

**Niagara Falls City School District (NFCSD)**  
**630-66<sup>th</sup> Street, Niagara Falls, NY 14304**  
**Request For Use of Facilities & Grounds**

Thank you for your interest in using NFCSD property for your upcoming event. Listed below are a list of conditions that pertain to the use of our building, grounds, and equipment. Please make sure you read these conditions prior to submitting your request for approval.

1. The Niagara Falls City School district policy requires 30 days prior notice for use of facility by outside groups.
2. The Niagara Falls City School District activities will take priority over requests from outside groups. No unauthorized vehicles are allowed on school property. No field or building alternations (lining of fields or gymnasiums, erecting permanent goal posts or structures, etc.) are allowed without written prior approval.
3. All posted rules must be adhered to. At no time shall any exterior door be left open or propped open.
4. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises. Use of tobacco products, e-cigarettes, consumption of alcoholic beverages, or illicit drugs on school property is **strictly forbidden**.
5. Any damage to District facilities shall be promptly repaired at the user's expense. No Exceptions.
6. Proof of insurance must be received with the submission of the Facilities Request Form (on back). The Insurance certificate must be valid for all dates requested – this includes all practices, competitions, rehearsals, and any date that your group will be on school grounds, and include the requirements listed in #5 below.
7. Use of school facilities by the Applicant shall not be permitted until all insurance requirements of the school district have first been fully satisfied (see Insurance Requirements). \$2,000,000 General Liability Certificate of Insurance naming the Niagara Falls City School District as additional named insured for date(s) of facility and grounds usage. The use of the Niagara Falls High School facilities also requires listing of the additional parties insured, City of Niagara Falls, New York Power Authority and 4455 Porter Road.
8. Applicant does covenant and agree to defend, indemnify and hold harmless the NFCSD from and against any and all liability, loss, damages, claims or actions (including 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 NFCSD property, facilities, and/or services, including but not limited to bodily injury to any employee, invitee, guest, spectator, contractor or subcontractor of Facility User. Applicant understands and agrees that its use of NFCSD 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"). Applicant agrees that its indemnify and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.
9. Any use of the NFCSD facilities and grounds shall at all times be subject to the control and direction of the school district and its authorized representatives and may be wholly terminated and discontinued at any time without prior notice when deemed necessary or advisable for any reason by the Superintendent or Designee, Supervisor of Operations & Maintenance, the Athletic Director, or the School Administration.
10. Any outside group utilizing the NFCSD facilities and grounds may incur additional charges for staff. This may include charges for security, custodial, audio/visual, stadium lights, field preparation, snow removal, etc. These charges are at the discretion of the Niagara Falls City School District. Sundays and holidays rates are greater than those for Saturdays and weekdays.
11. Use of pool facilities must be supervised by someone with current CPR and Lifeguard Training Certification. Use of outdoor sports facilities must also be supervised by someone with current CPR certification and must bring their own AED (Automated External Defibrillator) for use in case of a medical emergency.

Name/Phone # of person Certified in CPR and AED (Please provide a copy of CPR/AED Certificate(s))

Name: \_\_\_\_\_ Phone : \_\_\_\_\_

12. User must have an age appropriate adult/child ratio to provide adequate supervision of activities involving youths.
13. Use of the facilities & grounds will be cancelled on school holiday(s) and when schools are closed due to weather or other emergencies. In any event, the NFCSD shall not be liable for direct or consequential damages if, for any reason, the scheduled facilities are not made available.
14. Applicants must give at least one week notice in the event of cancellation or the group will incur all applicable charges.
15. Applicants requesting use of the Performing Arts Center must schedule a production meeting with the NFHS Stage Manager at least one week prior to the event. Applicants using The Performing Arts Center must refer to same as "The Performing Arts Center at Niagara Falls High School" in all advertising and programs related to the applicant's event. Applicants for The Performing Arts Center are required to submit a general information sheet containing contact phone numbers, ticket information and any other pertinent information that can be used by NFHS staff in the event of inquiries to the Main Office.

I have read, understand, and agree to the above terms and conditions.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please submit the completed form along with certificate of insurance if applicable to Business Office Email: ([wtedesco@nfschools.net](mailto:wtedesco@nfschools.net)) Fax: (716) 286-4248 or Mail: 630 – 66<sup>th</sup> Street, Niagara Falls, NY 14304. Call (716) 286-4242 with any questions.

**Niagara Falls City School District**  
Niagara Falls, New York

**Office Use Only**

- ☐ In House Group  
☐ Outside Group

**REQUEST FOR USE OF NFCSD FACILITIES & GROUNDS**

**Form status: District Personnel Only: Please sign and date**

Received by	Approved by Principal or Designee	Entered by	Maintenance Office	Business Office

Organization/Group \_\_\_\_\_ Contact Person \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

NFHS Performing Arts Wing		NFHS & NFCSD Athletic Facilities & Grounds		NFHS Instruction Wing	
<input type="checkbox"/> Performing Arts Center <input type="checkbox"/> Dressing Rooms <input type="checkbox"/> Band/Inst. Room – 182 <input type="checkbox"/> Chorus Room – 281/282 <input type="checkbox"/> Music Room – 270 <input type="checkbox"/> PAC Lobby <input type="checkbox"/> Concessions <input type="checkbox"/> Ticket Booth <input type="checkbox"/> Blue/Yellow Cafeteria  Production Needs _____ _____ _____		<input type="checkbox"/> Main Arena <input type="checkbox"/> Auxiliary Gym <input type="checkbox"/> Natatorium <input type="checkbox"/> Dressing Rooms <input type="checkbox"/> Pilates Room – 160 <input type="checkbox"/> Indoor Track <input type="checkbox"/> Physical Education Classroom <input type="checkbox"/> Concessions/Ticket Booth <input type="checkbox"/> Red/Green Cafeteria <input type="checkbox"/> Main Football Stadium <input type="checkbox"/> Outdoor Track <input type="checkbox"/> Field House Main Arena <input type="checkbox"/> Concessions <input type="checkbox"/> Baseball Field(1) <input type="checkbox"/> Baseball Field(2) <input type="checkbox"/> Soccer/LAX Field(1) <input type="checkbox"/> Soccer/LAX Field(2) <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Nicoletti Field <input type="checkbox"/> Softball Field(1) <input type="checkbox"/> Softball Field(2) <input type="checkbox"/> LaSalle Prep Football Stadium		<input type="checkbox"/> Library <input type="checkbox"/> Teacher Cafeteria Amphitheatre (s) <input type="checkbox"/> North <input type="checkbox"/> South Number of Classrooms Requested _____ Classroom(s) Requested _____  Needs _____ <b>Request for all other NFCSD Facilities &amp; Grounds</b> School Name _____ Room(s) Requested _____	
Date(s)	Day(s) of Week	Times (Beginning & Ending)	Total Attending	Type of Event (Practice, Rehearsal, Performance, Meeting, Sport, Competition, etc.)	
Please list any Technology and/or Audio/Visual needs for all requests in the space provided					

**District Personnel Comments:** \_\_\_\_\_

**This Section is to be completed by the District Personnel for the Business Office.**

Certificate of Insurance Expiration Date \_\_\_\_\_

Life-Saving Personnel	Lifeguard Cert. Expiration Date	C.P.R. Cert. Expiration Date

**Applicable Charges and/or fees:**

No. Required	Job Title	Estimated Hours	Rate
	HVAC		
	Grounds		
	Custodial		
	AV Technician		
	Security		
	Other		

Note: Rates increase on Sundays & holidays.