

**Westbury Union Free School District
Director of School Facilities and Operations
6 Hitchcock Lane, Old Westbury, NY 11568-1624
Office Phone: 516-876-5103 Office FAX: 516-876-5105**

ADMINISTRATIVE PROCEDURES

**WESTBURY SCHOOL DISTRICT POLICY
BUILDING AND FIELD USE**

Instructions for Building and Field Use Application Process

1. Obtain application packet from the Facilities Office **60 days or more prior to event.**
2. Fill out all required information on Application for Building and Field Use.
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 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 requirements on the attached supplement with limits of at least \$1,000,000/\$2,000,000 aggregate combined single limit for bodily injury and property damage. Indicate contractual liability coverage showing the policy has been contracted to provide this coverage for the "Hold Harmless" agreement. Applicant must hand in an endorsement form: ISO Form CG2026(0704) or broader is preferred.
6. Fill out Hold Harmless agreement.
7. Upon approval, the applicant is to submit all fees to the Facilities Office in a reasonable time before function.
8. NO function will be allowed until all of the above requirements are completed.