

**UFSD OF THE TARRYTOWNS  
200 NORTH BROADWAY, SLEEPY HOLLOW , NY 10591**

**LEASE OR RENTAL CERTIFICATE**

**DATE** \_\_\_\_\_

The use of such property of the School District as specified below is hereby granted to the Person or Organization named herein subject to the conditions and agreements specifically set forth in this Certificate. Said agreement must be signed or this use is void.

FOR USE OF \_\_\_\_\_ (AREA) IN THE \_\_\_\_\_ SCHOOL

DATE(S) OF USE \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

NAME AND NATURE OF ORGANIZATION \_\_\_\_\_

PURPOSE OF USE \_\_\_\_\_

ADMISSION CHARGE OF \_\_\_\_\_ TO BE MADE, THE PROCEEDS TO BE DEVOTED TO \_\_\_\_\_

**\*RENTAL CHARGE: AUDITORIUM:** \$80 per hour; **CUSTODIAL OVERTIME:** (IF ANY) \$58 per hour (Saturday); \$80 per hour (Sunday); **BASIC LIGHTS AND SOUND PERSONNEL (in house):** \$35 per hour; **EXTENSIVE LIGHTS AND SOUND CHARGED BACK FROM DISTRICT APPROVED OUTSIDE VENDOR:** Price varies per job requirement; **NON CLASSROOM FACILITIES:** (For Profit) \$250 per day – (Non Profit) \$125 per day **CLASSROOM USE:** \$10 per hour (Non-Profit)

THIS AGREEMENT between the Board of Education of the Union Free School District of the Tarrytowns, NY, hereinafter known as the Party of the First part, and the undersigned as Himself/Herself, or duly authorized representative of the Organization named below, hereinafter, known as the Party of the Second Part, provides that in consideration of being privileged to rent or lease the school property from the Party of the First Part, the Party of the Second Part agrees to take all necessary and proper precaution to see that the buildings, furniture and fixtures are not destroyed or damaged in any manner whatsoever and shall assume full responsibility for any injury or damage that occurs during the use for which this certificate is issued, regardless of cause. It is also agreed by the Party of the Second Part that any damage whatsoever to the school property, or if the Party of the First Part is put to any extra expense such as cleaning excessive debris, foods, etc., from the floors or grounds of such school property, shall be borne by the Party of the Second part. The Party of the Second Part further agrees that in the case of an accident resulting in injury to any person or damage to personal or District property, the Party of the Second Part shall report the incident to the Superintendent within one (1) business day from its occurrence. Neither the Party of the First Part, nor the Union Free School District of the Tarrytowns, nor any of their respective agents or employees shall be liable for any injury, damage, or loss arising from the use for which this certificate is issued.

IT IS FURTHER AGREED that, to the fullest extent permitted by law, the Party of the Second Part shall defend, indemnify, save and hold harmless the Party of the First Part, the Union Free School District of the Tarrytowns, and their respective agents and employees, from any and all claims, demands, actions, damages, losses, and expenses, including but not limited to attorney's fees, arising out of or resulting from the use for which this certificate is issued.

IT IS FURTHER AGREED that the Party of the Second Part shall, at least ten (10) days before the date of the requested use, provide a certificate of insurance for bodily injury and property damage in the amount of no less than one million dollars (\$1,000,000) per occurrence, unless the party of the First Part decides, in its absolute discretion, to require additional coverage, which shall be noted below upon approval of this agreement. In addition, such certificate of insurance shall name the Board of Education of the Union Free School District of the Tarrytowns as an additional insured.

IT IS FURTHER AGREED by the Party of the Second Part that the floors of the building shall be kept clean of all food, garbage, or any greasy or wet substances, and these articles are to be placed in the proper receptacles provided for that purpose.

IT IS FURTHER AGREED by the Party of the Second part that no alcoholic beverages or controlled substances are to be brought into the building or sold on the premises, and that any person under the influence of alcohol or controlled chemical substances, or any disorderly person, will be removed from the building. The Party of the Second Part agrees to make itself responsible for disturbances within the school buildings and also within a reasonable area outside the school buildings, and to remain within designated areas.

IT IS FURTHER AGREED by the Party of the Second Part that the necessary police protection will be provided for the enforcement of the foregoing regulations, and that all ordinances and regulations of the Villages be observed.

IT IS FURTHER AGREED by the Party of Second Part that (i) it has received, at the time of its execution of this agreement, a copy of the District's policy and regulations pertaining to Public Use of School Facilities, and (ii) it shall read and abide by all provisions of such policy and regulations.

**(NOTE: The Board of Education requires that all organizations using the school properties for public gatherings provide LIABILITY INSURANCE for the occasion.)**

For Board of Education, The Tarrytowns, NY \_\_\_\_\_  
Signature of Assistant Superintendent for Business

For \_\_\_\_\_  
Signature of Representative Name of Organization

Additional Insurance Required: \_\_\_\_\_

Additional Fees Required: \_\_\_\_\_