

Westbury Union Free School District
Director of School Facilities and Operations
6 Hitchcock Lane, Old Westbury, NY 11568
Phone: 516-876-5103 Fax: 516-876-5105

BUILDING AND FIELD USE APPLICATION PACKET

A. Instructions for Building and Field Use — the Application Process

1. Obtain application packet from the Facilities Office 60 days or more prior to event.
2. Complete all required information on Application for Building and Field Use form, Exhibit 1500-E.2.
3. Submit application only to the Facilities Office. The Facilities Office will notify the applicant if the date is available or not. The Facilities Office will forward the application to the requested building for review by the Building Principal, Head Custodian and Security Supervisor.
4. Once the application is returned by the building administrator, the applicant will be notified of the review status. If the Building Principal has authorized the use of the building, proceed with the next steps listed below.
5. Obtain Certificate of Liability Insurance in accordance with the requirement on the attached supplement. Coverage must be "Primary and Non-Contributory in favor of the District."
6. Complete Hold Harmless agreement.
7. Submit Certificate of Liability Insurance, Hold Harmless Agreement and a \$500.00 security deposit to the Facilities Office. Security Deposit of \$1,000 is required for use of WMS auditorium and boy's gym and WHS auditorium and gym. Deposit will be returned after the function date. If there are any extra hours worked by district employees above the calculated fees paid, they will be deducted from the deposit.
8. Facilities Office will forward the application to the Superintendent for the Board approval. Approval by Board will occur at the Board of Education Action Meeting, the third Wednesday of each month.
9. Facilities Office will contact applicant after the Board of Education Action Meeting and verify approval or disapproval.
10. Upon approval, the applicant is to submit all fees to the Facilities Office in a reasonable time before function.
11. NO function will be allowed until all of the above requirements are completed