



PROCEDURES FOR BUILDING USE

The following information must be considered before requesting use of Kennedy Catholic High School property:

1. Kennedy Catholic High School (KCHS) is owned and administered by the Archdiocese of New York. Any outside group or organization using this facility must therefore be insured by a bonfide insurance carrier and have a policy with no less than \$2,000,000 personal liability coverage. A certificate of insurance must be presented to the school administration no less than two (2) weeks before the scheduled event.
2. It is mandatory at all events that maintenance personnel are on duty at all times when the building is in use. Fees for maintenance \$30.00 per hour Mon-Fri, \$35.00 per hour Sat/Sun, Holidays.
3. A schedule of donations will be provided upon initial request. The schedule of donations covers the event from the time of set-up through the completion of the final clean-up.
4. To use this facility requires that event organizers are responsible for restoring the facility to its original condition after the event.
5. Disposal of trash is the responsibility of the event organizer. Cost of such disposal using the school removal service will incur an additional fee of \$125.00, as charged by Mid Hudson Waste.
6. Smoking anywhere on the campus is strictly forbidden. Event organizers are responsible for disseminating this information to all attendees of their event.
7. It is mandatory that for the use of kitchen facilities at any event requires a member of the KCHS kitchen personnel be present, at a rate of \$30.00 per hour, Monday through Saturday; and \$35.00 per hour on Sundays and/or Holidays.
8. All requests are to be submitted to Deacon Alfred Impallomeni, and will be considered based upon availability of building.

Following is the Schedule of Donations:

Auditorium.	\$100.00 per hour
Cafeteria.	\$65.00 per hour
Kitchen	\$40.00 per hour
Gymnasium.	\$150.00 per hour
All Classrooms.	\$75.00 per hour
Fields and other Outdoor Facilities.	\$150.00 per one and one-half (1½) hour; plus a maintenance of the field donation which will be determined by sport (please consult Athletic Directors).



KENNEDY CATHOLIC HIGH SCHOOL

54 Route 138

Somers, New York 10589-2711

Telephone: (914) 232-5061 • Fax: (914) 232-3416

**CLICK HERE TO ATTACH
COMPLETED FORM TO
E-MAIL AND SEND TO:
BUILDINGUSE@
KENNEDYCATHOLIC.ORG**

BUILDING USE FORM

TYPE OF EVENT: _____

DATE OF EVENT: _____ EVENT START/END TIME: _____

ORGANIZATION
NAME: _____

CONTACT
PERSON: _____

CONTACT
TELEPHONE NO: _____

Daytime & Evening

FACILITIES REQUEST

(Please indicate below the type of facility that is needed: for your event ; i.e. Auditorium, Gymnasium, Classroom and additional supplies needed; i.e. tables, chairs, trash receptacles, media equipment, etc.)

FOOD SERVICE REQUEST

(Please indicate below any additional items needed for your event; i.e. coffee makers, paper products, food products, kitchen personnel, etc.)

APPROVED BY:

Deacon Alfred R. Impallomeni
Vice Principal for Faculty & Student Affairs

Date

Signature of Applicant

Date