

Bethlehem Central School District



**Use of Facilities
Handbook**

Bethlehem Central School District
Delmar, New York

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Bethlehem Central School District
Delmar, New York

POLICY 1500

**PUBLIC USE OF SCHOOL FACILITIES
BOARD OF EDUCATION POLICY**

While the school buildings and grounds of the Bethlehem Central School District (the District) are maintained primarily for the purpose of educating students within the District, the Board of Education (the Board) recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities. This policy is intended to identify the uses that community groups may make of those facilities.

Permitted Uses

District facilities may be used for the purposes listed below, subject to the conditions and restrictions set forth in this policy.

- A. Instruction in any branch of education, learning or the arts.
- B. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
- C. Social, civic, and recreational meetings and entertainments, or other uses pertaining to the welfare of the community so long as such uses are nonexclusive and open to the general public.
- D. Meetings, entertainment, and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
- E. Meetings, entertainments, and occasions that are under the exclusive control of, and the proceeds are to be applied for the benefit of, veterans' organizations, volunteer fire fighters or volunteer ambulance workers.
- F. Civic forums and community meetings intended to encourage civic participation.
- G. Recreation, physical training, and athletics, including competitive athletic contests of children attending a private, nonprofit school.
- H. Child-care programs when school is not in session, or when school is in session for the children of students attending schools of the District and, if there is additional space available, for children of employees of the District.
- I. Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.

Prohibited Uses

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited.

- A. Use of District facilities by any outside organization or group to conduct religious services or religious instruction.
- B. Meetings sponsored by political organizations, for the purpose of supporting an individual candidate, party, or political platform.
- C. Meetings, entertainments, and occasions that are under the exclusive control of, and the proceeds are to be applied for the benefit of, a religious sect or denomination; or of a fraternal, secret, or exclusive society or organization..

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Conditions of Use for District Facilities

- A. Use of District facilities may be permitted unless such facilities are in use for school purposes, or during educational programs. All school activities and related organizations (organizations represented on the Bethlehem Central President's Council) shall have preference for the use of facilities provided they have been scheduled prior to commitments made to community groups. The Town of Bethlehem Recreation Department shall receive second priority for use of facilities, with all other groups receiving lower priority. The District reserves exclusive and nonreviewable judgment to determine if a requested use would interfere with or disturb the District's educational programs.
- B. It is requested that all school groups submit a schedule for the use of school facilities at least 90 days in advance of the planned activity. The Town of Bethlehem Recreation Department shall also submit a complete request as provided above and will be assigned facilities and grounds as second priority.
- C. The building-level designee shall maintain a schedule of use for their building. To ensure that District facilities are preserved for the benefit of the greater District community, community-based groups and organizations (groups that are located within the geographic area covered by the District) may be granted access to District facilities, but only if the facilities are not needed by the District or other community-based groups.
- D. Usage will be limited to buildings and grounds other than specifically equipped classrooms, libraries, storage rooms, and administrative offices so as to reduce interference with the school program and to protect instructional materials and exhibits.
- E. Simultaneous multiple uses of a building may be refused by the business administrator to assure adequate parking and other space is available.
- F. Use of District facilities will be permitted only where the applicant agrees to pay the District a user fee according to a schedule adopted by the District Board to cover the costs of heat, electricity, maintenance, custodial services, and any other expenses associated with the requested use. Use is further conditioned upon the applicant's agreement to pay additional fees associated with the use of any additional services or equipment. All users shall pay the District no later than thirty days after billing. The District retains the right to condition use upon an applicant depositing with the District a sum equaling the estimated costs and fees associated with the proposed use ten days in advance of the requested use. The District retains the further right to waive user fees for groups that are associated with or sponsored by the District.
- G. 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 applicant's payment of additional fees in accordance with paragraph F above. Only authorized personnel shall operate District equipment, which includes kitchen equipment.
- H. Use of District facilities will only be permitted where the organization provides the District with timely evidence of adequate insurance coverage (\$1,000,000 minimum) to hold the District harmless from all liability, property damage, personal injuries, and/or medical expenses. The District will exercise complete and unreviewable discretion regarding what constitutes adequate insurance coverage for each proposed use.

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- I. The Board reserves the discretion to deny use of District facilities described above, or to terminate use of District facilities:
 1. By an applicant who has previously misused or abused District facilities or property or who has violated this policy;
 2. For any use that could have the effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York State Constitutions;
 3. For any use that, in the estimation of the Board, could reasonably be expected to or actually does give rise to a riot or public disturbance;
 4. For any use that 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
 7. For any use prohibited by law.
- J. The Board specifically reserves the right to revoke any permit granted to any user without prior notice to such user. In the event of such a revocation, the reasons thereof shall be stated to the user in writing.

Application Procedure for Use of District Facilities

Applicants are subject to the following procedures, absent an approved lease agreement that may otherwise supersede the procedures within this policy: All applications for use of school facilities shall submit to the business administrator, or designee, a "Request of Use of School Property" on the forms provided by the District. The form is available in each building office. Applications shall be approved or denied on the basis of this Board policy. Applications must be submitted at least two weeks prior to the date of the requested use.

- A. The applicant must clearly and completely describe the intended use of the District facility in the application.
- B. All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or 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.
- C. All applicants must agree to assume responsibility for all damages resulting from its use of District facilities. Proof of adequate insurance must be provided by the applicant at least ten days before the date of the requested use.
- D. Permits shall be valid only for the facility, use, dates, and time specified in the permit. No adjustment to the permit is allowed except with the prior written approval of the District. Permits shall not be transferable.

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- E. Applicants who seek to bring outside food trucks (“vendors”) onto District property are subject to additional requirements designed to reasonably protect event participants from harm, including but not limited to: proof of automotive liability coverage of at least \$1,000,000, proof of licensure by local health departments, indemnification certificates, fire suppression equipment (if cooking), and limitations on truck movement when on site.
- F. The District is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reasons.
- G. 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.
- H. Issuance of a permit shall not limit the right of access to the facility by District staff.

The District’s business office may also issue a Use of Facilities Handbook to provide guidance, forms and procedures for user groups.

Ref: Education Law §414

Cross-ref: 1510, Public Sales on School Property

Adoption date: June 19, 2002

Revised date: April 17, 2019

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USE OF FACILITIES – GENERAL GUIDELINES

INTENT

The following provides general guidelines regarding the use of District facilities throughout the year. This is not intended to be a complete listing of the rules and regulations surrounding building use. We strive to make our facilities as available as possible, but not to the detriment of the district's academic, athletic, maintenance and custodial programs.

FACILITY SCHEDULING

Any group wanting to utilize the school facilities outside of the normal school day must submit a Request for Use of School Property form to the school's main office for approval. The scheduling of rooms or fields at a school is the responsibility of the school's main office. This is typically done in conjunction and consultation with the head/lead custodian at the building. The forms can be received from the main office and should be submitted to the school office at least ten (10) days in advance of the requested date. Appropriate time is necessary for the approval process to be completed, the overtime posted (if necessary) and the coordination of staff.

SCHOOL YEAR

The district facilities are NOT permitted to be used during the school day by outside or town groups. Also, facilities are typically not to be scheduled and used by groups during dances, exam weeks, election days, plays and open houses. In addition, the High School Gyms will be made available and must be scheduled around the school's competitive sports program. The following times are established based upon the custodial coverage and the time necessary to clean and open/secure the facility before and after an activity. Please note that the general start times listed below may vary depending upon season, school activities and athletic events. Users should check with the Main Office.

GENERAL START TIME FOR USE OF FACILITY (MONDAY – FRIDAY):

Bethlehem Central High School
700 Delaware Avenue
Delmar, NY 12054
(518) 439-4921

- Pool can be used after 6:00pm
 - User group MUST have a certified lifeguard on pool deck at all times
 - Copy of Certification MUST be provided upon scheduling use of pool
 - Lifeguard MUST have certification card available to show personnel upon request
 - Community open swimming is not allowed
- Gyms can be used after 7:30pm
 - NOTE: Gym A can not be used if there are school events scheduled in the Auditorium
- Classrooms can be used after 5:00pm
- Fields can be used, but are limited due to the District's own athletic programs. Field usage will also depend on the condition of the fields based on weather. Please check with building secretary to determine availability

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Bethlehem Central Middle School
332 Kenwood Avenue
Delmar, NY 12054
(518) 439-7460

- Pool can be used after 6:00pm
 - User group MUST have a certified lifeguard on pool deck at all times
 - Copy of Certification MUST be provided upon scheduling use of pool
 - Lifeguard MUST have certification card available to show personnel upon request
- Gyms can be used after 6:00pm
- Classrooms can be used after 6:00pm
- Fields can be used, but are limited due to the District's own athletic programs. Field usage will also depend on the condition of the fields based on weather. Please check with building secretary to determine availability

Eagle Elementary
27 VanDyke Road
Delmar, NY 12054
(518) 694-8825

Elsmere Elementary
247 Delaware Avenue
Delmar, NY 12054
(518) 439-4996

Glenmont Elementary
328 Route 9W
Glenmont, NY 12077
(518) 463-1154

Hamagrael Elementary
1 McGuffey Lane
Delmar, NY 12054
(518) 439-4905

Slingerlands Elementary
25 Union Avenue
Delmar, NY 12054
(518) 439-7681

- Classrooms can be used after 4:00pm
- Gyms can be used after 6:00pm
- Cafeteria can be used after 6:00pm
- Fields usage will depend on the condition of the fields based on weather. Please check with building secretary to determine availability

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GENERAL END TIME FOR USE OF FACILITY (MONDAY – FRIDAY):

All activities must be completed and users out of the facility by:

- High School - 10:30pm
- Middle School - 9:30pm
- Eagle, Elsmere, and Slingerlands Elementary - 9:00pm
- Hamagrael Elementary - 8:00pm
- Glenmont Elementary- 8:15pm

SATURDAYS AND SUNDAYS

Bethlehem Central High School and Middle School

- Outside groups are allowed to use the schools and fields but will be charged the facility fee AND the flat custodial overtime rate of \$20/hour, if applicable. All group activities must be completed and users out of the building by 9:30pm.

Elementary Buildings

- Outside groups are NOT allowed to use the school facilities during this time. Field usage is allowed, and the groups will be charged the field use of facility fee. Groups will not have access to buildings.

BREAK WEEKS

Bethlehem Central High School and Middle School

- Except for National Observed Holidays (listed below) where facilities are closed, other days in a break week are available for use.
- All group activities must be completed and users out of the building by 4:30pm.
- Groups will be charged the flat custodial overtime rate of \$20/hour for usage after 4:00pm

Elementary Buildings

- Except for National Observed Holidays (listed below) where facilities are closed, other days in a break week are available for use.
- All group activities must be completed and users out of the building by 6:00pm.
- Groups will be charged the flat custodial overtime rate of \$20/hour for usage after 3:30pm

NATIONAL OBSERVED HOLIDAYS: (Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day)

- No outside groups are allowed to utilize the facilities during this time

DISTRICT OBSERVED HOLIDAYS: (Columbus Day, Veterans Day, Day after Thanksgiving, Christmas Eve, Martin Luther King Day, Presidents Day, Good Friday)

- Refer to "Special Request" section of handbook (Page 10).

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SNOW DAYS

- No outside groups are allowed to use the school facilities.
- If it is determined that the building will be closed on the weekend due to a weather-related event, the building secretary will notify the outside group the day prior via email and/or phone.
- In the rare instance a building is closed suddenly on a Saturday or Sunday, a custodian will be there to notify groups as they attempt to enter the building. Please note that the weather would have to be extremely severe and sudden in nature before a same-day weekend building closure would even be considered.
- Building closure information will be posted on School Messenger, TV and radio channels.

EARLY DISMISSAL (due to inclement weather or other emergency)

- No outside groups are allowed to use the school facilities.

NO SCHOOL – DISTRICT AND SCHOOL OFFICES OPEN: (Superintendent’s Conference Day, Rosh Hashanah, Yom Kippur, Election Day)

- No outside groups are allowed to use the school facilities during the day.
- Classrooms are available after 4:00pm
- Gyms are available after 6:00pm

SUMMER TIME:

Bethlehem Central High School & Middle School

- Outside groups are allowed to use the schools.
- All groups activities must be completed and users out of the facility by 4:30pm.
- Weekend use of the building is not allowed.
- Field usage is allowed Monday through Sunday.

Elementary Buildings

- No outside groups are allowed to use the school facilities other than the Town’s summer camp day programs.
- Weekend use of the buildings and fields is not allowed.

SPECIAL REQUESTS

- Any special requests for facility use that deviate from these general guidelines can be considered by the district. Submit the request to the building’s Main Office for review and approval.

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**Use of Facilities
Outside Food Vendors on District Property**

Food vendors may be permitted on district property, with pre-approval, subject to the following conditions:

- 1) The vendor must be requested to provide food service on district property by the District, or by a not-for-profit entity associated with the District (PTO, BCAA/Booster, BMA, etc.).
- 2) A standard ACORD Certificate of Liability Insurance must be provided in advance, listing the district as an "Additional Named Insured". An in force policy for Commercial General Liability with at least \$1M/occurrence and \$3M aggregate is required. If the vendor will be operating out of a vehicle, then the ACORD certificate must indicate in force automobile liability coverage too, of at least \$1M.
- 3) A copy of the food vendor's permit/license from the NYS Department of Health or Albany County Department of Health to sell food to the general public must be provided. Vendors are responsible for compliance with all applicable regulations, including state, federal, county and town licensing and permitting.
- 4) The vendor must sign an indemnification form, holding the district harmless should there be any injuries/illnesses from their vending activities. Vendors are responsible for any damage or injury caused directly or indirectly by their vehicles and displays.
- 5) Appropriate fire suppression equipment must be present if cooking and serving hot food and beverages.
- 6) Vehicles must arrive at least 30 minutes before the start of the event, park, and remain stationary throughout the event, and may not leave the stationary location for 20 minutes after the end of the event. Any needs for power or barriers to restrict crowd movement must be requested in advance and coordinated/approved by O&M/Building Level custodial staff.
- 7) Vendors are responsible for all clean up at their designated locations, and to carry out any refuse generated from their site sales. Provision of separate trash and single stream recycling containers are required.

The district will issue a certificate evidencing that the vendor has been approved to operate on district property and has met all requirements. The certificate must be on display during operation on district property. Any unauthorized vendors should be directed to leave district property, and reported to district staff assigned to the event.

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Use of Facility

Group Classification and Related Items

GROUP I

School Related Groups

Examples: President's Council, Booster Groups

GROUP II

**Town of Bethlehem Parks & Recreation, Fire Dept.,
Continuing Education**

GROUP III

All Other Groups (Resident)

Examples: Student and Adult Recreational Clubs, Profit Organizations

GROUP IV

Non-Resident/Non District Groups

Examples: Groups not located within the Bethlehem School District

- All School groups/school functions have priority over all community groups
- A community group must be made up of 75% residents of the community to be charged at the Group III rate
- Groups must fill out use of facility form and submit to building secretary to determine availability
- Prior to using the facility, groups must submit the following:
 - A Certificate of insurance, naming Bethlehem Central School District as additional insured
 - Completed Hold Harmless Agreement
 - Food Truck Vendors must submit all required permits
- Groups must cancel use of facility 24 hours prior to use or they will be invoiced
- Groups are invoiced monthly, unless other arrangements are made
- Groups must use the facility space they have requested (i.e. renting gym space, use gym space)
- Federal/State funded programs are not required to pay use of facility fees
- No group can use the facility in which they make a profit for themselves, (i.e. no admission fees can be charged to spectators)

**BETHLEHEM CENTRAL SCHOOL DISTRICT
DELMAR, NEW YORK 12054**

**Fee Schedule for Use of School Facilities
Effective July 1, 2023**

- GROUP I School Related Groups** (President’s Council, Booster Clubs)
- GROUP II Town of Bethlehem Parks & Recreation, Fire Department, Continuing Education**
- GROUP III All Other Groups (Resident)** (Recreational Clubs, Profit Organizations)
- GROUP IV Non-Resident/Non District Groups** (not located in the Bethlehem School District)

FACILITY	GROUP I *	GROUP II & III *	GROUP IV *
Classroom	No Charge	\$7.00/hr.	\$ 25.00/hr.
Middle School Auditorium *	No Charge	\$15.00/hr.	\$ 100.00/hr
High School Auditorium *	No Charge	\$75.00/hr	\$250.00/hr
Lobbys	No Charge	\$5.00/hr.	\$25.00/hr.
Cafeteria Elementary	No Charge	\$12.00/hr.	\$50.00/hr.
Cafeteria Secondary	No Charge	\$17.00/hr.	\$100.00/hr.
Library Elementary	No Charge	\$9.00/hr.	\$25.00/hr.
Library Secondary	No Charge	\$12.00/hr.	\$100.00/hr.
Gym - Elementary	No Charge	\$12.00/hr.	\$100.00/hr.
Gym - Secondary	No Charge	\$14.00/hr.	\$125.00/hr.
Fitness Center - Secondary	No Charge	\$10.00/hr.	\$125.00/hr.
Pit - Secondary	No Charge	\$5.00/hr.	\$25.00/hr.
Wrestling Room - Secondary	No Charge	\$5.00/hr.	\$25.00/hr.
Athletic Fields	No Charge	\$12.00/hr.	\$75.00/hr.
Tennis Courts/Track Field	No Charge	\$17.00/hr.	\$125.00/hr.
Parking Lot (1 hr. min)	No Charge	\$5.00/hr.	\$5.00/hr.
Pool (no pool use in July-August)	N/A	Group II \$40.00/hr. Group III \$80.00/hr.	\$135.00/hr.

** All groups will incur fees when additional costs are incurred by the district (e.g. custodial OT for weekend events, fund raisers, custodial regular time for large evening events) - Custodial OT charges: \$20.00 per hour for Regular Overtime and \$30.00 per hour for Holiday Overtime.*

“Special Event” or Tournament Set-up Fee - To be determined on a case by case basis

***Fee is for use of space only, no Performing Arts Equipment**

Bethlehem Central School District
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-----**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)

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

Bethlehem Central School District
Delmar, New York

Client#: 21436

BETHLCEN

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/16/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Amsure - a Division of ATCFSI 12 Computer Drive West PO Box 15044 Albany, NY 12212-5044		CONTACT NAME: PHONE (A/C, No, Ext): 518 458-1800 FAX (A/C, No): 518 458-8390 E-MAIL ADDRESS:	
INSURED Name of Group/Organization Applying for Use of Facilities Address Address		INSURER(S) AFFORDING COVERAGE INSURER A : Utica National Ins Co of Ohio NAIC # 13998 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	


COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPP3724641	07/01/2016	07/01/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/POP AGG \$2,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						\$ \$ \$ \$ \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						\$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below				Y/N	N/A	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: Use of Facilities
 Bethlehem Central School District is named Additional Insured.

CERTIFICATE HOLDER Bethlehem Central School District 700 Delaware Avenue Delmar, NY 12054	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Bethlehem Central School District
Delmar, New York

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: _____

Bethlehem Central School District
Delmar, New York

-----**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).

Signature Required – Name, Title of District Facility Approver