

**CHURCHVILLE-CHILI CENTRAL SCHOOL  
FACILITY USAGE APPLICATION FOR OUTSIDE GROUPS**

The following form must be filled out completely and accurately by the proper authority of the group requesting use of the Churchville-Chili School Facility. All forms must be submitted at least 21 days prior to event. Please return by email or post mail to the Director of Operations & Maintenance, 139 Fairbanks Rd., Churchville, NY 14428. Hand deliver only to physical address at 145 Fairbanks Rd. See school website www.cccsd.org for additional information.

Organization/Individual Name _____	Date _____
Contact Name _____	Phone (AM) _____
Address _____	(PM) _____
City, State _____ Zip _____	Email Address _____
On-site Supervisor of Group _____	Cell Phone _____
	Email Address _____

Status or Purpose of Organization: (Check all that apply)  For Profit  Not-for-profit  Religious  Other (Describe): \_\_\_\_\_

Request is made for the following use (check whichever box is applicable):

- A. Instruction in a branch of education, learning or the arts. Specify branch (i.e. mathematics, history, science, philosophy, character/morals, music, painting, speed reading, etc.). \_\_\_\_\_
- B. Social, civic or recreational meetings or entertainment or other uses pertaining to the welfare of the community (activity must be open to the general public and be sponsored by an organization whose membership consists primarily of citizens living within the Churchville-Chili Central School District). \_\_\_\_\_
- C. Meetings, entertainment and occasions where admission fees are charged (but proceeds must be used for an educational or charitable purpose). Specify the meeting, entertainment or occasion: \_\_\_\_\_  
Specify the education or charitable purpose for which the proceeds will be used: \_\_\_\_\_
- D. To provide childcare services during non-school hours.

<b>LOCATION:</b> ( <input type="checkbox"/> CES ) ( <input type="checkbox"/> CRS ) ( <input type="checkbox"/> FRS ) ( <input type="checkbox"/> MS North ) ( <input type="checkbox"/> MS South ) ( <input type="checkbox"/> NGA ) ( <input type="checkbox"/> SHS ) ( <input type="checkbox"/> Field ) ( <input type="checkbox"/> Park lot ) ( <input type="checkbox"/> Pool ) ( <input type="checkbox"/> Stadium )			
Specific Rooms/Fields Requested: _____			
<i>(Please incorporate into your time if additional set up or break down time is needed.)</i>			
____ Specific Date(s) _____	Reserved Start Time _____	Reserved End Time _____	
	Event Start Time _____	Event End Time _____	
____ Block (Day of Week) _____	Start Date _____	End Date _____	
Detailed Description of Use or Event: _____			

If group or persons are applying for a type B event, what percent participating are Churchville-Chili School District residents? \_\_\_\_\_  
 Estimated attendance \_\_\_\_\_ Any food served or available? \_\_\_\_\_ If fields requested, will fields need marking? \_\_\_\_\_  
 Materials, supplies, equipment or other items brought by user: \_\_\_\_\_  
 (All items brought should be removed nightly.)

**EQUIPMENT AND SET UP REQUEST (Check all that apply)**

<p><b>General Use</b></p> <p><input type="checkbox"/> VCR</p> <p><input type="checkbox"/> DVD</p> <p><input type="checkbox"/> Projector</p> <p><input type="checkbox"/> Tables, qty _____</p> <p><input type="checkbox"/> Chairs, qty _____</p>	<p><b>Kitchen Use</b></p> <p><input type="checkbox"/> Dish Machine</p> <p><input type="checkbox"/> Oven</p> <p><input type="checkbox"/> Steamer</p> <p><input type="checkbox"/> Warmer</p> <p><input type="checkbox"/> Serving Line</p> <p><input type="checkbox"/> Refrigeration*</p> <p>* No Food Service employees needed</p>	<p><b>Athletic Use</b></p> <p><input type="checkbox"/> Bleachers</p> <p><input type="checkbox"/> Mats</p> <p><input type="checkbox"/> Volleyball net</p> <p><input type="checkbox"/> Control panel (gym)*</p> <p>Basketball hoop height:</p> <p><input type="checkbox"/> 10' (ages 13 &amp; up)</p> <p><input type="checkbox"/> 8'6" (ages 10-12)</p> <p><input type="checkbox"/> 7'6" (ages 5-9)</p> <p>* District Staff required at an additional cost of \$20.00 / hr</p>	<p><b>Technology Use</b> <i>(non-auditorium usage)</i></p> <p><input type="checkbox"/> # of microphones</p> <p><input type="checkbox"/> Projection screen</p> <p><input type="checkbox"/> VCR player</p> <p><input type="checkbox"/> DVD player</p> <p><input type="checkbox"/> Visualizer /projector</p> <p><input type="checkbox"/> Video overflow into cafeteria*</p> <p>* IT technician required at an additional cost</p>
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Additional details for equipment/set up: \_\_\_\_\_

### Users Must Adhere to the Following Policy Regulating Conditions

When not in use for school purposes or school-sponsored organizations, school buildings and facilities may be used for the purposes specified in Policy 3280 subject to the following conditions:

#### GENERAL

1. School buildings and grounds may be for (A) the purpose of instruction in any branch of education, learning, or the arts; (B) social, civic, and recreational meetings and entertainments, and other uses pertaining to the general welfare of the community (but only if the event is open to the general public and the event is sponsored by an organization whose membership consists primarily of citizens living within the District); (C) for meetings, entertainment, and occasion where admission fees are charged (so long as the proceeds are to be used for an educational or charitable purpose); and (D) to provide childcare services during non-school hours.
2. In no event shall any use be permitted in violation of any applicable law or regulation, Constitutional provision, or Section 414 of the New York Education Law.
3. School district use of facilities and buildings will, in all events, take precedent over all outside functions.
4. The Superintendent or his/her designee is the guardian of the building and all property, and as such, is in authority to see that all rules and regulations are carried out. Organizations using the building must abide by all rules, regulations and practices established for the use of school buildings and grounds.
5. In the event school is closed for inclement weather or any other emergency, all outside activities will be automatically canceled. Specific notification to any scheduled group will not be given. The District reserves the right to cancel events not occurring on school days. Should additional snow plowing services be provided, other than routinely performed, the organization will be billed for the cost of such service.
6. The president or other responsible representative of the organization requesting use of school buildings or grounds shall sign the application and submit it to the Director of Operations and Maintenance at least 21 days before the requested date.
7. The Board reserves the right to reject any and all applications for use of facilities as deemed to be in the best interest of the school district. The District reserves the right to revoke the use of facilities privilege at any time.
8. The Facility Usage Application For Outside Groups must include a copy of all planned advertisement/promotional literature about your event. Outside organizations must include "This event is not sponsored by the Churchville-Chili Central School District" on all literature.  
**DO NOT PUBLICIZE THIS EVENT PRIOR TO GAINING APPROVAL FROM THE DISTRICT.**
9. At meetings where the general public is invited, the organization should confer with the Superintendent or his/her designee about the advisability of police and fire protection.
10. All use shall be in accordance with the rules and restrictions as may be from time to time set forth by the Board of Education.

#### APPLICATION LIMITATIONS AND RENTING ORGANIZATION RESPONSIBILITIES

11. Smoking, vaping or tobacco use is prohibited on school grounds and school buildings, including athletic fields. **The presiding officer of public gatherings held in any school building shall announce to the group or persons using the buildings or grounds that smoking is not permitted in any school building or on school grounds.**
12. Alcohol may not be brought on or consumed on school grounds or in school buildings.
13. The premises shall be used for the purpose stated in the application and for no other purpose.
14. The presiding officer or responsible person of the user must arrive no earlier than fifteen minutes prior to the Reserved Start Time, must be present at the use location prior to arrival of participants and must remain until after all participants have left the building or grounds. He/she must also check in immediately upon arrival and again before leaving, with the Operations & Maintenance staff responsible for monitoring the activity.
15. The organization and any visitors shall enter at the designated door only and shall confine their activities and presence to the area of the building or grounds granted them for use.
16. All District property shall be left exactly as found. Any cost incurred to return said equipment to its original condition will be charged to the individual/organization using the facility. Do **NOT** alter any equipment.
17. The organization granted usage permission of buildings or grounds is responsible for all damage incurred during occupation of the same.
18. If food is to be ordered through the Nutritional Services manager or building cook, **ten (10)** days advance notice will be required.
19. No food of any kind is allowed on the premises without prior approval.
20. The preparation and servicing of food in the kitchen proper and the servicing of the kitchen shall be carried out exclusively by certified and trained members of the Nutritional Service Department.
21. All decorations must be flameproof and they must be removed after the event is over.
22. The use of open flames such as candles in school facilities shall not be permitted except with special prior permission at functions such as dinners where proper precautionary measures are taken.
23. Fees for Use of Facilities:
  - a) Fees for the use of facilities are set by the Board of Education and contained in Regulation 3280R1 which can be found on our website at [www.cccsd.org](http://www.cccsd.org).
  - b) If for any reason you will not be using the facilities on the date you applied for, the Director of Operations and Maintenance must be informed a minimum of 48 hours in advance, otherwise you will be charged for that date regardless of use.

*For local groups whose rosters are comprised of majority of Churchville-Chili students (over 50%), the Use of Facilities Fee will be 50% of the regular rate. This fee reduction does not apply to additional charges (personnel, set-up fees, etc.). Please attach rosters.*

**CUSTODIANS** shall be on duty at all times when facilities inside a school building are in use. If your activity takes place outside the normal operating hours of the building, the cost for providing custodial services will be charged per Regulation 3280R1.

**GROUNDS CREW** will be determined by the District (if needed) for an event and pricing will be the same as for custodians. If additional field set-up/marketing is required it will be charged per Regulation 3280R1.

**KITCHEN** use of any kind requires the paid services of a food service employee. Food Service workers shall be on duty at all times when kitchens inside a school building are in use. The cost for providing food service employees will be charged per Regulation 3280R1.

**All groups using the kitchen MUST contact Director of Nutritional Services ten (10) working days prior to your event at (585) 293-1800, ext. 3330 or you will not be allowed to use the kitchen even with an approved application.**

**LIFEGUARD/AQUATICS SUPERVISOR** shall be on duty at all times. Number of participants will determine the number of lifeguards required. The cost for providing lifeguards/aquatics supervisor will be charged per Regulation 3280R1.

**SECURITY** will review application to determine if security is needed. Should security be necessary, the cost for security workers will be charged per Regulation 3280R1.

If you feel your group does not require security, please explain why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STADIUM/POOL SCOREBOARD OPERATOR** must be a district trained employee. Fees will be charged per Regulation 3280R1.

*I have read the application guidelines and do hereby certify that I have been duly authorized by the above-named organization which I represent, to make this application and enter into this agreement, and that the activity which the organization is sponsoring fully meets the conditions set forth herein and that we agree to observe all rules and procedures as stated.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INSURANCE** Proof of Insurance provided: Yes (If not provided, application will not be processed).

Insurance Carrier \_\_\_\_\_ Agency \_\_\_\_\_ Phone \_\_\_\_\_

Policy # \_\_\_\_\_ Contact \_\_\_\_\_

Type of Coverage: General Liability with CCCSD named as an additional insured

**Amount of Coverage Required: \$1,000,000** Expiration Date: \_\_\_\_\_

*Education law requires public school district to provide and maintain on-site automated external defibrillator (AED) for use during emergencies. Maps showing the locations of AED units are posted inside the entryway to the building. Only a trained AED responder may operate an AED.*

*If this application is approved, you will be notified and receive a cost estimate that you will need to agree to. The cost estimate is an estimate only and may vary due to damage incurred or additional labor or personnel such as security workers, field marking, etc. Final bill will come from the Business Office at the conclusion of the event.*

**COST ESTIMATE (FOR OFFICE USE ONLY)**

**Facility rental fee estimate** (see Regulation 3280R1 at [www.cccsd.org](http://www.cccsd.org)) \$ \_\_\_\_\_

Custodial Time and Grounds Day, Evening & Saturday \_\_\_\_\_ #Staff x **\$20** (hourly cost) x \_\_\_\_\_ #hrs = \$ \_\_\_\_\_  
Crew Anticipated/Estimated: Sunday \_\_\_\_\_ #Staff x **\$30** (hourly cost) x \_\_\_\_\_ #hrs = \$ \_\_\_\_\_

Security Workers Anticipated/Estimated: Day, Evening & Saturday \_\_\_\_\_ #Staff x **\$20** (hourly cost) x \_\_\_\_\_ #hrs = \$ \_\_\_\_\_  
Sunday \_\_\_\_\_ #Staff x **\$30** (hourly cost) x \_\_\_\_\_ #hrs = \$ \_\_\_\_\_

Food Service Anticipated/Estimated: Day, Evening & Saturday \_\_\_\_\_ #Staff x **\$15** (hourly cost) x \_\_\_\_\_ #hrs = \$ \_\_\_\_\_  
**Director of Nutritional Services initials:** \_\_\_\_\_ Sunday \_\_\_\_\_ #Staff x **\$25** (hourly cost) x \_\_\_\_\_ #hrs = \$ \_\_\_\_\_

Pool Time Anticipated/Estimated: Lifeguard(s) \_\_\_\_\_ #Staff x **\$25** (hourly cost) x \_\_\_\_\_ #hrs = \$ \_\_\_\_\_  
**Pool Supervisor initials:** \_\_\_\_\_ Aquatics Supervisor(s) \_\_\_\_\_ #Staff x **\$30** (hourly cost) x \_\_\_\_\_ #hrs = \$ \_\_\_\_\_

Stadium Use Anticipated/Estimated: Scoreboard/Timer/Announcer All Times \_\_\_\_\_ #Staff x **\$90** (for 2 hours) x \_\_\_\_\_ #hrs = \$ \_\_\_\_\_

Control Panel (gym) \_\_\_\_\_ #Staff x **\$20** (hourly cost) x \_\_\_\_\_ #hrs = \$ \_\_\_\_\_

**Estimated Total Cost \$** \_\_\_\_\_

**Below this line to be Completed by School Personnel**

**APPROVALS**

\_\_\_\_\_  
Director of Health, PE & Athletics Date \_\_\_\_\_ (Required for Athletic Use)

\_\_\_\_\_  
Director of Security or his/her designee Date \_\_\_\_\_ (Required on All applications)

\_\_\_\_\_  
Director of Facilities or his/her designee Date \_\_\_\_\_ (Required on All applications)

\_\_\_\_\_  
Director of Nutritional Services Date \_\_\_\_\_ (Required for Kitchen Use)

\_\_\_\_\_  
Director of Continuing Education Date \_\_\_\_\_ (Required for Pool Use)

\_\_\_\_\_  
Head Grounds Man Date \_\_\_\_\_ (Required for Field Use)

**Final Approval**

**FINAL APPROVAL**

Permission is granted for outside group facility usage of school property as attached in accordance with this application. To gain approval for additional time of facility use, contact Operations & Maintenance at (585) 293-1800 ext. 2360, refer to this application. **This permit must be brought with you to your event.**

\_\_\_\_\_  
Superintendent or Designee Date \_\_\_\_\_