

# RED HOOK CENTRAL SCHOOL DISTRICT

**Forms must be submitted at least two (2) weeks before date of activity**

Red Hook Central School District I. Application For Use of School Facilities					
Name of Group:					Date:
School:		Facility			
Purpose:					
Date(s) Requested:					
Between the hours of:			a.m.	&	a.m.
			p.m.		p.m.
Operation Charge	Hours @ \$	/hour		\$	
Custodial*	Varies @ \$	/hour		\$	
Other Charges	\$		\$		
Estimated Total:		\$			
(check payable to: Red Hook Central School District)					
* Additional charges will be added if activity exceeds time schedule or requires additional custodial help.					
<p>We have received a copy of and have read the policy for the use of school facilities. We understand that violation of facility use regulations or the possession or use of alcoholic beverages and drugs on school district property will result in cancellation of permission to use school district facilities. The lessee shall indemnify and save harmless Red Hook Central School District and the Board, its Members, the Secretary, the Superintendent their Assistants and any/all others who may act for the Board or the school district from all suits and actions of every nature and description brought by the use and/or rental of school facilities agreement here proposed. We agree to comply with these terms and the terms listed to the right of this form.</p>					
Name of person in charge:					
Address:					
Town:					
Phone:		(      )			
Signature:					
Adult to Student Ratio:					
Special Needs: Custodial:					
Equipment:					
You have performed background checks on all members of your staff. Yes <span style="margin-left: 150px;">No</span>					
<b>II. For Administrative</b>			<b>Use Only</b>		
Group Category/Type			Group Usage		
Youth/Community/Staff			Initial	Prior Use	
Non-School/Non-Profit			Re-application (prior cancel)		
V. Proof of Insurance		Attached		On file in Business Office	
The above-named organization is hereby authorized to use the above facility at the time(s) indicated above Building					
Principal:					

**Building Use Agreement**

The user, upon receiving approval of this application, agrees to:

- 1) Provide proper supervision of activity participants and spectators on school property during the activity hours, including arrival and departure.
- 2) Adhere to applicable regulations specific to building/grounds usage as outlined in the Building Use Policy.
  - a) The group using school facilities shall be responsible for the behavior of those who may be admitted to the activity. Building administrators in their official capacity shall be admitted to an activity at any time.
  - b) Users shall comply with all governmental codes and regulations.
  - c) There shall be no installation of equipment or alterations to existing facilities by the user without the prior written approval of the principal.
  - d) Any and all decorations to be used must be fireproof and subject to the prior approval of school principal or building administrator.
  - e) No open flame decoration shall be used anywhere in the building or on the ground.
  - f) No decorations shall be fastened to any walls, ceilings and/or floors except by approval of the principal.
  - g) Any and all decorations, furnishings and equipment shall be installed and removed by the user under the direction and supervision of the school staff, and such removal (along with debris) must be completed immediately upon termination of the activity.
  - h) No intoxicants of any kind shall be permitted on school property at any time.
  - i) Smoking is not permitted in any part of the building or on school grounds.
  - j) A school employee shall operate all apparatus, equipment and devices owned by the school unless otherwise designated by the principal. If the user or its agent, servant or employee operates school district apparatus, equipment or devices, the user assumes full responsibility for damages as a gratuitous bailee of school property in excellent condition, unless otherwise agreed in writing.
- 3) Reimburse District for damage, including vandalism, which occurs during the activity period, including arrival and departure time period. It is further understood that this responsibility includes the actions of spectators and/or participants.
- 4) Pay all applicable fees and charges in a timely manner and as specified in the Facility Use policy.
- 5) Understand that the rights for the use of this facility may not be transferred to another group or individual
- 6) Understand that at times a need may arise which might necessitate the adjustment of your facility permit.
- 7) Adhere to all regulations of the Facility Use Policy, and special provision established by the principal.
- 8) Adhere to all procedures, guidelines & policies pertaining to flyers and advertising.

## NOTICE TO PARENTS AND DISCLAIMER

The Board of Education of the Red Hook Central School District routinely provides for use of its facilities by organizations and institutions which are not affiliated with or under the control of the Board of Education. Please be advised that all events which take place on school property and which are not officially sponsored, conducted or sanctioned by the Board of Education are conducted by such groups.

The Red Hook Central School District and The Board of Education shall not be responsible nor be liable for any injury or loss to persons or property which arises out of the use of school district property by organizations, institutions or groups other than the Board of Education, and which is not the result of any action or omission on the part of the Board of Education. Every outside group, organization or institution seeking to use school property shall be solely responsible for the actions and omissions of its own agents, employees and volunteers while conducting activities or business on school property. Board policy requires that any outside organizations and institutions to provide proof of liability insurance. However, the Board of Education does not, as part of the application process, investigate, verify, or otherwise inquire into the credentials, qualifications or background of the agents, employees and volunteers associated or affiliated with outside groups, organizations or institutions seeking to make use of school facilities. Parents are therefore encouraged to contact those listed on the application for use form to inquire into such measures which are taken by such groups, institutions and organizations with respect to their own agents, employees and volunteers.