



# Building Permit Application

Nature of Event:

Name of organization:

Organization type?      For Profit                      Not for Profit

Do you propose to charge for admission?      Yes                      No

If an admission is to be charged or money raised, for what will the proceeds be used?

Is admission restricted?              Yes                      No

If yes, please describe restriction:

Estimate # in attendance:

**Please Read the Following:**

- Only applications for building permits that are completely filled out will be considered.
- All community organizations must submit a certificate of insurance naming the Amherst Central School District as an insured when requesting an application. See Exhibit 'A' for Insurance Requirements.
- All outside organizations must submit permit request with a complete description of event.
- The District reserves the right to cancel any permit that may conflict with an unforeseen school-related activity.
- Any approved events with Outside Organizations must be cancelled at least 48 hours in advance or you will be billed for all costs. Outside events can be cancelled anytime due to inclement weather conditions.
- Permits for the use of school facilities, indoors or outside, are issued to an individual for an organization or group. The individual to whom the permit is issued shall supervise all participants in the activity, and be responsible for the proper use of the facility. If the activity is school sponsored, this individual must be a member of the Amherst Central School District faculty or staff.
- A school employee will be assigned (typ. Facilities Staff) with responsibility for the security and supervision of the physical plant, i.e. locking and unlocking doors and reasonable custodial services. This employee has final responsibility for maintaining building security before and after the activity. Access to the building will be provided ONLY during the hours stated. The school employee is NOT responsible for supervision of the activity or participants.
- Groups and organizations given the privilege of the use of the facilities of the school are expected to leave the facility in reasonably good order.
- Any request to waive any associated costs and fees must be submitted well enough in advance and provide supporting documentation justifying the benefit to the school district, community etc. to be considered.

# EXHIBIT 'A' – INSURANCE REQUIREMENTS

## SAMPLE INSURANCE AGREEMENT - USE OF FACILITIES

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of the District as an additional insured on the permittee's insurance policies.
2. The policy naming the District as an additional insured shall:
  - a. Be an insurance policy from an A.M. Best rated "Secure" or better insurer, licensed in New York State.
  - b. State that the organization's coverage shall be primary and non-contributory coverage for the District its Board, employees and volunteers.
  - c. The District shall be listed as an additional insured by using an endorsement providing additional insured coverage for accidents and claims arising out of their use of facilities such as ISO endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with the District. A completed copy of the endorsement must be attached to the certificate of insurance.
  - d. At the District's request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.
3. The permittee agrees to indemnify the District for any applicable deductibles and self-insured retentions.
4. Required Insurance:
  - a. **Commercial General Liability Insurance**  
\$1,000,000 per occurrence/ \$2,000,000 aggregate, with no exclusions for athletic participants.
  - b. **Excess Insurance**  
\$ \_\_\_\_\_ each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.
5. Permittee acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The permittee is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.
6. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The permittee further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also the NYSIR, as the District's insurer.

### SAMPLE INDEMNIFICATION AGREEMENT

(NAME OF FACILITY USER) does covenant and agree to defend, indemnify and hold harmless the Amherst Central School District from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of Amherst Central School District property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of (FACILITY USER).

(FACILITY USER) understands and agrees that its use of Amherst Central School District's property and facilities includes, but is not limited to, all areas identified in the application and/or permit, and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as "incidental areas"). (FACILITY USER) agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

Complete the detailed information as it pertains to your permit request:

DAYS (specific)	DATES (specific)	PURPOSE	FROM TO hours a.m./p.m.	TIME doors opened at

Amherst High School      Amherst Middle School      Smallwood Dr. School      Windermere Blvd. School

BUILDING FACILITIES										
Facility					Custodian			Audio Visual (please list)		
Auditorium			Café		# of Chairs					
Dressing Rooms			Café w/Kitchen		Bleachers					
Library Media Center			Kitchen only		Risers					
Multi-purpose Room			Faculty Cafe		# of Tables					
Other:			Sound System							
Classrooms:										
ATHLETIC FACILITIES										
Gymnasium:	HS North		HS South		MS North		MS South		WBS	SDS
Bleachers:	Yes	No	Yes	No						
Locker Rooms Lower L.R.	Boys	Girls	Boys	Girls						
* Pool:	MS				WBS			SportsPlex		
Fitness Center:	HS				MS			WBS		SDS
Concessions:	Field House			HS South Gym Atrium			HS Cafeteria			
Turf Field	Lights Yes No		Scoreboard			Sound System				
Track										
Softball:	Diamond #2			Diamond #3			Diamond #4			
Baseball:	Diamond #1			Diamond #5						
Soccer Field:	MS			Kings Hwy #1			Kings Hwy #2			
Field Hockey:	MS			Kings Hwy						
Tennis Courts:	HS			MS						
Other:										

**\* POOL REQUESTS \***

Requests to use the swimming pool **MUST** come with affirmation that there are two on-site people supervising the program at all times and provide copies of their certificates/permits. One attendant must be properly certified as a Lifeguard and the second attendant must have a Level III Supervision certificate or a Lifeguard certificate. Both attendants must carry their cards with them while working.

**SUBMIT BUILDING PERMIT REQUESTS TO THE APPROPRIATE CONTACT PERSON LISTED BELOW:**

Amherst High School, 4301 Main Street, Amherst, NY 14226, Attn: Dean Secretary  
 Amherst Middle School, 55 Kings Highway, Amherst, NY 14226, Attn: Main Office  
 Smallwood Drive, 300 Smallwood Drive, Amherst, NY 14226, Attn: Main Office  
 Windermere Boulevard, 291 Windermere Blvd, Amherst, NY 14226, Attn: Main Office  
**Athletic venues:** Director of Athletics, 4301 Main Street, Amherst, NY 14226

- Once the application is received ACSD will review the application for completeness and determine any associated cost and facility use charges for the event.
- For all outside organizations the District Office Receptionist (ext. 3000) will be the contact person for the building permit approval process. You will be advised on the availability of the requested space(s) and an approximate cost for usage. These costs must be agreed upon prior to use of the space. You will be billed separately after the event.
- An insurance certificate and indemnification agreement must be received and approved prior to the event. See attached exhibit 'A' for requirements.

**The following regulations have been established by the Board of Education:**

- The signer of the application shall be the responsible representative of the organization in all dealings with the Board of Education or its agents, with respect to any permit, and shall be on hand whenever the facilities are used under such permit, unless the Board shall have notice in advance that another will serve in his/her place. The organization shall indemnify the Amherst Central School District for all claims, losses or liability suffered by any person using the facilities under this permit, to the fullest extent of the law.
- An officially designated agent of the Board of Education shall be in charge of the building whenever the premises are in use by others. He/She shall have authority to make final decisions on all questions not otherwise covered.
- Fees will depend upon facilities and personnel required.
- The applicant must be responsible for payment for any damage to building or equipment, in addition to the fee.
- No mechanical equipment or structural material is to be brought into the building or onto the school grounds, or connected with the electrical service, without the specific permission of the Director of Facilities
- Smoking is NOT permitted at any time on school property.
- The use of open flames, such as candles, is NOT allowed.
- NO alcoholic beverages may be brought onto the premises.
- The sponsor is responsible to limit attendance to the safe capacity of any room or facility. (Must not exceed any posted occupancy limits)
- The privilege of parking on the premises shall be subject to the regulations of the Board of Education and the off-street parking rules of the Town of Amherst. Official attendants shall have full authority to enforce parking regulations.

**2018/2019 Hourly Charges For Use Of School Facilities**

Type Of Facility & Use	Non-Profit Weekdays	Non-Profit Weekends	Profit Weekdays	Profit Weekends
Auditoriums (plays, concerts, competitions, audience)	\$46.50	\$57.00	\$88.00	\$108.50
Auditoriums (rehearsal, no audience, etc.)	\$26.00	\$31.00	\$46.50	\$57.00
Baseball or Softball Diamonds	\$35.00	\$40.00	\$45.00	\$50.00
Cafeteria w/o Kitchen	\$26.00	\$31.00	\$46.50	\$57.00
Cafeteria w/Kitchen (plus \$50 per hr for required staff) – ACSD Staff MUST be present	\$52.00	\$62.00	\$93.00	\$104.00
Multi-Purpose/All-Purpose Room & Choral	\$26.00	\$31.00	\$46.50	\$57.00
Library Media Center	\$26.00	\$31.00	\$46.50	\$57.00
Classrooms	\$26.00	\$31.00	\$46.50	\$57.00
Green Space	\$35.00	\$40.00	\$45.00	\$50.00
Gymnasiums or SportsPlex	\$41.50	\$51.00	\$77.50	\$96.25
Lining of Baseball or Softball Diamonds	\$41.50	N/A	\$41.50	N/A
Lining of Field Hockey, Soccer, Lacrosse Fields	\$250.00	N/A	\$250.00	N/A
Relining of Field Hockey, Soccer, Lacrosse Fields	\$125.00	N/A	\$125.00	N/A
Lining of Football Fields	\$354.75	\$556.00	\$354.75	\$556.00
Swimming Pools	\$46.50	\$57.00	\$88.00	\$108.50
Tennis Courts	\$35.00	\$40.00	\$45.00	\$50.00
Track or Turf Field	\$300.00	\$325.00	\$500.00	\$550.00
Track or Turf Field w/lights	\$350.00	\$375.00	\$600.00	\$650.00
Audio Visual Support Staff for - Aud/Gym/Turf Field/etc. (cost per person)	\$50.00	\$50.00	\$50.00	\$50.00

PLEASE PRINT:

\_\_\_\_\_  
Name of Applicant Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Billing Address (include zip code) Phone Number

\_\_\_\_\_  
E-Mail Address

The applicant shall be the agent of the organization for further negotiations. I hereby apply for school facilities as follows, with facilities and services as indicated on this application. I agree to use ONLY the facilities indicated, within the hours indicated, and abide by the regulations stated on this form. **I have read and agree to the regulations and fees listed on of this form and agree to abide by them.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

APPROVED BY	SIGNATURES (Required)	DATE
Building Principal and/		
Director of Athletics or*		
Event Entered in Que Center by:		

\* All athletic venues must have approval of the Director of Athletics. In addition, indoor venues must have approval of the Building Principal.

Revised: July 2, 2018