



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 campus is closed on Sunday morning. Usage will not be scheduled on Sunday morning.

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.

The school campus is a vibrant and busy facility. That being the case, it will be very likely that other usage is happening in other areas of the campus, including adjacent to the space you have booked. Event organizers are responsible to ensure that their constituents are not spilling over to other areas of the campus.

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

Turf Sport Field*	\$400 per hour
Turf Sport Field Lights**	\$200 per hour
Grass Sport Field	\$400 per hour
Softball Field	\$400 per hour
Outdoor Areas	\$400 per hour

All bookings are scheduled with a two hour minimum per occurrence. Usage time must include your set-up, and take-down time. Time is booked and billed at 30-minute increments. Any event that has gone over its end time will be charged at the hourly rate for any portion of an hour used. The campus is closed on Sunday morning. Usage will not be scheduled on Sunday morning.

An additional donation, for maintenance and cleaning of the field, will be determined by the Athletic Director and billed at \$75 per man hour.

Use of the fields DOES NOT include access to the build for water, bathrooms, locker rooms, or the school nurse.

* Turf Sports Field price does not include use of the Turf Sport Field Lights.

** An additional donation, for use of the field lights is added to the usage of the field if you need to use the field under lights.

Complete the **Facility Use Request Form**, submit to: Anthony Santora via:

E-MAIL:

asantora1@kennedycatholic.org

OR Regular mail:

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



Organization Name: _____

Organization Address: _____

Contact Person: _____

Telephone: _____

Email: _____

Type Of Event: _____

Date: _____

Start Time: _____ End Time: _____

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

Name _____

Signature _____ Date: _____

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