

## Facilities Use Guidelines

AF Amistad High School is committed to granting access to its space for use that encourages community engagement and promotes the health, wellness and education of children. Eligible users are non-profit or other community organizations with a primary address in New Haven that desire to use the school for the benefit of the New Haven community and whose membership and/or mission is consistent with legitimate concerns for the safety of students at the school. Preference is given to activities for children and youth.

Applications should be **submitted at least one month prior to the event** being requested. Applications will be reviewed, and applicant notified of decision with 10 business days of the application.

At least two weeks prior to the event, successful applicants must complete and sign a **Facilities Use Agreement** and provide: 1) a copy of photo identification of the primary contact (and present original for inspection); 2) a copy of non-profit determination letter from the IRS (non-profit organizations); and 3) a copy of a certificate of insurance as detailed below.

### FEES

A security deposit must be made in cash at least two weeks prior to the event. The deposit will be returned after the event(s) minus any costs incurred by Amistad High School for repair of damaged items. Deposits are as follows: Field - \$250, Gym - \$250, Media Center - \$150, Cafeteria - \$200, Classrooms - \$100.

A \$50 replacement fee will be assessed for any lost field gate key.

For non-affiliated, external organizations a \$20/hour fee will be assessed and due in full, in advance of the event, for any events that take place outside of normal school hours.

### STAFFING REQUIREMENTS

Two adults representing the applicant party must be present at all times of use. For events in which participants will be engaged in physical activity, an adult with a valid First Aid/CPR certification must be present at all times. For activities involving children unaccompanied by a parent/guardian, an adult must be present that has emergency contact information for each child.



## **DAMAGES & INJURIES**

Any damage to field or the facilities must be reported to AFAHS within 24 hours of the event. The report must include: 1) the nature of the damage, 2) description of how the damage occurred, 3) and names, addresses and phone numbers of persons causing the damage.

Any injuries that occur to participants must be reported to AFAHS within 24 hours of the event. Report must include: 1) details of the incident, 2) description of the injury; and 3) names, addresses and phone numbers of the injured parties.

## **REQUIRED INSURANCE**

The user(s) is to take out and maintain current throughout the term of use a public risk insurance policy with a reputable insurer, having an A.M. Best Rating of A- or better, in which 1) the school is indemnified in an amount not less than \$1 million for any claims whatsoever (including damage to property or injury to persons) arising out of the use of the school premises by the user(s); 2) the school is named as an additional insured under the policy and 3) the policy or certificate of insurance must be produced to the school prior to use of the facilities. User(s) and the school agree that any insurance policies procured by the user(s) that provide benefits or protection for the school shall be primary and that any policies procured by the school that might happen to provide protection or benefits to the school arising out of user's use of the school premises shall be excess.

**Note:** Special events insurance coverage is available for an additional fee to provide the liability insurance required by this agreement. Interested parties can obtain additional information and cost from AFAHS.

## **OTHER STIPULATIONS**

All parties must present for display at time of event the office Use Permit from AFAHS or signed and executed Facilities Use Agreement.

Any furniture or objects moved during the event must be returned to original position unless otherwise agreed upon.

No alcohol or tobacco use is permitted on site.

No food or beverages are permitted inside the athletic field boundaries (entire area inside the fence) except water.

No food or beverages are permitted inside the facilities without prior authorization.

No barbecue grills or other cooking devices are permitted on the facility or field.

No balloons are permitted inside the facility.



No materials may be affixed to any wall or glass surface in any way.

Users must place all trash and recycling in appropriate receptacles.

No items to be used by users may be brought to the site prior to the day and time of the event.

All items brought on site by users must be removed same day as event.

Animals are not permitted on the athletic field or in the school building at any time with the exception of service animals.

Emergency doors and exits must be kept free of obstruction at all times.

Posted room capacities must not be exceeded at any time

The school reserves the right to terminate the agreement for use immediately by notice in writing at its absolute discretion if users fail to comply with Use Guidelines or unforeseen need for AFAHS space by the school arises.

No recurrent use can be permitted for longer than six months in total. Use for longer than six months in duration will need to be re-approved.



