

Required  
 Local  
 Notice

### **PUBLIC USE OF SCHOOL FACILITIES**

The Board of Education encourages the use of school buildings and grounds by District residents for educational and recreational purposes at times when these facilities are not in use for school purposes or school-connected activities. All uses of school buildings and grounds shall be consistent with Section 414 of the Education Law.

The Superintendent of Schools shall establish reasonable regulations for the proper community use of buildings and grounds and equal consideration to the applications of all eligible groups.

Approval of requests will be at the discretion of the Board of Education and/or the Superintendent in compliance with Education Law. Any such use, however, shall not be deemed an endorsement of the activity or purpose for which the facilities are used.

Ref: Education Law §414

**Policy Adopted:**

December 14, 1995

**Amended:**

September 14, 2000

April 27, 2004

November 17, 2004

January 21, 2015

June 17, 2020

Reviewed: March 8, 2016, April 20, 2017, December 20, 2017, July 12, 2018

**PUBLIC USE OF SCHOOL FACILITIES**

**Uses Encouraged for District Residents**

In accordance with State Education Law, the following uses of school buildings and grounds are acceptable:

1. For instruction in any "branch of education, learning or the arts;"
2. For "social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community;"
3. As polling places for holding primaries and elections and for the registration of voters;
4. For "civic forums and community centers;"
5. For graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed; and
6. For child care services during non-school hours, provided that the cost of such care shall not be a school district charge but shall be paid by the person responsible for the support of such child; the local social services district as authorized by law; or any other public or private voluntary source.
7. Permits may be granted to religious clubs for students that are sponsored by outside organizations and otherwise satisfy the requirements of this regulation on the same basis that they are granted to other clubs for students that are sponsored by outside organizations.

**Prohibited Uses of School Buildings and Property**

State Education Law and the New York State Constitution specifically prohibit the following uses of school buildings and property:

1. For any purpose that will in any way interfere with the use of school buildings, grounds, or other school property by the school;
2. By any person or profit-making organization for personal or private gain, financial or otherwise;
3. For holding a social, civic or recreational meeting or other use pertaining to the welfare of the community, unless such meeting, entertainment or use shall be non-exclusive and open to the general public;
4. For a meeting, entertainment, or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or charitable purpose approved by the Board; and/or
5. For a meeting, entertainment or occasion where admission fees are charged, if such meeting, entertainment or occasion is under the exclusive control and the proceeds are to be applied for the benefit of a society, association, or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization, other than any organization of veterans or of volunteer firemen or volunteer ambulance services.
6. The walking of leashed or unleashed dogs on school lawns or athletic fields is strictly prohibited. The restriction shall include all walkways, sidewalks and curb lines on school property. Exceptions to this regulation:

Dogs utilized by authorized emergency response agencies while investigating potential public safety hazards.

Dogs used in conjunction with the district's Integrated Pest Management Program.

Dogs utilized as certified service, emotional support, and therapy dogs.

Additional Prohibited Uses:

1. Events which are personal in nature (e.g., weddings, showers, engagement parties) are strictly forbidden.
2. School premises may not be used for commercial purposes
3. Gambling is not permitted on school premises.
4. No permit shall be granted for the purpose of holding religious worship services, or otherwise using a school as a house of worship.
5. No group or organization, which invites members of the public to a meeting in a school facility, may exclude persons on the basis of any impermissible discriminatory reason.

Parking on School Grounds

The School District’s parking lots are intended for use by school district personnel and authorized users of the School District’s facilities. The School District shall be permitted to remove vehicles which:

1. are parked in parking fields or driveways during snowstorms, floods, fire or other public emergencies;
2. are found unattended in the parking lots and create an obstruction of traffic and/or otherwise create an unsafe condition;
3. are found abandoned in the parking lots; and/or
4. left unattended overnight in the School District’s parking lots.

The Superintendent of Schools or his/her designee will develop procedures, including the posting of appropriate signage in each of the school district’s parking lots, concerning the enforcement of these parking restrictions.

**USE OF FACILITIES**

**A. Eligibility**

Any organization which does not engage in activities which conflict with the policy of the Board of Education, the State Education Law and/or the Constitution of New York State, is eligible to apply for use of the public school buildings and grounds when they are not in use for school purposes or school-connected activities. The school district reserves the right to require documentation from an organization as evidence of their eligibility.

Requests for use of facilities, including the swimming pool, shall be given priority according to the following schedule (conflicts within categories shall be resolved based upon order of receipt):

Group 1: Organizations located within the boundaries of Hewlett-Woodmere Union Free School District or organizations with regional headquarters outside the District who have a locally based component organization, with a minimum of 75% of participants residing within Hewlett-Woodmere Union Free School District.

Group 2: Organizations whose headquarters are located within the boundaries of Hewlett-Woodmere Union Free School District and whose membership is composed of at least half of residents from the Hewlett-Woodmere Union Free School District.

Group 3: Organizations whose headquarters are located within the boundaries of Hewlett-Woodmere Union Free School District and whose membership is comprised of less than half of residents of Hewlett-Woodmere Union Free School District.

Group 4: Organizations whose headquarters are located outside the boundaries of Hewlett-Woodmere Union Free School District and whose membership includes residents of Hewlett-Woodmere Union Free School District.

Group 5: Organizations whose headquarters are located outside the boundaries of Hewlett-Woodmere Union Free School District and whose members are not residents of Hewlett-Woodmere Union Free School District.

**B. Procedures for Application**

1. Applicants must obtain the form entitled "Application for Non-School Related Use of District Facilities" from the Department of Community Education & Services. The completed form must be submitted to the Department of Community Services, 1 Johnson Place, Woodmere, New York 11598.
2. The first application made by any organization must be accompanied by a copy of its charter constitution or a letter from a responsible officer which states in detail the aims and principles of said organization or group. This constitution or letter will remain on file with the school district.
3. Use of the cafeteria kitchen or any special equipment such as motion picture projectors, public address systems, stage lighting systems, pianos, etc., must be requested at the time of application. Approval of such requests will require the presence of qualified district staff. The Department of Community Education & Services will make arrangements for district staff and the organization will be billed for such services.
4. Use of the gymnasium must be requested at the time of application. Special regulations concerning its use will be given to the applicant.
5. Tennis courts located at the secondary schools shall be made available to district residents only when the courts are not being used for school purposes. Any individual who is charging a lesson fee shall not use the courts to provide tennis instruction. The district reserves the right to close the tennis courts to public use when students are on campus.
6. If the organization plans any activity involving an admission fee, then the application must include a statement of this intent and an indication that the action does not involve any conflict with district policy, State Education law, or the State Constitution.
7. The Board of Education reserves the right to review all applications.
8. The Board, Hewlett-Woodmere School District and its representatives assume no responsibility for loss of personal property or for personal injury sustained while any group is using the premises.

**C. Conditions applying to the use of a permit**

1. The permit is valid only for the particular premises, for the date(s) and hours specified, and within the restrictions and for the purposes specified. No substitution of facilities is permitted once the activity is underway. The permit is not transferable.
2. The permit must be carried by the program or event supervisor during the use of approved facilities.
3. Any group using school facilities must submit a certificate of insurance providing the same underlying liability coverage as the district carries.
4. The permit shall be cancelled on any day when school is closed for emergency reasons. The school district is not responsible for any "losses" incurred by an organization if such events should occur.
5. Forty-eight hour notice of cancellation must be given if the group to which permission has been granted is unable to appear. Failure to do so will incur custodial expenses as scheduled.
6. There shall be no loud or boisterous behavior, nor use of intoxicating beverages or illicit/illegal substances within school buildings or grounds.

7. Smoking, vaping and use of electronic cigarettes is prohibited in school buildings and on school grounds at all times.
8. Utilizing school facilities for the purpose of videotaping, photography, and/or sound recording is prohibited.
9. The premises must be vacated by the time stated on the permit. If a group goes beyond that closing time, they will be charged accordingly.
10. School custodial personnel must be in attendance and on the premises when an outside group uses a school building. The district will, at their sole discretion, assign appropriate security personnel. Custodial and security personnel are to be regarded as representatives of the Board of Education.
11. Moving pianos or furniture, putting up decorations or scenery and similar activities are prohibited unless requested in the original application and approved in the permit granted.
12. Groups of minors must have at least one adult in charge that must be present before the group may enter the school building and must remain with the group while they are on the school premises.
13. Adequate supervision for the conduct and safety of the group must be maintained at all times by the sponsoring organization. This includes supervision at the pool facilities which must meet the minimum current standards which are established by Nassau County.
14. No exhibits, posters or other materials may be displayed on school property unless approved beforehand by the Board of Education or its representatives.
15. There shall be no solicitation or collection of contributions for any reason on school property unless authority to do so has been granted by the Board of Education or its representative and is so stated in the permit.
16. Only authorized personnel shall operate kitchen equipment. A minimum charge, established by the Board, per hour per person employed will be charged when use of the kitchen is required.
17. Only authorized district personnel shall operate stage, sound, and projection equipment in the secondary school auditoriums. The group requesting use of such space shall be charged at the applicable negotiated rate for the district personnel assigned.
18. A detailed financial statement showing total receipts and expenditures for each use of facilities or grounds for which admission is charged must be submitted to the Superintendent of Schools within ten (10) days after the activity has taken place.
19. School equipment is not to be used off school grounds.
20. The organization will be required to leave the building or grounds used clean and in order. Any damage to school property shall be reimbursed by the organization.
21. The organization will be responsible for the payment of all charges imposed by the Board of Education, and will see that bills are paid within thirty (30) days of the date issued.
22. All individuals shall act in a manner consistent with all applicable federal and state laws and regulations, as well as all policies, regulations and/or rules of the school district including policy and regulation.

- 23. The Board or its representatives may cancel privileges granted upon failure of any group to comply with the rules and regulations of this policy.
- 24. Gambling is not permitted on school property.

**D. Fees**

Facility use fees, including security and maintenance costs, will be assessed for non-school use of District facilities. The PTA will be exempt from application and per use fees for its meetings, programs and activities in school buildings and on school grounds. Booster clubs and other organizations whose charter is directly related to support of school district functions and/or activities may also apply for an exemption for meetings. Fees for Facility Use are listed in the Fees Policy # 1336.

**E. Proper Use and Care of All-Weather Track and Synthetic Fields at Hewlett High School And Woodmere Middle School**

The intent of the regulation is to promote the proper use and care of the all-weather track and synthetic turf.

**Restrictions:**

- 1. No roller blades, no skate boarding, no bicycles, no scooters, no unauthorized motorized vehicles of any kind, no excessive use of inside lanes.
- 2. Footwear is restricted to sneaker and track shoe apparel only.
- 3. When not in use, **emergency** response vehicles and ambulances are restricted to the staging area.
- 4. No food, beverages or gum chewing are permitted on the all-weather track or synthetic turf.

Cross-Ref: 1336, Fees

**Regulation**

**Adopted:** June 2001

**Amended:**

April 27, 2004

November 17, 2004

January 14, 2009

October 17, 2012

February 13, 2013

January 21, 2015

March 8, 2016

April 20, 2017

December 20, 2017

July 12, 2018

June 17, 2020

**HEWLETT-WOODMERE PUBLIC SCHOOLS  
DEPARTMENT OF COMMUNITY EDUCATION & SERVICES  
APPLICATION FOR NON-SCHOOL RELATED USE OF DISTRICT FACILITIES**

Dear Community Group:

Community groups applying for permits to use school district facilities **must read and understand** District Policies #1336 and #1500. The policies can be viewed at [www.hewlett-woodmere.net](http://www.hewlett-woodmere.net), click "Our District" on the menu along the top of the web page, then click "District Policies," and then find policy #1336 & #1500. By submitting a completed application you are verifying that you have already read and understand both district policies, #1336 and #1500. All fees are subject to revision by the Board of Education per policy #1336.

A completed application packet does not guarantee a permit will be issued. Permits are issued only after all district functions and operations are scheduled. In addition, permits issued may be revoked at any time if school needs necessitate use of facility. Please complete all forms and return your completed application, appropriate application fee (check made out to HW Community Services) and supporting documentation (Certificate of Insurance, Organization Charter, etc) as indicated herein to:

**Department of Community Education & Services  
Woodmere Education Center  
One Johnson Place  
Woodmere, NY 11598**

**HWPS FACILITY AVAILABILITY**

The HWPS Office of Community Education and Services accepts and processes applications from qualified community groups for their use of school facilities.

**Applications for fields and gymnasiums are to be submitted in accordance with the following schedule:**

<b>Season/Dates</b>	<b>Application Submission Period</b>
Winter into Spring March 15 – April 13 (WMS and HHS Synthetic Fields Only)	January 1 – <b>February 28</b>
Spring April 14 – June 30	January 1 – <b>March 31</b>
Summer July 1 – August 31	April 1 – <b>May 31</b>
Fall Sept. 1 – Nov. 30	June 1 – June 30
Winter (indoor only) Dec. 1 – March 31	Sept. 1 – <b>November 30</b>

Applications will not be accepted prior to the application period and there will be no preference given based on the date application is received for the use of facilities. Events will be scheduled according to the priority order indicated under the Section C of this document.

In the event that multiple applications are submitted by organizations falling into the same priority group for the same facility and time, the applicants will be asked to resolve their differences independent of the District. If conflicts cannot be resolved, then the District will intervene.

Schedules will be established and permits issued after the application period has ended. Applications submitted following the submission period will be considered based on the date received only.

Requests for additional dates (i.e. playoff games, clinics, additional games, etc.) require a new permit application and will be scheduled based on date received only.

The winter into spring schedule is limited to use of the synthetic turf fields at Woodmere Middle School and Hewlett High School. Permits shall be designated as weather permitting, with such determination to be made by the District. The District will not provide for removal of snow or ice to accommodate usage. Natural fields will be released for use in the spring based on weather conditions and field readiness, i.e., mud, snow, ice, flooding, etc.

**HEWLETT-WOODMERE PUBLIC SCHOOLS  
DEPARTMENT OF COMMUNITY EDUCATION & SERVICES  
APPLICATION FOR NON-SCHOOL RELATED USE OF DISTRICT FACILITIES**

Each applicant/organization group **MUST** submit the following with their application:

1. A copy of the organization's charter, constitution or letter from a responsible officer which states, in detail, the aims and principles of the organization or group. The first application made by any organization must be accompanied by a copy of its charter constitution or a letter from a responsible officer and remain on file with the school district.
2. **Proof of organization's insurance.** Documents must include **ALL** of the following:
  - An original (no copies) current and valid **Certificate of Insurance** (COI) must be submitted with this application
  - The COI **must** list the Hewlett-Woodmere Public Schools as **an additionally insured party.**
  - The limits of liability shall not be less than one million dollars combined single limit for bodily injury and property damage
3. **Proof of the organizations Non-for-Profit 501(c)(3) status (If applicable).** The document **MUST** include your IRS Tax Exemption Number.
4. A **Liability Waiver Statement** (Hold/Harmless Statement) with all pertinent signatures is required (included in this packet).
5. A **\$60.00 check for the application fee for each application form** based on site and time requested. Refer to the current fee policy #1336 which is attached. Checks are payable to HW Community Services. The District reserves the right to require a deposit against damage or littering in an amount to be determined by the District.

Note: If an applicant is requesting use of facilities at more than one facility (school), each facility request must be submitted separately, on separate applications and with the appropriate application fee for each facility. For example, if you are requesting facilities at two (2) different schools, you must file two (2) applications and pay two (2) application fees, as appropriate.

6. A **roster for each group/organization/team/league.** The roster must include names, addresses and phone numbers for each participant, activity supervisor, leader and/or coach. **You must identify each participant on the roster as a resident (R) or non-resident (NR) of the Hewlett-Woodmere School District.**
7. Please be **prepared to pay a "Per Use Fee."** This fee is not due at the time of application but is due prior to the first event. This fee must be paid by check payable to HW Community Services. The fees may include:

Fees for Playing Fields (NOTE: Varsity softball and baseball fields are not available for outside use)

- Use of synthetic turf fields - \$65.00 per hour of use.
- Use of sports lighting HHS- \$60.00 per hour of use.
- Use of all other playing fields - \$10.00 per event, session or game for all such uses after the first event or activity. Example: Two little league games played sequentially on the same day are classified as two events and would be subject to a \$20.00 fee. The first use covered by the permit is not subject to the fee. For all other organizations or groups seeking use of fields for non-commercial purposes, fees for use of synthetic turf fields or other playing fields shall be negotiated separately, at rates no less than those listed above

Fees for usage during holidays, weekends, or other times when school is not in session in accordance with Policy #1336.

- \$60.00 per hour for use of cafeteria
- \$40.00 per hour for use of classroom
- \$85.00 per hour for use of a gym or auditorium
- \$ 55.72 per hour for custodians
- \$ 42.87 per hour for security
- \$ 58.95 per hour for technology staff

Swimming Pool Rental Fees

- Fees range from \$120-\$148/hour based on the nature of the community organization based on Board Policy #1500 and #1336.

Other Fees: If the district determines that additional personnel needs to be supplied, the organization shall be charged the appropriate overtime rate for the services.



**PARTIAL WAIVER:**

- Not for profit community –based groups requesting usage exclusively for children’s’ programs (age 18 and under) where no child is barred from participation due to a family’s inability to pay, and meet all requirements of Policy #1500 Section A Eligibility within either Group 1 of Group 2 may appeal annually to the Superintendent for partial waiver of the fees.
- Waivers, if granted, shall expire no later than June 30<sup>th</sup>, the close of the school year.

The facilities will be available for use based on the table below. “YES” indicates that the facility is available to community groups, and “NO” indicates that the facilities are not available for use. In addition, any community group that applies for and receives permission to utilize district facilities will be charged for all costs incurred by the district in making the facility available to the group. The costs include but are not limited to: staffing costs, utility costs, and any other cost incurred by the district as a result of these.

<b>HWPS FACILITY AVAILABILITY FOR COMMUNITY GROUPS</b>		
<b>FACILITY</b>	<b>MON-FRI (After 6pm)</b>	<b>SAT-SUN</b>
<b>WOODMERE EDUCATION CENTER</b>	YES	NO
<b>FRANKLIN EARLY CHILDHOOD CENTER</b>	FRONT & REAR GYM ONLY	GYM ONLY
<b>HEWLETT ELEMENTARY SCHOOL</b>	NO	NO
<b>OGDEN ELEMENTARY SCHOOL</b>	REAR GYM ONLY	GYM ONLY
<b>WOODMERE MIDDLE SCHOOL</b>	GYM ONLY	GYM ONLY
<b>HEWLETT HIGH SCHOOL</b>	YES	YES

**SECTION A: APPLICANT INFORMATION**

**FSD#:**

**(Office Use Only)**

1) NAME OF APPLICANT: \_\_\_\_\_

2) DATE OF APPLICATION: \_\_\_\_\_

3) ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

4) EMAIL: \_\_\_\_\_

5) DAYTIME PHONE #: \_\_\_\_\_

6) ALTERNATE PHONE #: \_\_\_\_\_

**SECTION B: FACILITY INFORMATION**

**PLEASE STATE WHICH FACILITY IS BEING REQUESTED FOR USE:**

\_\_\_\_\_ FRANKLIN EARLY CHILDHOOD CENTER

\_\_\_\_\_ OGDEN ELEMENTARY SCHOOL

\_\_\_\_\_ HEWLETT ELEMENTARY SCHOOL

\_\_\_\_\_ WOODMERE MIDDLE SCHOOL

\_\_\_\_\_ G.W. HEWLETT HIGH SCHOOL

\_\_\_\_\_ WOODMERE EDUCATION CENTER

\_\_\_\_\_ DISTRICT POOL FACILITY

ROOM NUMBERS: \_\_\_\_\_

FIELD NAMES: \_\_\_\_\_

NATURE AND PURPOSE OF THE ACTIVITY: \_\_\_\_\_

NUMBER OF PEOPLE ATTENDING ACTIVITY: \_\_\_\_\_

DATES OF USE: \_\_\_\_\_

IS THIS EVENT A RECURRING EVENT (Does the event meet every week/month etc. on a regular basis, over a span of time)?  YES \_\_\_\_\_  NO \_\_\_\_\_

IF RECURRING EVENT, PLEASE INDICATE THE RECURRENCE PATTERN (Choose **only one recurrence pattern**, either daily, weekly or monthly):

DAILY \_\_\_\_\_

WEEKLY \_\_\_\_\_

MONTHLY \_\_\_\_\_

MEMBERSHIP OF ORGANIZATION: The Board of Education may require a full list of the membership and their addresses.  
HOW MANY GAMES, EVENTS, SESSIONS AND/OR ACTIVITIES (IN TOTAL) WILL OCCUR DURING THE PERIOD OF THE REQUESTED PERMIT? \_\_\_\_\_

TIME ACCESS IS NEEDED: \_\_\_\_\_ AM \_\_\_\_\_ PM  
TIME EVENT STARTS AT: \_\_\_\_\_ AM \_\_\_\_\_ PM  
TIME EVENT ENDS AT: \_\_\_\_\_ AM \_\_\_\_\_ PM

SPECIAL EQUIPMENT NEEDED: \_\_\_\_\_ CHAIRS \_\_\_\_\_ TABLES \_\_\_\_\_ AUDIO \_\_\_\_\_  
OTHER NEEDS: \_\_\_\_\_

**SECTION C: ORGANIZATION/AGENCY INFORMATION**

ORGANIZATION NAME: \_\_\_\_\_

PLEASE CHECK THE APPROPRIATE PHRASE WHICH DESCRIBES YOUR ORGANIZATION/GROUP

EVENTS WILL BE SCHEDULED ACCORDING TO THE FOLLOWING PRIORITY ORDER:

GROUP 1: ORGANIZATIONS LOCATED WITHIN THE BOUNDARIES OF HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT OR ORGANIZATIONS WITH REGIONAL HEADQUARTERS OUTSIDE THE DISTRICT WHO HAVE A LOCALLY BASED COMPONENT ORGANIZATION WITH A MINIMUM OF 75% OF PARTICIPANTS RESIDING WITHIN HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT.

GROUP 2: ORGANIZATIONS WHOSE HEADQUARTERS ARE LOCATED WITHIN THE BOUNDARIES OF HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT AND WHOSE MEMBERSHIP IS COMPOSED OF AT LEAST HALF OF RESIDENTS FROM THE HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT.

GROUP 3: ORGANIZATIONS WHOSE HEADQUARTERS ARE LOCATED WITHIN THE BOUNDARIES OF HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT AND WHOSE MEMBERSHIP IS COMPRISED OF LESS THAN HALF OF RESIDENTS OF HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT.

GROUP 4: ORGANIZATIONS WHOSE HEADQUARTERS ARE LOCATED OUTSIDE THE BOUNDARIES OF HEWLETT- WOODMERE UNION FREE SCHOOL DISTRICT AND WHOSE MEMBERSHIP INCLUDES RESIDENTS OF HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT.

GROUP 5: ORGANIZATIONS WHOSE HEADQUARTERS ARE LOCATED OUTSIDE THE BOUNDARIES OF HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT AND WHOSE MEMBERS ARE NOT RESIDENTS OF HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

PURPOSE OF ORGANIZATION: \_\_\_\_\_

IS THE ORGANIZATION A DOCUMENTED 501(C) (3) NOT-FOR- PROFIT ORGANIZATION?  
YES \_\_\_\_\_ NO \_\_\_\_\_ TAX ID #: \_\_\_\_\_

IS THE ORGANIZATION IRS TAX EXEMPT?  
YES \_\_\_\_\_ NO \_\_\_\_\_ IRS TAX # \_\_\_\_\_

TOTAL # OF MEMBERS RESIDING IN DISTRICT: \_\_\_\_\_

TOTAL # OF MEMBERS RESIDENT OUTSIDE OF DISTRICT: \_\_\_\_\_

IS THERE A MEMBERSHIP CHARGE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF SO, PLEASE SPECIFY AMOUNT: \_\_\_\_\_

IS THERE A CHARGE FOR UNIFORMS, SUPPLIES OR OFFICIATING? YES \_\_\_\_\_ NO \_\_\_\_\_

IF SO, PLEASE SPECIFY AMOUNT: \_\_\_\_\_

DIRECTOR OR CHIEF OFFICER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER (DAY): \_\_\_\_\_ (EVENING): \_\_\_\_\_

ONSITE ACTIVITY SUPERVISOR: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER (DAY): \_\_\_\_\_ (EVENING): \_\_\_\_\_

POPULATION SERVED:

MINORS/CHILDREN UNDER THE AGE OF 18: YES \_\_\_\_\_ NO \_\_\_\_\_

ADULTS – 18 YEARS OR OLDER: YES \_\_\_\_\_ NO \_\_\_\_\_

AGENCY SERVES ONLY HEWLETT-WOODMERE DISTRICT RESIDENTS: YES \_\_\_\_\_ NO \_\_\_\_\_

# OF DISTRICT MEMBERS \_\_\_\_\_ # OF NON-DISTRICT RESIDENTS \_\_\_\_\_

AGENCY SERVICES ONLY NON-DISTRICT RESIDENTS: YES \_\_\_\_\_ NO \_\_\_\_\_

# OF NON-DISTRICT MEMBERS \_\_\_\_\_

IS THIS FUNCTION OPEN TO THE GENERAL PUBLIC? YES \_\_\_\_\_ NO \_\_\_\_\_

WILL A FEE AN ADMISSION FEE BE CHARGED FOR THIS ACTIVITY? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE INDICATE DOLLAR AMOUNT: \$ \_\_\_\_\_

PLEASE SPECIFY THE AMOUNT AND NATURE OF FEES (REGISTRATION FEE, ADMISSION FEES, MATERIAL FEES, etc.): \_\_\_\_\_

PLEASE EXPLAIN HOW THE FUNDS RECEIVED WILL BE USED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION D: AUTHORIZATION AND AGREEMENT

The school district reserves the right to decline any application based on its priority district needs, and may at any time revoke a permit once issued for noncompliance or changes in district needs. The district reserves the right to recover costs associated with permitting community use of school district facilities. Costs may include: custodial, maintenance, security, staff support for special services and administrative expenses. The district reserves the right to charge a deposit against damages or littering, and send bills to recover losses incurred due to community use of facilities. An additional deposit may be required for use of events that meet for more than one session. By signing and submitting this application, I the undersigned, verify that I have read, reviewed and understand district Policies #1336 and #1500 and I hereby agree to comply with all appropriate policies, terms and provisions of policies #1336 and #1500, as well as building policy rules and regulations for the facility noted on this application; and also agree to abide by the terms and conditions to be noted on the permit once it is issued.

Signature of Applicant: \_\_\_\_\_ Date signed: \_\_\_\_\_

**MEMO: All applicants for use of Hewlett-Woodmere District #14 facilities.**

**FROM: Community Education & Services**

**RE:** Required "Hold Harmless" statement

A signed and dated "HOLD HARMLESS" statement must also be submitted to the district office, through the Department of Community Services in conjunction with your application for use of School facilities. The required "HOLD HARMLESS" statement appears below. Please complete the form, sign and date and return it with your facility use application and COI. All documents should be mailed to:

\_\_\_\_\_  
(Name of agency, organization, or parties requesting use of facilities)

The organization named above does hereby covenant and agree to defend, indemnify and hold harmless the HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT #14 from and against any and all liability, loss, damages, claims or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of

(HWUFSD # 14) property facilities and/or services by \_\_\_\_\_ (name of organization/ applicant)

And/or activities, functions, events affairs, or proceeding of: \_\_\_\_\_ (name of organization/applicant). Any person, agency or organization granted use of a specific facility or field agrees to insure and hold the school district harmless against any and all claims, actions or proceedings resulting from the organization's (and any of its members) unauthorized use of other facilities for which no permit has been issued. Further, I acknowledge and accept that facility and field modifications, or the set-up of make shift fields is not permitted. Permits will only be assigned to organizations and representatives, who sign this disclaimer, and are authorized to use facilities.

\_\_\_\_\_  
(SIGNED BY: Name and Title/Coach/Supervisor/Instructor)

\_\_\_\_\_  
(SIGNED BY: Organization President/Director/Commissioner/Title)

DATE:

DATE:

**FOR OFFICE USE ONLY**

PERMIT # _____	APPROVED _____	DENIED _____
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APPLICATION FEE COLLECTED: \$ CHECK #: _____	PER USE FEE WAIVED AS _____	POLICY 1336-R: _____
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PER USE FEE: _____	CHARGED: _____	AMT COLLECTED: _____	PER DATE COLLECTED: _____	CHECK #: _____
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**STAFF/FACILITY NEEDED FOR THE REQUEST**

	# of Staff Members	Total Hours or # of Events	\$ Per Hour/Event	Total \$
Use of HS/MS Synthetic Field			\$65.00 Hour	
Use of all Other Playing Fields*			\$10.00/Event*	
Use of Sports Lighting-HHS			\$60.00/Hour	
Custodians			\$55.72 Hour	
Security			\$42.87 Hour	
Technology Staff			\$58.95 Hour	
Food Service Worker			\$26.54 Hour	
Fees for use when school is not in session:				
Use of any Cafeteria**			\$60.00 Hour	
Use of any Classroom**			\$40.00 Hour	
Use of any Gym/Auditorium**			\$85.00 Hour	
<b>Swimming Pool Rental Fees (fees to be charged to organizations using the swimming pool)</b>				
Group 1			\$120.00 per hour	
Group 2			\$128.00 per hour	
Group 3			\$138.00 per hour	
Group 4			\$148.00 per hour	
Group 5			Not Eligible	
Groups are defined in Regulation 1500-A				
			<b>TOTAL</b>	

*\* Use of all other playing fields - \$10. per event, session or game for all such uses after the first event or activity. Example: Two little league games played sequentially on the same day are classified as two events and would be subject to a \$20 fee. The first use covered by the permit is not subject to the fee.*

Revised: 2/15/13; 1/21/15; 3/8/16, 7/12/18, 6/17,20