

**SCHENECTADY CITY SCHOOL DISTRICT
108 EDUCATION DRIVE
SCHENECTADY, NEW YORK 12303**

Non-Profit Organization Name _____ Date _____

Address _____

Person in Charge of Organization _____ Business/Home Phone _____

School desired _____ Area(s) desired _____ Estimated number of people expected: _____

Purpose of usage _____ Time(s) _____ to _____ (Must vacate school by 10:15 PM)

Date(s) of desired usage _____

Will a charge be made for admission or a donation or contribution solicited? YES NO (If "YES" see Regulations ** below)

For what purpose will the proceeds be used? _____

REGULATIONS

- An organization requesting use of a school auditorium, gymnasium, pool, classroom, etc must execute this form and agree to observe the following conditions:
- **** An organization requesting use of school district property must be a non-profit organization.**
- The user must make detailed arrangements with the principal of the school at least ninety (90) days in advance on the event but not more than one hundred eighty (180) days of the event. Events can be scheduled for the current school year only. New contracts must be completed for each school year.
- The Schenectady City School District will not render any publicity, informational service, or general business service, for a prospective user.
- **NO SMOKING** is permitted in any part of the building(s) or on school property.
- **THE USING ORGANIZATION AGREES TO BE RESPONSIBLE FOR MAINTAINING THE AREA (S) BY KEEPING THE AREA FREE OF LITTER. ORGANIZATIONS ARE REMINDED THAT IT IS FORBIDDEN BY BOARD POLICY AND STATE LAW TO BRING ALCOHOLIC BEVERAGES ONTO SCHOOL DISTRICT PROPERTY.**
- No alteration(s) is/are to be made to this contract or any school property or equipment.
- ****When a license is granted for the use of space in any school building or on any school grounds or portion thereof for an activity for which admission is charged, or when it is deemed necessary by the Superintendent of Schools, the using organization shall be required to furnish Commercial General Liability Insurance in the amounts set forth below. Such insurance shall designate the Schenectady City School District and its Board of Education as an Additional Insured. Evidence of such coverage shall be submitted to the Facilities Office @ 108 Education Drive at least thirty (30) days prior to the requested date for use of school facilities. This evidence of coverage shall be in the form of a "Certificate of Insurance" issued by an insurance company authorized to do business by the New York State Insurance Department, and rated "A" or better by A.M. Best, which shall be in the following amounts:**

Commercial General Liability (including Contractual and Personal Injury Liability):
\$1,000,000 Each Occurrence \$2,000,000 Aggregate

- Violation of ANY of the above regulations will result in denial of future requests for use of school property.
- The use of any school facility is permitted only by a license revocable by the School District at any time without notice.
- **SCHOOL FACILITIES ARE NOT AVAILABLE DURING SCHOOL HOLIDAYS, VACATIONS, OR UNFORSEEN SHUTDOWNS.**
- Using organizations must adhere to hours applicable to the specific space(s) for which the license is granted. Areas granted cannot be altered or added to by the organization contracting an assigned space.
- **Special additional regulations apply to the use of the pool facilities at SHS. (See Pool Addendum.)**

COSTING (for office use only)

Estimated building fees: _____
 Estimated Custodial labor fees including one (1) hour preparation and one (1) hour clean-up time/person required: _____
 Number of Custodial staff required: _____
 Additional charges (Stage/Lighting Crew, extra clean up, etc): _____

Proof of insurance supplied? Yes No (If NO, when will it be received by: _____) TOTAL _____

I agree in behalf of above indicated organization that all members and guests will observe the above regulations, and that we, individually, and as an organization, will assume full financial responsibility for any and all damage done to school property, or school district employee property, during the above-indicated period of use.

Signed: _____ Date: _____
 Representative/Organization
 Signed: _____ Date: _____
 School Principal
 Signed: _____ Date: _____
 SCSD Facilities Office Representative

This license form must be shown to the building custodian to obtain admission to a building. When billed, please make checks for all fees payable to the Treasurer, Schenectady City School District of the City of Schenectady, New York, and mail to the Accounts Receivable office, 108 Education Drive, Schenectady, New York 12303, within 30 days after use of said building and/or facilities.

REVOCABLE NON-TRANSFERABLE LICENSE FORM FOR USE OF SCHOOL FACILITIES