

# Regulation

---

COMMUNITY RELATIONS

1001.2

APPLICATION FOR USE OF SCHOOL FACILITIES – SCHOOL GROUPS

**Part I. For School Groups:**

Organization: \_\_\_\_\_ Date Desired: \_\_\_\_\_

Duration of use from: \_\_\_\_\_ a.m. or p.m. to \_\_\_\_\_ a.m. or p.m.

Purpose of Use: \_\_\_\_\_

Building Location: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

School departments to be used (if applicable):

\_\_\_ Athletic Department    \_\_\_ Facilities Department    \_\_\_ IT Department

\*The use of athletic facilities or any auditoriums may require an onsite meeting with the applicable Director (of Athletics or IT). Large events of any type may require a meeting or discussion with the Director of Facilities (parking procedures, emergency egress, alarms, occupancy, ADA issues, contact numbers, permitted uses, etc.).

**Part II. AED Certification:**

Acknowledgement of AED Certified Personnel:

\_\_\_\_\_

AED Certified Personnel

\_\_\_\_\_

Date

**Part III. Use Request For School Groups:**

Building/Facility	Request Use	Comments/Remarks
High School Gymnasium	<input type="checkbox"/>	
High School Locker Room	<input type="checkbox"/>	
Middle School Gymnasium	<input type="checkbox"/>	
Middle School Locker Room	<input type="checkbox"/>	
Elementary Gymnasium	<input type="checkbox"/>	
Elementary School Locker Room	<input type="checkbox"/>	
Classroom	<input type="checkbox"/>	
Classroom w/ AV	<input type="checkbox"/>	
Athletic Field - grass	<input type="checkbox"/>	
High School Baseball Field - grass	<input type="checkbox"/>	
Middle School Baseball Field - turf	<input type="checkbox"/>	
Other Area(s)	<input type="checkbox"/>	

REGULATION

COMMUNITY RELATIONS

1001.2

APPLICATION FOR USE OF SCHOOL FACILITIES –SCHOOL GROUPS

Other Area(s)	<input type="checkbox"/>	
Softball Field – turf (Westmoreland Rd. Elementary)	<input type="checkbox"/>	
Softball Field - grass (Marcy, Deerfield, Parkway)	<input type="checkbox"/>	
Tennis Courts	<input type="checkbox"/>	
Turf Field (w/ lights)	<input type="checkbox"/>	
Turf Field (w/o lights)	<input type="checkbox"/>	
* Custodial/Maintenance Person ( <b>does not</b> take place on a District holiday)	<input type="checkbox"/>	
*Custodial/Maintenance Person ( <b>does</b> take place on a District holiday)	<input type="checkbox"/>	
*Site Supervisor	<input type="checkbox"/>	
Timekeeper	<input type="checkbox"/>	
Announcer	<input type="checkbox"/>	
Ticket Seller	<input type="checkbox"/>	
Crowd Control	<input type="checkbox"/>	
High School Auditorium	<input type="checkbox"/>	
High School – lighting/sound/projection booth	<input type="checkbox"/>	
Middle School Auditorium	<input type="checkbox"/>	
Middle School - lighting/sound/projection booth	<input type="checkbox"/>	

Use of District facilities is not valid until all departments involved have signed this request. (See Part IV. below).

---

**Part IV. Required Signatures:**

By signing this form, the requesting individual agrees they had read and acknowledge the requirements outline in this agreement and the District Policy’s on Community Use of School Facilities.

Form completed by: \_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Email

\_\_\_\_\_

Phone #

\_\_\_\_\_

Signature

REGULATION

COMMUNITY RELATIONS

1001.2

APPLICATION FOR USE OF SCHOOL FACILITIES –SCHOOL GROUPS

Approval from the Supervisor/Director indicated within Part I. must be obtained prior to approval by the Building Principal:

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facilities Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
IT Department Director

\_\_\_\_\_  
Date

**Request approved by:**

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

---

---

Whitesboro Central School District  
Superintendent Approved: 03/10/26