

Kingston City Schools Building Use Request

This Building Use Form must be completed in full and submitted to the Business Office **at least three weeks prior to the event.** A mandatory Certificate of Liability must be provided before final approval is given. The certificate must be in the amount of \$1,000,000 and list Kingston City Schools as an additional insured. Please note the address on the Certificate of Liability should reflect our new address, 21 Wynkoop Place Kingston, NY 12401

Date of Application _____ Name of Organization _____

Is this a Not-For-Profit Organization Yes No Not-For-Profit # _____

Is there an admission fee to be charged Yes No

This is A: School Sponsored Activity Student Club Other _____

Contact Person _____ Contact Telephone Number _____

Contact e-mail _____

Purpose/Type of Activity _____

Sponsor's Name _____ Sponsor's Signature _____

Address : _____

Phone: _____ Email _____

Estimated Size of Group: _____

Building Requested

- Chambers Elementary
- Edward R. Crosby
- Ernest C. Myer
- George Washington Elementary
- Harry L. Edson Elementary
- John F. Kennedy Elementary
- Robert Graves Elementary
- J. Watson Bailey Middle School
- M. Clifford Miller Middle School
- Kingston High School
- Meagher

Facilities Requested

- Auditorium Auditorium/Rehearsal Only
- Cafeteria w/out Kitchen
- Cafeteria w/Kitchen
- Classroom/s Room Number/s _____
- Gymnasium
- Field/Fields Requested _____
- Pool Usage
- Pool Usage for Swim Meet/s
- Parking Lot
- Other _____

Please see fee schedule

Requested Date/s:	Day/s:	Start Time:	End Time:	AM / PM

Services Requested

- Athletic Services: _____
- Custodial Services: _____
- Kitchen: _____
- Security: _____
- Technology Services: _____
- Wi-Fi: _____

Additional comments:

Office Use Only	
Approved/Denied _____	Date _____
Athletic Director	
Approved/Denied _____	Date _____
Principal	
Approved/Denied _____	Date _____
Superintendent's signature	