

Request to Use School Facilities

To provide the service, Please complete this form and return it to the school at least 7 days before the first date requested. **Please see the BOE policy below.** The person requesting the use of the facilities agrees to abide by the regulations when signing this form and becomes the person responsible.

Megan Foster, Superintendent

Individual and Organization making request: _____ Date _____

Type of Activity _____

Phone Number: _____ Email _____

School Facilities Required: _____

Equipment Required: _____

Date(s) of Use: _____ Time of Use – Starting: _____

Size of Group _____ Ending: _____

GYM Use - must be approved by the Athletic Director. Approval Signature: _____

Facility Use Charge For Outside Organizations

Hermon-DeKalb Central Schools' indoor and outdoor facilities are designed primarily for Hermon-DeKalb programming. If there are additional times available the following fees will apply. Facilities may only be reserved during normal business hours. Requested times beyond these hours must get special approval from the superintendent. The kitchen must only be operated by district food service personnel.

Building Use Fee: For-Profit Organizations \$100/hr

Non-Profit Organizations \$35/hr

School-Based Organizations No Charge

Superintendent's Signature: _____ Approved or Denied _____ Date: _____

Article XVI – Board Policy – Use of School Facilities:

- a. Prior approval to use the school facilities must be obtained from the Superintendent.
- b. One adult will be designated as being in charge of the group and is responsible for supervision.
- c. The activity will be confined to the area assigned.
- d. The area used will be left in the same state of cleanliness as at the start of the activity.
- e. Any food or beverage served must be consumed in the cafeteria.
- f. All activities will conclude and people will have departed the building by 10:30 pm for all evening activities unless prior approval is obtained.
- g. The person in charge will remain until all participants have departed.
- h. Activities will not be scheduled on weekends or during school holidays without special permission.
- i. Priority will be given to in-district programs. The Athletic Director's signature is required.
- j. An insurance certificate is to be provided listing Hermon-DeKalb Central School as an additional insured with one million dollars of liability coverage.
- k. The BOE and school superintendent reserve the right to refuse use by a person/organization.
- l. A failure to abide by the above regulations will result in denial of further use of the building.

I agree to follow the above BOE policies.

Name (print): _____ Signature: _____

Date: _____ Phone #: _____ Address: _____