



**Onondaga-Cortland-Madison Board of Cooperative Educational Services
FACILITIES USAGE REQUEST FORM**

For groups or organizations outside of OCM BOCES wishing to use OCM BOCES facilities. Must be filed prior to use *but not more than three (3) months preceding use.* NO SMOKING is permitted on OCM BOCES property.

Date of Application: _____ Contact Person: _____
 Organization: _____ Telephone: _____
 Address: _____ Email: _____
 _____ Supervisor in charge: _____

OCM BOCES Facility requested (State the campus, room, and/or area to be used):

Date(s) of use: _____ Is this a Saturday or Sunday? Yes No

Hour(s) of use: _____

Purpose of use: _____

Equipment Needed

- Computer with Internet Access
- Smartboard
- Podium
- Video Conferencing Equipment
- Sound System (McEvoy Auditorium only)

Arrangements for other equipment must be made in advance through the designated building administrator.

Fees

Room Usage Fee	\$ 200*
Administrative Fee	\$ _____
Technology Fee (\$50/hr.)	\$ _____
Custodial Fee (\$50/hr.)	\$ _____
Total	\$ _____

*Room usage fee will be waived for not-for-profit/municipal organizations.

The undersigned is over 21 years of age. I have read, understand and will follow the attached OCM BOCES Facilities Usage regulations. I agree to leave the facility in the same condition in which it was found and to turn off all appliances and equipment used. Any equipment to be used is listed above, and my organization or I agree to pay for any loss or damage. He/she, on behalf of _____
Organization does covenant and agree to defend, indemnify and hold harmless OCM BOCES 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 OCM BOCES property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of _____
Organization

_____ understands and agrees that its use of OCM BOCES 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"). _____
Organization agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

Authorized Signature: _____ Date _____

BUILDING ADMINISTRATOR APPROVAL: Return this form to the OCM BOCES Administrator listed below.

Cortland Alternative School
Thompson Road Campus (All Buildings)
Crown Road Campus
Main Campus
Cortlandville Campus (McEvoy Center)
CNYRIC (Rodax)
Seven Valleys New Tech Academy

Principal, Alternative Education
Assistant Superintendent for Administration
Director, Special Education
Assistant Superintendent for Administration
Principal, Career & Technical Education
Chief Technology Officer
Principal, Seven Valleys New Tech Academy

BOCES Contact: _____
Name (Print) Title/Position

Use Approved Use Disapproved Comments _____

Designated Administrator: _____ Date: _____
Signature

FACILITIES APPROVAL: Forward approved request to Facilities Dept., Thompson Road Campus, Operations & Maintenance

Insurance Certificate: Attached
 On File
 Not Required

Custodial coverage required: Yes No

Facilities Approval: _____ Date: _____
Signature

GROUP/ORGANIZATION RECEIPT OF APPROVAL: OCM BOCES will return a completed copy of form.

Date Returned to Requesting Organization: _____ Returned by: _____

Make copies as necessary. File original for two years.

REGULATIONS FOR USE OF OCM BOCES FACILITIES BY OUTSIDE ORGANIZATIONS

The facilities of the OCM BOCES belong to the public. They should be used to the maximum extent possible for the benefit of the community, provided that this use furthers the mission of the BOCES and is legal under the laws of the State of New York.

The room usage fee will be waived for New York State agencies such as the State Education Department, State University of New York, school districts, BOCES, and municipalities. All usage of OCM BOCES facilities will be governed by this regulation and coordinated by the designated administrative contact person as identified on the Facilities Usage Request Form.

Responsibilities of the organization permitted to use an OCM BOCES facility

1. Organizations using OCM BOCES facilities must provide adequate supervision for the size and nature of their group.
2. Organizations using OCM BOCES facilities will be responsible for the repair or replacement of any equipment damaged during use by anyone attending the organizational function. They will also be responsible for the repair costs of damage inflicted to the building or grounds while in use by the organization.
3. OCM BOCES requires that outside groups or organizations hold it harmless for all activities and provide proof of insurance with a certificate of insurance (see paragraph below for requirements)
4. The person(s) supervising the use of OCM BOCES facilities must restrict the admittance to, and use of, only that facility and space(s) for which permission has been granted. The organization permitted to use the facility must prohibit the following behavior by anyone under its supervision:
 - a. The use of alcoholic beverages;
 - b. Gambling (e.g. bingo, raffles, lotteries), and;
 - c. Smoking in the OCM BOCES facilities and anywhere on the grounds of the BOCES
5. Organizations which use OCM BOCES facilities may place temporary identification signs on BOCES grounds only during the hours the facility is in use by the organization. At the conclusion of the use, the organization must remove all signs.
6. The person(s) supervising the use of OCM BOCES facilities must return the room(s) to the same condition as they were found upon arrival.
7. All food and beverages brought in by the Organization must be properly disposed of in accordance with OCM BOCES recycling policies at the conclusion of an event. Any OCM BOCES equipment or utensils utilized by the organization must be thoroughly washed and returned to its original location.

Emergency Closings

All use of facilities by outside organizations shall be automatically cancelled when OCM BOCES is closed due to inclement weather or other emergency conditions.

Fees

Organizations using OCM BOCES facilities will compensate OCM BOCES for room usage fees, technology costs, administrative fees, additional custodial and/or support staff services, and costs for extraordinary cleaning resulting from their use as identified in the Facilities Usage Request Form.

Payment for these charges must be remitted within thirty (30) days from date of invoice.

Insurance

The user shall provide the following insurance prior to using the facilities:

- A. The user hereby agrees to name the BOCES as an unrestricted additional insured on the user's policy.
- B. The policy naming the BOCES as an additional insured shall:
 - be an insurance policy from an A.M. Best -rated "secured" New York State insurer, permitted to do business in New York State;
 - contain a 30-day notice of cancellation;
 - state that the organization's coverage shall be primary coverage for the BOCES, its Board, employees and volunteers;
 - additional insured status shall be provided with ISO endorsement CG 20 26 11 85 or its equivalent;
- C. The user agrees to indemnify the BOCES for any applicable deductibles;
- D. Required Insurance:
 - **Commercial General Liability Insurance** - \$1,000,000 per occurrence/\$2,000,000 aggregate;

E. User acknowledges that failure to obtain such insurance on behalf of the BOCES constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the BOCES. The user is to provide the BOCES with a certificate of insurance, evidencing the above requirements have been met. The failure of the BOCES to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the BOCES.

Refreshments

Groups outside of OCM BOCES may not use BOCES kitchen facilities without the prior approval of the designated building administrator as identified on the Facilities Usage Request Form. BOCES does not provide any food or beverage (water cooler is located in most conference rooms).

Scheduling

The scheduling of the use of all OCM BOCES facilities by an outside organization will be completed at the discretion of the BOCES. In all cases, OCM BOCES will give top priority to BOCES functions and activities.

Facilities Usage Request Forms

A Facilities Usage Request Form must be filed prior to the date of the requested use of facility, *but not more than three (3) months preceding the use*. The form will identify what building is being requested for use, the date(s) requested, the hours requested, and the purpose for which the BOCES facility will be used. The completed form must be submitted to the designated OCM BOCES administrator for review.