



KENNEDY CATHOLIC PREPARATORY SCHOOL

Procedure for Facility Use

The following information must be considered before requesting use of Kennedy Catholic Preparatory School.

Kennedy Catholic Preparatory School (KCPS) is an independent school in the Archdiocese of New York. Any outside group or organization using the facility must therefore be insured by a bona fide insurance carrier and have a policy with no less than **\$2,500,000 personal liability coverage**. A certificate of insurance must be presented to the school administration upon submission of the completed *Facility Use Request Form*.

It is mandatory, at all events, that maintenance personnel are on duty for the full duration of your event.

The *Schedule of Donations* form covers the event from the **time of set-up** through the **completion of the final clean-up**.

Event organizers are responsible for restoring the facility to its original condition after the event. Disposal of trash is the responsibility of the event organizer.

Food and or beverages are not allowed in the auditorium, library, classrooms, or hallways. Smoking is forbidden anywhere on the campus. Event organizers are responsible for disseminating this information to all attendees of the event.



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Schedule of Donations

| | |
|---|---|
| Auditorium* | \$200 per hour |
| Commons | \$200 per hour |
| Gymnasium..... | \$200 per hour |
| Cafeteria (<i>does not include the kitchen use</i>) | \$200 per hour |
| Library..... | \$100 per hour |
| Corridors | \$100 per hour |
| Classroom | \$50 per hour |
| Sport Field / Outdoor Areas** | \$200 per hour |
| Custodial (<i>base price for all events</i>)..... | \$75 per hour, with a Four Hour Minimum |

Any event that has gone over its end time will be charged at the hourly rate for any portion of an hour used. Usage time must include your set-up, and take-down time. Time is booked and billed in 30 minute increments.

* Auditorium includes the use of the auditorium, stage, main curtain, public address system, and “white wash” lighting. If you need the use of additional audio video equipment, dressing rooms, or lighting, these involve additional fees. Please contact Fred Compton to discuss options.

** An additional donation, for maintenance and cleaning of the field, will be determined by the Athletic Director. Use of the fields DOES NOT include access to the build for water, bathrooms, locker rooms, or the school nurse. This price does not include use of the Field Lights.

Complete the **Facility Use Request Form**, submit to: Fred Compton via:

E-MAIL:

fred.compton@kennedycatholic.org

OR Regular mail:

Kennedy Catholic Preparatory School
 54 Route 138
 Somers, NY 10589
 Attn: Fred Compton



KENNEDY CATHOLIC PREPARATORY SCHOOL

Facility Use Request Form

Organization Name: _____

Organization Address: _____

Contact Person: _____

Telephone: _____

Email: _____

Type Of Event: _____

Date: _____

Start Time: _____ End Time: _____

Facilities Request

(Please indicate below type of facility needed for your event)

Liability Insurance, with no less than **\$2,500,000 personal liability coverage**, is required and a Certificate of Liability Insurance indicating the following Certificate Holders **must** be included with request:

- **John F. Kennedy Catholic Preparatory School - d/b/a Kennedy Catholic Preparatory School**
- **The Archbishopric of New York**
- **The Archdiocese of New York**
- **His Eminence, Timothy Michael Cardinal Dolan**

Deposit of 50% required at signing. Balance due 10 business days prior to event start date. Certain events may be asked for a percentage of the door not to exceed 10% of total door.

Name _____

Signature _____ Date: _____

FOR OFFICE USE

Approved _____ Date _____

Fred Compton – Director of Advancement