

HOLLAND CENTRAL SCHOOL
FACILITY USAGE REQUEST FORM FOR OUTSIDE GROUPS

The following form must be filled out by the proper authority of the group requesting the use of the Holland School Facility. Please fill out completely and accurately. Proof of insurance must be submitted along with this form or it will not be considered. All forms must be submitted 10 days prior to event.

AS OF 2024, ALL OUTSIDE SPORTS GROUPS ARE REQUIRED TO PROVIDE THEIR OWN AED. COMPLETION OF THIS FORM CERTIFIES THAT YOU MEET THIS REQUIREMENT. NO DISTRICT OWNED AEDS WILL BE PROVIDED OR ACCESSIBLE.

Organization Name _____ Date _____
Contact Person _____ Phone (Day) _____
Address _____ (Night) _____

FACILITY REQUEST: (Circle One) Elementary Middle High School Purpose/Activity _____
____ Gymnasium (no food in gym) _____ Auditorium Size of Group _____
____ Auxiliary Gymnasium _____ Cafeteria Will food be served? _____
____ Athletic Fields _____ Kitchen Set up requests(Please include a diagram if needed) _____
____ Classroom _____ Library (Must have staff member present) _____
Cost for use: Custodial: _____
Kitchen: _____
(Please submit check to Business Office payable to HCS)

Dates Requested:
____ Specific Date(s) _____
____ Block (Day of Week) _____ Starting Date _____ Ending Date _____
____ Pattern (i.e. Every 3rd Tuesday of the Month) _____

Time Requested: From _____ To _____

POOL REQUEST Date _____
Pool Time Slots: _____ 4:30 – 6:30 Cost: Under 25 participants \$50 per session
_____ 6:30 – 8:30 25 – 50 participants \$75 per session; 50 + participants \$100 per session
(includes changing time) (Checks payable to Holland Central School)
Approximate number of bathers _____ Age Group (Children; Adult) _____
Supervisor of the group _____ Phone _____

Lifeguard(s)
Only approved district lifeguards will be hired. They will be assigned and paid by the district.

INSURANCE
Insurance Carrier _____ Agency _____ Phone _____
Type of Coverage _____ Policy # _____
Amount of Coverage _____
(must submit copy of Insurance Policy with this request)

Signature _____ Date _____

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* Kitchen use of any kind requires the paid services of a food service employee

Permission is granted for the use of school property as attached in accordance with the application dated _____, 20 ____
The permit is revocable.
This permission is granted only upon receipt of signed rules sheet.
Please return to the Superintendent's Office.

Signed _____
For the Board of Education

cc: Superintendent of Building and Grounds