

Bethlehem Central School District  
Delmar, New York

-----**SAMPLE**-----  
REQUEST FOR USE OF SCHOOL PROPERTY

*Please submit completed application to the main office of the school facility you wish to rent. You will be provided a copy of the application showing approval/disapproval once reviewed. A separate application must be submitted for multiple activities. Please print except for signature.*

Name of Organization: \_\_\_\_\_

This request is made by:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_ Evening telephone Number: \_\_\_\_\_

Purpose: \_\_\_\_\_

School Building: \_\_\_\_\_

Specific Room/Area	Person in charge of Event	Phone Number	Date	Beginning (time enter. bldg.)	Ending (time exit. bldg.)	Approved (✓)	
						Yes	No

**Special Arrangements:** If you need school staff to assist in special arrangements (set up # of chars, etc.), please detail here. A set up charge may apply.

I attest that I am authorized to sign on behalf of the above group and further attest that it is the group or organization's intent to comply with all Board policies and regulations and to use the district facilities strictly in accordance with the use described in the application.

I have read and understand the attached addendum in regard to such use.

X \_\_\_\_\_

**Applicants Signature**

**Rental Fee** – Rental fees are payable upon receipt of invoice. Make checks payable to Bethlehem Central School District, and mail to Business Administrator, Bethlehem Central School District, 700 Delaware Avenue, Delmar, NY 12054. The rental fee shall cover costs of custodial service, utilities, set-up or special charges. (See Addendum)

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**School District Use Only**

Approved pending receipt of fee and Certificate of Insurance

Approved, School District Representative \_\_\_\_\_

\_\_\_\_\_ Date

Amount Due \$ \_\_\_\_\_ Amount Due Received \_\_\_\_\_ (date) Insurance Certificate on File \_\_\_\_\_

Hold Harmless Agreement \_\_\_\_\_ Lifeguard Certificate on File (pool use only) \_\_\_\_\_

White – District Office Copy

Yellow – Building Custodian

Pink – Renter

Goldenrod – Building Principal

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## Use of Facilities

### Indemnification and Hold Harmless Agreement

Date of Event: \_\_\_\_\_ Group Sponsoring Event: \_\_\_\_\_

Name of Food Truck Vendor: \_\_\_\_\_

\_\_\_\_\_ (Food Truck Vendor or Group Name) agrees to conduct its activities so as not to endanger any person lawfully thereon and agrees, to the fullest extent permitted by law, to indemnify, exonerate, defend and hold harmless the Bethlehem Central School District, it's officers, employees and agents, against any and all costs, losses, expenses, damages, claims, suits, or any liability whatsoever, including attorney's fees, resulting from injury, including death, to person or damage to property arising out of, or in any manner connected with, their use of Bethlehem Central School

District property for \_\_\_\_\_ (purpose as detailed on the use of facility form).

\_\_\_\_\_ (Food Truck Vendor or Group Name) will provide a Certificate of Insurance naming Bethlehem Central School District as an additional insured evidencing commercial general liability insurance that includes limits no less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

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-----**SAMPLE**-----



# **Certificate of Authorization**

THE FOLLOWING VENDOR IS AUTHORIZED TO OPERATE ON  
BETHLEHEM CENTRAL SCHOOL DISTRICT PROPERTY, SUBJECT TO  
ALL DISTRICT TERMS AND CONDITIONS:

(vendor name)

Effective only on (day, date) at (location).

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Signature Required – Name, Title of District Facility Approver