

Westbury Union Free School District
 Director of School Facilities and Operations
 6 Hitchcock Lane, Old Westbury, NY 11568-1624
 Phone: 516-876-5103 FAX: 516-876-5105
Application for Building and Field Use

Stamped Date Received
 at the
 Facilities Office

*** School Requested for the event: _____

Date(s) Requested for the event: _____ **Hours Requested: From** _____ **To** _____

<u>Facility to be used (please check off)</u>	<u>No.</u>	<u>Cost</u>	<u>Facility to be used (please check off)</u>	<u>No.</u>	<u>Cost</u>	<u>Facility to be used (please ck. off)</u>
Regular Classroom(s)			High School Gymnasium			Baseball Field(s)
Library			High School Auxiliary Gym			Softball Field(s)
Cafeteria			Middle School Boys Gym			Tennis Court(s)
* Kitchen			Middle School Girls Gym			Parking Lot
Auditorium						** Middle School Football Field
Total						

*** When a school kitchen facility is desired as a part of a rental/use agreement, the organization must make arrangements with the Director of School Nutrition at (516) 876-5022 for use of the kitchen facility. No school kitchen facility may be operated by other than kitchen faculty staff members employed by the district. Financial arrangements for use of the kitchen facility will be on a cost basis and will be over and above any other schedule of charges for building use.**

**** Football and Soccer fields at the Senior High School and the Soccer Field at the Middle School are for the use of the athletic and physical education programs for the schools ONLY and will not be given out to any organization. The Football Field at the Middle School will be approved by a case by case basis.**

***** A separate application is required for each school facility requested. There will be no building use allowed during holidays, recesses and emergency school closings.**

Name of Organization (Please Print): _____
 Profit Organization: _____ Non-Profit Organization: _____

Description of Organization (Please Print): _____

Purpose of Use (Please Print) : _____

Event (Please Print): _____

Name of Applicant (Please Print): _____ Email address: _____

Signature of Applicant: _____

Address of Applicant (Please Print): _____

Phone number (day/night): _____ Cell phone: _____

Estimated Attendance: _____ Price of Admission: _____ Estimated Income: _____

Commercial General Liability Insurance required (copy attached): _____ Total Fee for usage and custodial & security coverage: _____
Applicant must hand in an endorsement form: ISO Form CG2026 (0704) or broader

Recommended by Dir. of Facilities	Date
Recommended by Athletic Director	Date
Recommended by Security Supervisor	Date
Number of Custodians Needed	Number of Security Aides Needed

Your request for the use of school district facilities, shown above, has been approved. You are expected to conform to all the regulations of the Westbury UFSD regarding such use, and to pay the fee indicated above. The custodian on duty is to be regarded as the representative of the Westbury UFSD. If there are any questions regarding arrangements, call the office of the Principal of the school you intend to use between 9:00 A.M. and 3:00 P.M. any school day.