



CENTRAL SCHOOLS

# REQUEST FOR USE OF SCHOOL FACILITIES

- INSTRUCTIONS:**
1. Form must be COMPLETELY filled out and turned in.
  2. You will be notified if space is available and what total cost is.
  3. Certificate of Liability and Payment required prior to approval.
  4. Copy of this form must be present when using facility.

Name of Organization: \_\_\_\_\_  
 Representatives Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Purpose for Use: \_\_\_\_\_  
 Date(s) Requested: \_\_\_\_\_  
 Time(s) Requested: \_\_\_\_\_

Group Type: (circle one)      I    II    III

**Facility Requested**

\_\_\_\_\_ High School  
 \_\_\_\_\_ Middle School  
 \_\_\_\_\_ Jefferson School

**Space Requested**

\_\_\_\_\_ Gymnasium(s)      \_\_\_\_\_ Playroom  
 \_\_\_\_\_ Cafeteria      \_\_\_\_\_ Classroom(s)  
 \_\_\_\_\_ Auditorium      \_\_\_\_\_ Baseball Field  
 \_\_\_\_\_ LGI      \_\_\_\_\_ Softball Field  
 \_\_\_\_\_ Library      \_\_\_\_\_ Other

Will Activity be open to the Public? (circle one)      YES    NO

Will admission be charged? (circle one)      YES    NO

If admission will be charged, what are the proceeds to be used for? \_\_\_\_\_

- I have read and agree to the policies set forth by Schalmont Central School District.

\_\_\_\_\_  
*Responsible Party Initials*

- I understand that until I receive this form back with approval information, that I am NOT to use the School Facilities.

\_\_\_\_\_  
*Responsible Party Initials*

Responsible Party Signature: \_\_\_\_\_  
 \_\_\_\_\_  
*Date*

REVIEWED BY: \_\_\_\_\_  
 \_\_\_\_\_  
*Athletic Director      Date*

REVIEWED BY: \_\_\_\_\_  
 \_\_\_\_\_  
*Building Principal      Date*

**FOR OFFICIAL USE ONLY**

FACILITY USE FEE:							\$ _____
Custodial Fee:	YES	NO	_____ hrs	@	\$ _____	Rate/hr	\$ _____
Food Service Fee:	YES	NO	_____ hrs	@	\$ _____	Rate/hr	\$ _____
Technical Service Fee:	YES	NO	_____ hrs	@	\$ _____	Rate/hr	\$ _____
Insurance Certificate Received:			_____ Date				TOTAL: \$ _____

APPROVED BY: \_\_\_\_\_  
 \_\_\_\_\_  
*Business Administrator      Date*

## Requirements before request is approved:

1. All required information on REQUEST FOR USE OF SCHOOL FACILITIES form must be completed. This form must be signed by the responsible for the event/organization and either mailed or brought to the District Office at least one week before the requested event.
2. A Certificate of Liability with minimum limits of \$1,000,000 per occurrence and \$500,000 aggregate for bodily injury and personal injury and \$100,000 for property damage shall be submitted as evidence of insurance coverage at the time of request. This certificate must designate both the using organization and Schalmont Central School District at Rotterdam as insured. The absence of such a certificate will preclude any request for facility use.
3. Certificate of Liability Certificate Holder section MUST reflect the same information as below.

Certificate Holder Schalmont Central School District 4 Sabre Drive Schenectady, NY 12306
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## Rules governing use of facilities by the organization:

- a. No smoking is allowed on the premises.
- b. No consumption of alcoholic beverages or use of drugs is permitted on the premises.
- c. Activity shall be restricted to the area for which permission is granted.
- d. The activity shall not extend beyond the hours approved in the request.
- e. All programs shall be planned so they do not interfere with the regular day school schedule.
- f. The organization using the facility shall be responsible for moving its own equipment.
- g. The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- h. In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the facility.
- i. School authorities must have free access to all rooms at all times.
- j. Where custodial assistance must be hired, a charge will be made and paid in full with form.
- k. Room(s) or facility used by applicant will be carefully examined after use. The applicant will make good promptly any loss or damage occurring as a result of the use of school property.
- l. No school property or equipment is to be altered or removed from the premises.
- m. Motorized vehicles shall not be located beyond parking lots or on lawn area. Unauthorized motor vehicles such as snowmobiles, go-carts, trail bikes, and all-terrain vehicles, shall not be permitted on school property.
- n. Abide by Schalmont Central School Districts' Energy Program Policies.

## Outside Field Usage Guidelines:

- a. There is no raking, dragging or applying chemicals (i.e. speedy dry) to the fields.
- b. No vehicles of any kind are allowed beyond the parking lot.
- c. Only approved groups and their members are allowed on the fields.
- d. Groups must supply chalk and applicators.
- e. Groups must supply their own bases for the games.
- f. Groups must remove all garbage, bottles, etc. from the fields.
- g. No games or practices will be held during inclement weather.
- h. Digging holes or sweeping to remove water from the infield or outfield is not allowed.
- i. Any rescheduled games or practices must be cleared through the Athletic Director Office.

## AGREEMENT:

I agree on behalf of the above indicated organization that all members and guests will observe the above regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to Schalmont Central School District at Rotterdam property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify the above-named school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above described facility by our organization and we will further hold said school harmless for loss of any kind in connection therewith.