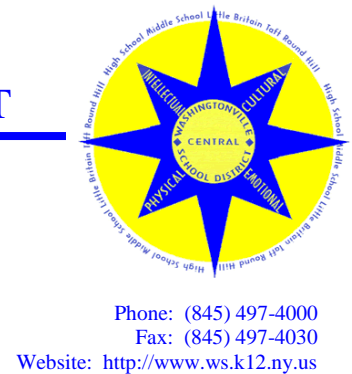


WASHINGTONVILLE CENTRAL SCHOOL DISTRICT

52 West Main Street, Washingtonville, New York 10992

ROY D. REESE, *Superintendent of Schools*
BARBARA QUINN, *Assistant Superintendent for Curriculum and Instruction*
MICHAEL COGLIANO, ED.D., *Assistant Superintendent for Pupil Personnel Services*
LORINE VAN PUT-LAMERAND, *Assistant Superintendent for Business*
PAUL NIENSTADT, *Assistant Superintendent of Operations & Safety*
MAUREEN PETERSON, *Director of Personnel and Staff Development*



Phone: (845) 497-4000

Fax: (845) 497-4030

Website: <http://www.ws.k12.ny.us>

FACILITIES USE TERMS & CONDITIONS

1. All information provided on the Organization Requestor Form must match your organization's legal address or as noted on your certificate of insurance. Organization contacts must be the owner, employee or affiliate of the organization/business. Volunteers will not be granted access. Incomplete applications and/or failure to provide the required documentation will result in denial of your request.
2. Misrepresentation of an organization requestor/contact and its affiliation will preclude further requests from that organization.
3. A certificate of insurance covering General Liability in the amount of One-Million Dollars (\$1,000,000) with Washingtonville CSD, 52 West Main Street, Washingtonville, New York named as additional insured is required. One certificate is required **annually** for each group and must be submitted along with a completed organization requestor form. Requests received without proof of insurance will be denied.
4. A non-profit certificate showing exemption under Section 501(c) (3) of the IRS code must also be provided with a completed organization requestor form. Requests received without non-profit certification will be deemed as for profit and denied.
5. All facility use requests must be submitted 10 days prior to date(s) requested. All approvals and communication will be done via email. Approval for use of facilities is not considered final until a final electronic activation email is received. A copy of the activation email needs to be printed; must be available to present and to gain access into the building. All communication will be done via email. ***The Washingtonville CSD is not responsible for an organization not receiving or checking email notifications.***
6. All applications for the upcoming school year must be submitted online on or after July 1st. Requests will be approved late September. If your request includes September dates, it is strongly suggested that you secure an alternate location until all in-district requests have been received and entered upon the start of the school year.
7. All **activities** must be **supervised** by an adult 21 years of age or older **AT ALL TIMES**.
8. Facility use fees (if applicable) and required maintenance services will be billed after a scheduled event occurs. Payment is due within 10 days of invoice receipt. Organizations with outstanding invoices will be unable to submit further facility use requests until payment is received.
9. All activities, events and community-use of facilities are automatically canceled anytime the District closes for weather-related purposes. (The public may sign up for EMAIL or TEXT notification of school closings or delays. Select the following link to be directed to the sign-up page:)
<http://www.ws.k12.ny.us//protected/publicuserlogin.aspx>

REQUESTS FOR A FACILITY USE WILL BE PROCESSED IN A TIMELY MANNER; HOWEVER,
YOUR COOPERATION IN SUPPLYING ALL REQUIRED INFORMATION IS VITAL IN THE PROCESS

*The Washingtonville Central School District is committed to the intellectual, cultural, physical and emotional growth
of our children in a safe and supportive environment.*