



KENNEDY CATHOLIC HIGH SCHOOL

Founded as St. Mary's High School 1924-1966



2016 – 2017 Procedure for Facility Use

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

Kennedy Catholic High School (KCHS) 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 *Facilities Use 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, smoking is forbidden anywhere on the campus. Event organizers are responsible for disseminating this information to all attendees of the event.

It is mandatory that for the use of the kitchen facility at any event requires KCHS personnel to be present.



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Schedule of Donations

Auditorium*	\$325 per hour / \$2,500 per day
Commons	\$325 per hour / \$2,500 per day
Gymnasium	\$325 per hour / \$2,500 per day
Corridors	\$250 per hour / \$2,000 per day
Cafeteria (<i>does not include the kitchen use</i>)	\$150 per hour / \$1,250 per day
Library	\$250 per day
Classroom	\$250 per day
Sport Field / Outdoor Areas**	\$200.00 per hour
Cleaning (<i>base price for all events</i>)	\$750 per event/day

Any event that has gone over its end time will be charged at the hourly rate for any portion of an hour used. If no hourly rate is indicated, the hourly rate will be \$50.

* 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.

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

E-MAIL:

Fcompton1@kennedycatholic.org

OR Regular mail:

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



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Facility Use Form

Organization Name: _____

Contact Person: _____

Home Tel: _____ Cell: _____

Type Of Event: _____

Date Of Event: _____

Event Start Time: _____ End Time: _____

Facilities Request

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

Liability Insurance required and a Certificate of Liability Insurance indicating the following Certificate Holders must be include with your request:

- John F. Kennedy Catholic High School - d/b/a Kennedy Catholic High 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