



APPLICATION FOR PUBLIC USE OF NASSAU BOCES FACILITIES

A minimum of 20 days' notice is necessary to schedule building use.
Permits will only be granted for dates listed on the application.

Organization: _____ Date of Application: _____

Return completed application to: Kelly Piazza
Nassau BOCES
71 Clinton Road
Garden City, NY 11530

For use of the: _____ at _____
(name/type of space)

Check one:
_____ Barry Tech
_____ Farber Administrative Center
_____ Jerusalem Avenue School
_____ Long Island HS for the Arts (LIHSA)
_____ Lupinskie Center
_____ Rosemary Kennedy Center
_____ Seaman Neck School
_____ Other: _____

Between _____ AM/PM and _____ AM/PM, on the dates of _____

We expect _____ adults and _____ children. If using LIHSA, arrival time _____ AM/PM and performance time _____ AM/PM.

- 1. Purpose of use: _____
- 2. Guest Speaker: _____ Yes _____ No: If yes, provide name: _____
- 3. List number of rooms requested: _____
- 4. If using LIHSA, please specify all rehearsal and performance date(s): _____

Arrival time for each: _____ Departure time for each: _____

- 5. Does your organization intend to make use of any special equipment or require specific personnel (decorations, pianos, computers, projectors, stage manager, sound technician, info tech specialist, etc.)? State all details: _____
- 6. What special arrangements have been made by your organization for proper supervision and control of event (parking, building, audience supervision, etc.)? _____
- 7. Will event be open to the public? _____ Yes _____ No

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8. Is an admission fee to be charged? _____ State amount: _____ Are proceeds to be used for educational or charitable purposes?
_____ Yes _____ No: If yes, provide details: _____

9. Will any other organization/vendor, other than the applicant, be utilizing the facility as part of this permit application?
_____ Yes _____ No: If yes, applicant MUST attach to this application a complete list of all parties/organizations providing services and/or hosting the event. Each organization/vendor, etc. MUST submit their own application and insurance for approval.
10. It is understood that your organization will accept responsibility for school property and liability for any damage and will immediately notify Anthony Fierro, Executive Director of Facilities Services at 516-396-2000 in the event of any damage to a Nassau BOCES facility.
11. A 25% deposit is required to ensure reservation of space. I have read and understand the Public Use of Nassau BOCES Facilities FY 2019/20 Fee Schedule and acknowledge responsibility for all necessary charges to utilize the space requested. [Fee Schedule](#)
12. I have read and understand Regulation 1500R and agree to abide by all conditions stated therein. [Regulation 1500R](#)
13. I have included the required Certificate of Insurance and Additional Insured endorsement with this application, in accordance with Regulation 1500R.

[Indemnification and Hold Harmless Agreement](#)

I HAVE READ THE ABOVE AND AGREE TO ABIDE BY ALL CONDITIONS STATED HEREIN

Name of Applicant: _____
Print Signature

Title: _____ Address: _____

Phone Number: _____ Email: _____

THIS FORM MUST BE SIGNED BY AN AUTHORIZED AGENT OF THE ORGANIZATION

FOR BOCES USE ONLY:

Charges for use of facilities shall be made as follows:

Exempt: _____

Deposit Amount Received: _____

Program Approval: _____ Yes _____ No

Insurance Approved: _____ Yes _____ No

Anthony Fierro
Executive Director of Facilities Services

James Widmer
Associate Superintendent for Business Services