; and/or
 7. For any use prohibited by law.
- C. To ensure that District facilities are preserved for the benefit of the greater district community, only Outside Organizations that are community based groups and organizations (that is, groups which are located within the geographic area covered by the district) may be granted access to District facilities provided the subsequent use is in accordance with law and open to the general public when required.
- D. Use of District facilities will be permitted only where the Outside Organization agrees to pay the District a fair market value user fee according to a schedule adopted by the District. Notwithstanding the foregoing, for the uses indicated in paragraphs (F) and (H) of the section entitled "Permitted Uses by Outside Organizations" in Policy #2220, the Outside Organization agrees to pay the District for the costs and expense of providing for such uses, including, but not limited to, the costs and expense of providing heat, electricity, maintenance, and/or custodial services associated with the requested use of the District facilities. See fee schedule attached. The District retains the right to waive user fees for groups that are associated with or sponsored by the District. The District further retains the right to waive user fees for governmental municipalities that the District shares a reciprocal no fee arrangement with.
- E. Where, in the judgment of the District, the requested use of District facilities requires special equipment or supervision, the District reserves the right to deny such use, or in the alternative, to condition such use upon the Outside Organization's payment of additional fees in accordance with paragraph D above. Only authorized BOCES personnel shall operate District equipment.

Community Relations

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)

- F. Use of District facilities will only be permitted where the Outside Organization provides the District timely evidence of adequate insurance coverage (\$1,000,000 minimum) to save the District harmless from all liability, property damage, personal injuries and/or medical expenses. The District will exercise complete discretion regarding what constitutes adequate insurance coverage for each proposed use.
- G. In the case of an accident resulting in injury to any person or damage to personal or District property, the incident must be reported to the District Superintendent within one business day from the date of the accident. An incident form is attached.
- H. Users of District facilities shall be required to remain within areas designated by the approved use permit. Under no circumstances should any individuals be allowed outside of designated areas without appropriate supervision by a District official.
- I. The Board expressly reserves the right to revoke a permit for use of District facilities.
- J. If the Outside Organization will be using the District's facilities for organizational meetings or instruction, the Outside Organization shall be required to obtain prior parental consent for any minors attending the meetings. Copies of such consent must be provided to the District at least three days prior to the meeting.
- K. When using the Long Island High School for the Arts Theatre, it is required that a BOCES-appointed stage manager be present at a per hour fee as designated on the Fee Schedule for Community Use of School Facilities.

Application Procedure for Use of District Facilities

Outside Organizations requesting the use of District facilities shall be required to review this regulation and submit an application to the District Superintendent. Outside Organizations must follow the guidelines and restrictions as set forth below. See form entitled, "Procedures for Use of Nassau BOCES Facilities."

- A. All applications for use of school facilities shall be made in writing and submitted to the District Superintendent at least 30 days prior to the date of the requested use. Permit applications are available on the Nassau BOCES website (www.nassauboces.org).
- B. All Outside Organizations must clearly and completely describe the intended use of the District facilities.
- C. All Outside Organizations must identify an authorized agent of the organization requesting use of District facilities and identify the individuals responsible for supervising the use of District facilities. The designated authorized agent of the Outside Organization requesting use of District facilities must sign the application. The authorized agent's signature on the application shall attest to the Outside Organization's intent to comply with all Board policies and regulations and to use District facilities strictly in accordance with the use described in the application.
- D. All authorized agents must agree to and use District facilities strictly in accordance with the use described in the application and assume responsibility for all damages resulting from its use of District facilities.
- E. The Outside Organization must provide proof of adequate insurance at least 10 days before the date of the requested use.
- F. The Outside Organization must remit payment for use of District facilities within 30 days of invoicing by the District. The District retains the right to condition use upon the Outside Organization depositing with the District a sum equaling the estimated costs and fees associated with the proposed use 10 days in advance of the requested use. Failure to pay the District in a timely manner may result in the suspension or revocation of Outside Organization's privileges to use District facilities in the future.

Community Relations

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)

- G. The District Superintendent or his/her designee is authorized to issue permits for the use of District facilities in accordance with the terms of this regulation.
- H. Permits shall be valid only for the facility, use, dates and time specified in the permit. Permits shall not be transferable and no modification or adjustment to the permit is allowed except with the prior written approval of the District Superintendent.
- I. The District Superintendent is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reason.
- J. With regard to scheduling activities, the District retains the right to give preference to groups and organizations that are associated with or sponsored by the District.
- K. Issuance of a permit shall not limit the right of access to the facility by District staff.

Ref: Education Law § 414

(Continued)

Community Relations

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES**PROCEDURES FOR USE OF NASSAU BOCES FACILITIES****READ THE FOLLOWING REQUIREMENTS AND RETURN APPLICATION TO:
BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF NASSAU COUNTY
71 Clinton Road, P.O. Box 9195, Garden City, New York 11530-9195****Attention: District Contact Person****FACILITY USE REQUIREMENTS**

The use of all District facilities shall be subject to the approval and rules of the Board of Education administered by the District Superintendent or his/her designee.

1. Organizations wishing to use District facilities shall first apply to the District Superintendent on the prescribed form. The District Superintendent or his/her designee has final authority on approval.
2. In the event of inclement weather, the District Superintendent or his/her designee has the final authority on whether facilities are usable.
3. Intoxicants shall not be brought onto District facilities at any time.
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damage to District facilities shall be promptly repaired at the user's expense. No exceptions. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
7. Organizations using the facilities must clean up afterwards.
8. Permits may be revoked at any time.
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
10. Smoking or other use of tobacco products is not allowed on District property.
11. Facilities are not available if in conflict with school use. No unauthorized vehicles are allowed on school property. No field or building alterations (lining of fields or gymnasiums, erecting permanent goal posts or structures, etc.) are allowed without prior approval.
12. The District does not discriminate on the basis of race, color, national origin, physical impairment or sex in its educational programs or employment services.
13. All users must provide the following insurance prior to using facilities.

Community Relations

PROCEDURES FOR USE OF NASSAU BOCES FACILITIES (Cont'd.)

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES

FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT:

- A. The user hereby agrees to name the District as an unrestricted additional insured on the user's policy.
 - B. The policy naming the District as an additional insured shall:
 - be an insurance policy from an A.M. Best rated "secured" New York State insurer, permitted to do business in New York State;
 - contain a 30-day notice of cancellation;
 - state that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers;
 - additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
 - C. The user agrees to indemnify the District for any applicable deductibles.
 - D. Required Insurance:
 - **Commercial General Liability Insurance**--\$1,000,000 per occurrence/\$2,000,000 aggregate.
 - E. 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 user is to provide the District with a certificate of insurance, evidencing the above requirements have been met. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.

The district is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The consultant further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also the NYSIR, as the District's insurer.
14. 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 fire alarms, etc.
15. In the event of an accident, please notify the custodian on duty, or call the business office the next morning at 516.396.2210. Fill out the incident form attached.

Fee Schedule for Community Use of School Facilities

<u>Type of Room</u>	<u>Special Education Buildings</u>	<u>Instructional Programs and Alternative Schools Buildings</u>	<u>Career and Technical Education Buildings</u>	<u>Other</u>
Classroom Conference Room or Gym During School Week	\$50/hour	\$50/hour	\$50/hour	\$50/hour
Classroom Conference Room or Gym on Weekend or Holiday	\$50/hour plus \$50/hour custodian/security	\$50/hour plus \$50/hour for custodian/security	\$50/hour plus \$50/hour for custodian/security	\$50/hour plus \$50/hour for custodian/security
Computer Lab				Fee above plus \$40/hour during school hours or \$55/hour after 3:00 p.m. or on Saturday/holiday for staff support
AV Equipment (Laptops, Computers, TVs, DVDs, VCRs, Overhead Projectors LCD Projectors)*				Fee above plus 40/hour during school hours or \$55/hour after 3:00 p.m. or on Saturday for staff support

Fee Schedule for Community Use of School Facilities

Video Conferencing*

Fee above plus \$50/hour during school hours or \$75/hour after 3:00 p.m. or on Saturday/holiday for staff support; Line charges will be applied to all video conferencing calls and will be paid by the organization using the facilities.

Staff Costs (In addition to Room Rental)

Custodial \$50/hour
Sound/Lights \$45/hour, **Stage Manager \$65/hour**, Stage Crew \$30/hour, Security, \$50/hour
Open/Close Theatre Balcony \$1,200
Custodial \$50/hour
Sound/Lights \$45/hour, **Stage Manager \$65/hour**, Stage Crew \$30/hour, Security \$50/hour
Open/Close Theatre Balcony \$1,200

Theatre Rental

Full Day (8 hours) \$1,500
Half Day (4 hours) \$800
Overtime per hour \$50

Full Day (8 Hours) \$500
Half Day (4 hours) \$250
Overtime per hour \$60

Large Theatre at LIHSA

Little Theatre at LIHSA

Agreement
 The undersigned is over 21 years of age and, having read the General Regulations Governing Use of Premises of BOCES by Community Organizations, hereby agrees to comply with same and accepts liability for damages or loss and bodily injury that may occur. Certificate of Insurance must be attached to application. **The undersigned understands that they will be held responsible for all custodial costs related to usage of the BOCES facility, and any other costs for maintenance and overhead deemed appropriate by Nassau BOCES, unless determined otherwise by the District Superintendent.**

Supervisor's Name _____ Organization _____ Phone _____

Fax _____ Address _____ E-mail _____ Date _____

Signature of Authorized Agent for Organization



Thank you for your request to use a Nassau BOCES facility.

Attached please find an application for permit, Regulation 2220R and an Incident Report. The following insurance is required:

- A. The user hereby agrees to name the District as an unrestricted additional insured on the user's policy.
- B. The policy naming the District as an additional insured shall:
 - be an insurance policy from an A.M. best rated "secured" New York State insurer, permitted to do business in New York State;
 - contain a 30-day notice of cancellation;
 - state that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers;
 - additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
- C. The user agrees to indemnify the District for any applicable deductibles.
- D. Required Insurance:
 - Commercial General Liability Insurance--\$1,000,000 per occurrence, \$2,000,000 aggregate.
- E. 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 user is to provide the District with a certificate of insurance, evidencing the above requirements have been met. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.

The district is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The consultant further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also the NYSIR, as the District's insurer.

- F. The Certificate of Insurance must list Nassau BOCES, 71 Clinton Road, Garden City, NY 11530 as the certificate holder, and the policy period must cover the event.

Please complete the application, **sign** Regulation 2220R and return these documents to my attention with a copy of your Certificate of Insurance and Additional Insured Endorsement.

If you have any questions, please do not hesitate to contact:

Christine Fregosi, *Secretary*

(516) 516-396-2016

Fax: (516) 364-5056

cfregosi@mail.nasboces.org

INCIDENT REPORT

Please fully complete the form including codes.
Refer to reverse side of form for appropriate codes.

Nassau BOCES Bldg. Name _____

Last Name _____ First Name _____ Alleged Incident Date _____ Time _____

Name

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Home Address/Telephone _____ D.O.B. ____ / ____ / ____

ALLEGED INCIDENT INFORMATION

Reported By _____ Date _____ Time _____

Describe Where Within Building/Location Alleged Incident Occurred and How:

Person Supervising Student/Name of Organization _____

Please Describe Alleged Injury (Include part of body):

Name/Address/ Telephone of any Witnesses. (Please indicate if none)

Was first aid rendered? Yes or No If Yes, by whom/date/time _____

Did student remain in activity for the remainder of activity? Yes or No Describe first aid _____

Did student receive medical attention by a physician or hospital? Yes or No If Yes, describe medical attention. If unknown, please state. _____

Name/Address/Telephone # of physician or hospital _____

SEE REVERSE SIDE FOR APPROPRIATE CODES

ACTIVITY

--	--	--	--	--

 CODE

INJURY/DAMAGE

--	--

 CODE

PART OF BODY

--	--

 CODE

EMERGENCY CONTACT INFORMATION

Person Contacted/Relationship _____

Address _____ Telephone _____

Contacted by _____ Date _____ Time _____

If Emergency Contact Was Not Contacted, Please State Reason _____

Completed by Name: _____ Date: _____ Title: _____

Reviewed by Name: _____ Date: _____ Title: _____

INCIDENT CODE LIST

SCHOOL DISTRICT/BOCES AND LOCATION CODES

Please refer to the computerized location code printout for codes specific to your school district/BOCES.

GRADE CODES		PART OF BODY CODES		ACTIVITY	SUB-SECTIONS
Code	Description	Code	Description	Lunch	01-01 Eating 01-02 Other
PK	Pre-Kindergarten	01	Brain	Playground	02-01 Using Equipment 02-02 Other
KG	Kindergarten	02	Ear(s)	Recess	03-01 Games 03-02 Other
01	1st Grade	03	Eye(s)	Physical Ed	
02	2nd Grade	04	Facial	Participation	04-01 Football 04-02 Soccer 04-03 Basketball 04-04 Baseball/Softball 04-05 Volleyball 04-06 Gymnastics 04-07 Hockey 04-08 Challenge Courses 04-09 Games 04-10 Other
03	3rd Grade	05	Facial Bones	Interscholastic	
04	4th Grade	06	Mouth	Sports	05-01 Football 05-02 Soccer 05-03 Basketball 05-04 Baseball/Softball 05-05 Volleyball 05-06 Gymnastics 05-07 Wrestling 05-08 Hockey 05-09 Cheerleading 05-10 Other
05	5th Grade	07	Nose	Intramural	
06	6th Grade	08	Skull/Forehead	Activity	06-01 All Intramurals
07	7th Grade	09	Teeth	Classroom	07-01 Instructional 07-02 Other
08	8th Grade	10	Multiple Head Injuries	Technology	08-01 Art 08-02 Computer 08-03 Science 08-04 Trades 08-05 Other
09	9th Grade	11	Neck	Lab Activity	09-01 Instructional 09-02 During Experiment 09-03 Other
10	10th Grade	12	Shoulder	Bus/Motor	
11	11th Grade	13	Upper Arm	Vehicle	10-01 Riding on School Bus 10-02 Getting On/Off School Bus 10-03 Riding in School Vehicle 10-04 Other
12	12th Grade	14	Lower Arm	Buildings &	
AD	Adult Education	15	Wrist	Grounds	11-01 Indoors 11-02 Outdoors 11-03 Assault 11-04 Other
SE	Special Education	16	Hand/Fingers	Other Activities	99-01 All Other
UN	Unspecified	17	Elbow		
		18	Multiple Upper Extremities		
		21	Ribs		
		22	Internal		
		23	Back		
		24	Multiple Trunk Injuries		
		30	Knee		
		31	Hip		
		32	Upper Leg		
		33	Lower Leg		
		34	Ankle		
		35	Foot/Toes		
		36	Multiple Lower Extremities		
		40	Multiple Body Sections		
		41	Groin/Pelvic Area		
		99	Other Unspecified		

INJURY/DAMAGE CODES

Code	Description
01	Amputation
02	Burns
04	Contusion/Abrasion/Bump
05	Crushing
06	Disfigurement
07	Fatality
08	Fracture/Dislocation
09	Inflammation
10	Lacerations
11	Puncture
13	Poisoning
16	Sprains/Strains
17	Vision Loss
19	Allergic Reaction
20	Asphyxiation
22	Electric Shock
23	Environmental
24	Foreign Body
25	Heat Prostration
26	Hearing Loss
27	Molestation
28	Stress
29	Minor Injuries
30	No Apparent Injuries
31	Nose Bleed
32	Headache/Nausea
99	Other Unspecific