

**CENTRAL GREENE SCHOOL DISTRICT**  
**USE OF FACILITIES REQUEST FORM**

Application for the use of the space in the \_\_\_\_\_ building

Organization \_\_\_\_\_

Requested by \_\_\_\_\_ Date Submitted \_\_\_\_\_

Address \_\_\_\_\_

Street

City

Zip Code

Telephone

The Organization requests the use of the following rooms or space: \_\_\_\_\_

for the purpose of \_\_\_\_\_

Sponsor or person in charge will be \_\_\_\_\_ Contact Email \_\_\_\_\_

Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_

Date(s)	Day	Hours	Admission fee
1. _____			
2. _____			
3. _____			

Materials to be furnished by the school:

1. Special Lighting? \_\_\_\_\_
2. Sound System? \_\_\_\_\_
3. Chairs on stage \_\_\_ How many? \_\_\_\_\_
4. Screen? \_\_\_\_\_
5. Lectern \_\_\_\_\_
6. Projector and Operator? \_\_\_\_\_
7. Other? \_\_\_\_\_

Security \_\_\_\_\_ Custodian \_\_\_\_\_ @ \_\_\_\_\_ per hour for \_\_\_\_\_ total hours

Insurance paperwork provided \_\_\_\_\_

Acknowledged by Stage Crew Supervisor (WCHS only) \_\_\_\_\_ (signature)

I have read and agree to the regulations on reverse side of form: \_\_\_\_\_

(Signature of requestor)

Approved by \_\_\_\_\_ Approved by \_\_\_\_\_

Building Principal

Athletics/Activities Director

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Business Administrator

*Charges - We will bill after the completion of the event based on the following rates:*

Rental \_\_\_\_\_ per hour Custodial Services \_\_\_\_\_ per hour Security \_\_\_\_\_ per hour

Additional Special Charges \_\_\_\_\_

This Application is **NOT APPROVED** for the following reason(s) \_\_\_\_\_

Business Manager \_\_\_\_\_ Date \_\_\_\_\_

## **INFORMATION FOR THOSE REQUESTING USE OF CENTRAL GREENE FACILITIES**

The Central Greene Board of School Directors desire to cooperate with the citizens and organizations of the School District in making the buildings and facilities available for use. The following rules and regulations have been adopted for that purpose:

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1. School activities shall have priority in the use of school facilities. The use of buildings or facilities by outside organizations/groups shall not directly or indirectly interfere with the school program.
2. Following the approval of the Principal of the building requested, the Business Administrator and Athletics/Activities Director will book all events/uses for all buildings.
3. Application forms are available at the Business Office and at any school building. The form must be completed and submitted to the appropriate Principal a minimum of thirty (30) days prior to the request date to allow for review, approval and scheduling.
4. Any person or group of persons causing damage to any school district property will be liable for repairs and coinciding labor costs. Further, the organization using the facilities at the time any such damage occurs will be held responsible. Proof of liability insurance coverage is required from any organization renting/using school district facilities for any purpose where the general public will be in attendance.
5. The use or presence of alcoholic beverages or any illegal substances or paraphernalia in any form within any school building is strictly prohibited.
6. No outside equipment shall be brought into any building without authorization by the Principal, Business Administrator or Athletic/Activities Director.
7. School district personnel must be present in the building at all times when facilities are being used and a labor charge may be assessed. Chaperones, attendants, and persons in charge shall remain in the building until all other persons have left.
8. All regulations of the Board of Education and the State Fire Marshall shall be observed by all persons. There is to be no smoking or use of any tobacco products on school property. Anyone caught in violation of this rule may be subject to arrest.
9. A fee schedule has been established to cover the cost of facility rental. Labor charges for custodial and security services are in addition to the rental charge. The Business Administrator will inform interested parties of the appropriate fee for their group.
10. The use of the athletic field and parking areas are subject to Board of Education approval with fees and time limits established on a case by case basis.
11. The school has a policy not to rent our equipment; however, the district may loan certain equipment to be used for local civic functions. Such a loan does not absolve the entity of responsibility for such equipment.

Signature of Requestor: \_\_\_\_\_