

# Regulation

COMMUNITY RELATIONS

Use of Facilities Request Form

DRAFT 10/20/2020

1001.1

Organization: \_\_\_\_\_ Event Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Application Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Fill out all applicable items below. Include all dates. Be specific. Use separate sheet if necessary.**

Building/Area Requested \_\_\_\_\_

Date(s) requested: \_\_\_\_\_ Hours: \_\_\_\_\_

The premises will be used for: \_\_\_\_\_

Admission will/will not be charged. Proceeds will be used for: \_\_\_\_\_

Anticipated number of participants: \_\_\_\_\_

Set-Up requirements and/or special equipment needed (ie. Projector, Microphone, Gym use, etc)  
\_\_\_\_\_

**Insurance Requirements: A *CURRENT* Certificate of Insurance for your organization, listing our school district as an additional insured, must accompany this application. Permits will not be issued until the district received the proper insurance form. The certificate of insurance is not needed if the organization is a recognized school group or team of the NY Mills Union Free School District.**

I agree, on behalf of the above indicated organization, that all members and guests will observe all regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to NY Mills Union Free School District property during the above indicated period of use. To the fullest extent permitted by law, the group shall defend, indemnify, and hold harmless the NY Mills Union Free School District, their officers, and employees from and against any and all claims, demands, suits, or causes of action that result from injury to any person, including death, or damage to or loss of tangible property arising from negligent or intentional acts or omissions of the group, its employees, participants or agents

I have received, carefully read, and fully understand the **Community Use of School Facilities Policy 1001** for use of the NY Mills Union Free School District facilities.

You must keep a copy of the approved Facility Use Form with you while using the facility.

Signature of Organization Representative (Contact Person) \_\_\_\_\_

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## For Office Use Only:

Fees Assigned: \_\_\_\_\_

Approvals: Building Maintenance Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Education Approval: \_\_\_\_\_ Date: \_\_\_\_\_

(if admission charged)

**APPLICATION GUIDELINES FOR USE OF SCHOOL FACILITIES AND PROPERTY**

School functions will take precedence over all activities by non-school groups. **Facilities should be requested more than ten (10) days in advance of date to be used.**

**CONDITIONS AND RULES:**

It is understood and agreed that the requester will:

1. Not pay any School employee wages, tips, gratuities, or gifts for work in connection with such use. The School district will compensate for such work.
2. Immediately make a written report of any and all accidents, breakage, or damage and report such to the Superintendent of Schools or designee. It is understood that any damage occurring to school property that results in repair, will be reimbursed to the district.
3. Be admitted by a member of the custodial staff whose basic responsibility will be neither to police or supervise the area.
4. Provide ticket sellers, ticket takers, and ushers, as well as all incidental labor.
5. Not move pianos, furniture, etc. without prior approval and under the supervision of custodial staff.
6. Maintain an orderly behavior in the group and assembled public.
7. Prevent smoking or vaping in/on school property.
8. Prevent the sale or use of intoxicating beverages or drugs in the building or on the premises.
9. Leave school property in an orderly and neat condition. Any furniture or equipment that had been moved will be returned to its original location.
10. Remain only in the area specified by the request and only that portion of the facilities needed to fulfill the request
11. Agree that only authorized members of the group shall be allowed to use facilities. No one else is allowed to use the facilities.

**FACILITIES USE CHECKLIST**

**Requester must check each item and sign at the bottom. The application will not be processed without this completion of form.**

- I have submitted and signed a Request for Use of School Facilities by Non-School Group form.
- I have provided a certificate of insurance to the school district.
- I understand that any changes incurred by the school district as a result of my request shall be paid within 15 days of billing.
- I have read School District Policy 1001 and agree to comply with the policy.
- I understand that the use of school facilities is specifically designed for residents of the district.
- I understand that if a fee is charged to participants, a facilities fee will be charged to the organization.
- I understand that if additional work or cleaning is required to be completed by the district to re-establish pre-use conditions, the cost will be borne by my organization.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_