



# Permit Application

**Public Use  
of District  
Facilities**

## **GREAT NECK PUBLIC SCHOOLS**

**DEPT. OF ATHLETICS, PHYSICAL EDUCATION & RECREATION  
345 Lakeville Road, Great Neck, NY 11020  
516-441-4045 \* 516-441-4066 Fax**

The Great Neck Board of Education establishes all of the policies for the use of District facilities in conformity with New York State Education Law (414). The policies are available on the Great Neck Public School website.

([www.greatneck.k12.ny.us](http://www.greatneck.k12.ny.us) Information Menu: Board Policies – Community – 1500: Public Use of District Facilities).

**GREAT NECK PUBLIC SCHOOLS**  
**APPLICATION FOR PUBLIC USE OF DISTRICT FACILITIES**

**There is a Non-Refundable \$25.00 Application Fee for Each Permit Requested and A \$500.00 Refundable Security Deposit for each Organization**

<b>OFFICE USE ONLY:</b>	
Permit # _____ - ____/____	
BOE: _____	Class: _____

NAME OF ORGANIZATION	APPLICATION DATE
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**To the Board of Education:** The undersigned hereby makes application on behalf of named Organization, an association formed for the purpose of *(Type of activity)* \_\_\_\_\_ for permission to use a Great Neck Union Free School District Facility at the following location:  
 E.M. BAKER     CUMBERLAND     J.F. KENNEDY     LAKEVILLE     SADDLE ROCK     PARKVILLE  
 SOUTH MIDDLE     NORTH MIDDLE     SOUTH HIGH     NORTH HIGH     OTHER: \_\_\_\_\_

<b>CHECK ONE ONLY</b>	<input type="checkbox"/> GYM _____ <i>(Upper / Lower / I or II / East or West)</i>	<input type="checkbox"/> FIELD * _____ <i>*Fields NOT available between Nov. 22 – Mar. 7</i>	<input type="checkbox"/> POOL* <i>*Certifications Required</i>
	<input type="checkbox"/> AUDITORIUM _____ <input type="checkbox"/> Rehearsal <input type="checkbox"/> Performance/Meeting	<input type="checkbox"/> CLASSROOM _____ <input type="checkbox"/> CHORAL ROOM <input type="checkbox"/> ALL-PURPOSE ROOM	<input type="checkbox"/> CAFETERIA <input type="checkbox"/> PARKING LOT

<b>TIME:</b> See <i>Permit Application Process</i> for details Start: _____ AM or PM End: _____ AM or PM	<b>DATE(S):</b> If request is for regular weekly or monthly meetings, please list dates below. Start: _____, 20____ End: _____, 20____ <b>DAY(S) OF THE WEEK:</b> Check all that apply <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday
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**NOTE:** List any equipment (*Tables, chairs, etc.*) which may be desired should be requested now. You will be notified if it is available and if there is a charge for requested items.

If this is a renewal of a permit, please provide previous permit number: *(Example #1-12/13)*

**Attached to this application are the following documents:**  
 PROOF OF NOT-FOR-PROFIT STATUS\* (501c3)     CERTIFICATE OF INSURANCE\* (Expires on \_\_\_\_\_)  
*\* The name on the application, 501c3 and Certificate of Insurance must all agree.*  
 ROSTER     PURCHASE ORDER     CERTIFICATIONS:  Lifeguard     First Aid     CPR/AED     Other \_\_\_\_\_

There will be an admission and/or registration charge of \$\_\_\_\_\_ *(if there is no charge, please indicate)* the entire proceeds of which will be devoted to the following specific purposes: \_\_\_\_\_.  
The undersigned hereby certifies that the membership of the above organization consists of \_\_\_\_\_% of Residents of Great Neck Union Free School District.  
*(Fill in the blank)*

If said permission is granted, we hereby agree to comply strictly with the rules and regulations of the Board of Education governing the use of district facilities, not to deny any person participation in the use of district facilities on the grounds of age, ancestry, color, disability, ethnic group, gender, genetic predisposition, marital status, national origin, parental status, race, religion, religious practice, sex, sexual orientation, or weight, to take the utmost care in the use of the district property, to provide adequate security, and to make good any damage to or loss of district property arising from the occupancy of any portion of the facility. We also agree that we will hold the school district harmless against all claims, damages, or causes of action for damages arising during the use of the requested facilities and will indemnify the school district for all suits, orders, decrees and judgments entered on account of injuries to person or property sustained in and about such facilities due to the negligence of the undersigned.

**I, THE UNDERSIGNED, AGREE TO ABIDE BY EVERY APPLICABLE PROVISION OF THE PUBLIC USE OF DISTRICT FACILITIES POLICY (1500) OF THE GREAT NECK BOARD OF EDUCATION AND BY DIRECTION GIVEN ON THIS APPLICATION.**

PRINT NAME: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_, NY Zip Code \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**FOR OFFICE USE ONLY:**  
 Certificate of Insurance (Expires on \_\_\_\_\_)     Roster     PO     Invoice     501c3  
 Certifications:  Lifeguard     First Aid     CPR/AED     App. Fee \_\_\_\_\_     Deposit \_\_\_\_\_  
Dates NOT Available \_\_\_\_\_

<b>*If request is for regular weekly or monthly meetings, please list dates:</b>
Sept.
Oct.
Nov.
Dec.
Jan.
Feb.
Mar.
Apr.
May
June
July
Aug.

## **PERMIT APPLICATION PROCESS**

### **WHO CAN USE DISTRICT FACILITIES?**

A permit may be issued to a group within the community, if at least a majority of its members reside within the school district. *(A roster may be requested.)*

A permit may be issued to a for-profit entity or organization for an activity or event involving admission fees or the sale of merchandise only if at least seventy-five percent (75%) of the activity's participants reside within the school district. The Board of Education (BOE) may, to the extent permitted by law, allow activities that incidentally involve a private benefit or profit if the Board determines that (1) such activity is in furtherance of a legitimate school purpose or provides a public benefit, (2) a fair and adequate portion of the proceeds is used for charitable or educational purposes, and (3) any private benefit or profit is incidental to such public purpose.

**\*\* ONLY THOSE DESIGNATED ON THIS AGREEMENT ARE AUTHORIZED TO USE THESE FACILITIES.** If an unauthorized person trespasses on district property or attempts to use district facilities, any available school district employee shall ask the intruder to leave. If the intruder is unwilling to leave the district property upon request, the police may be summoned for assistance.

Additional terms & conditions are included in the BOE "Public Use of District Facilities" (1500) document.

### **HOW DO I APPLY FOR A PERMIT?**

All applications for permits shall be made in writing. Complete an "Application for Public Use of District Facilities" and submit to the Great Neck Public Schools, Department of Athletics, Physical Education & Recreation, 345 Lakeville Road, Great Neck, NY 11020. All applications must be approved by the Board of Education (BOE) before any permits are issued. The BOE meets monthly. *Applications must be submitted at least three weeks before the BOE meeting.*

### **IS THERE AN APPLICATION FEE?**

Yes, a non-refundable application fee of \$25.00 is required for each individual application. Each facility requested requires its own application.

### **ARE THERE ANY FEES FOR USING DISTRICT FACILITIES?**

- Fee Categories are based on criteria outlined in the BOE "Public Use of District Facilities" policy. Contact this office for fee information. All fees and charges are due within 30 days of invoice date but before usage date. *Failure to comply with this provision shall result in denial of future use of facilities.*
- The permittee shall deposit with the Treasurer of the school district a \$500.00 bank check as security against damage to school district equipment and property. The deposit will be returned within two weeks of the date of last use of the facility provided that no damage has been incurred upon completion of a Claim Form.

### **WHAT FORM OF PAYMENT IS ACCEPTED FOR FEES?**

Acceptable forms of payment are bank checks, money orders or personal checks payable to *Great Neck Public School*. NO cash or credit cards will be accepted.

### **IS INSURANCE REQUIRED?**

Yes. No permit will be issued without a Certificate of Insurance (COI). All permittees must abide by the BOE *Public Use of District Facilities* policy - Section D9 (p.2), which states that a COI is required. The Insurance must be in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. The COI must state that the "Great Neck Public Schools is an additional insured as their interest may apply." The Certificate Holder should read "Great Neck Public Schools, 345 Lakeville Road, Great Neck, NY 11020." The names on the permit application and the COI must be the same.

NOTE: It is necessary for the COI to cover the dates requested on the permit application. If it expires during the permit period, an updated COI should be forwarded to us before usage of the facility will continue.

## GREAT NECK PUBLIC SCHOOLS

### **WHAT DO I NEED TO KNOW WHEN I AM SELECTING THE TIME FOR THE PERMIT? ARE THERE ANY RESTRICTIONS?**

All permits are subject to facility availability. The permit shall be issued for specific hours at the conclusion of which time the organization shall leave the premises. No permit shall be issued to extend the period of use later than 11:00 p.m. without prior approval of the Superintendent of Schools or his/her designee.

- Permits at elementary schools may not start before 7:00 PM on school days.
- Outdoor usage ends at dusk. Outdoor facilities are NOT available from November 22 to March 7.

### **WHAT IS THE PERMIT REVIEW PROCESS?**

When an application is received, it will be reviewed to make sure that the group meets the criteria to apply, that the application is complete and that all necessary documents are included (*i.e. Application fee, Deposit, Certificate of Insurance, 501c3, Purchase Order, Roster, Lifeguard Certifications, etc.*). The location and dates of the request will be reviewed for availability. Requests will be sent to the Board of Education for their approval at the next scheduled meeting. If the request is approved, a Permit (and invoice, if required) will be sent to the organization at the address on the application.

### **RULES AND REGULATIONS:**

- **No event should be publicized until a permit is granted.** This includes brochures, flyers, websites & newspapers.
- Exhibits, posters, or other materials shall not be displayed on school property without the prior approval of the Superintendent, school principal or their designees.
- Masking tape, scotch tape, and similar materials shall not be used to affix materials to district property.
- There shall be no smoking, gambling or use of alcoholic beverages or illegal substance at any time on district premises.
- Whether or not admission fees are charged, no contributions shall be solicited or collected on district premises unless authority to do so has been given by the BOE and such authority is set forth in the permit.
- Light refreshments may be served within buildings are restricted to the cafeterias and lobbies. Requests for the use of cafeterias and equipment shall be made on a separate application and additional fees shall apply.
- The permittee shall pay any and all admission or other taxes required by the Federal, State or governmental authority.
- All changes requested less than 72 hours are subject to a \$50 late change fee.
- Permittees, who reserved district facilities but who do not actually utilize such facilities, may be denied opportunities for future permit approvals.
- Requests for the use of special audio visual, lighting, musical or other equipment shall be made at the time of application. Such equipment may be provided at the sole discretion of the district.
- School equipment and systems must be operated by a crew as designated by the district.
- If a rehearsal or activity extends through the lunch or dinner period, student crew members and faculty supervisor shall be given a lunch or dinner period of at least thirty minutes duration.
- The district will not approve any changes to the facility, i.e., addition to electrical supply for lighting/sound or building or scaffolding, trestle, truss, etc.
- Technology Restrictions:
  1. District technology equipment cannot to be used or modified by outside groups receiving permits to use district facilities.
  2. Non-district technology equipment may be used by outside groups receiving permits to use district facilities but may not be physically or wirelessly connected to our network.
  3. It is the responsibility of outside permit holders who use district facilities to supervise all individuals to ensure compliance with the technology provisions above.