



**PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL
BUILDING USE REQUEST FORM**

MHS _____ MMS _____ MIS _____ MPS _____

Name of Organization: _____

Address _____

Purpose: _____ Fee charged? _____

If fee is charged, what will the proceeds be used for? _____

Supervising Adult(s) Name: _____ Phone: _____

Name: _____ Phone: _____

These people must be present at all times for the facility requested.

Facility Requested: Gym _____ Classroom _____ Auditorium _____ Other _____

Date: _____ Time: _____

Day(s) of the week: M T W TH F SA SU Equipment: _____

District policy requires a custodian be present for any request that takes place outside normal working hours, where a district staff member from that building is not present. Should a custodian be needed, the user group is required to pay for this service. A custodial fee may also be charged for certain events at the discretion of the district.

FEE SCHEDULE: Custodial Staff - \$25.00/hour
Cafeteria Staff - \$20.00/hour **NUMBER OF HOURS/FEE:** _____

Certificate of Insurance, minimum \$1,000,000 coverage, is required from non-school individual or group. Applications will not be processed until this certificate is on file.

I, the undersigned, as the authorized representative of the organization making this request, agree that my organization will abide with all of the District's policies, regulations and requirements governing the use of this facility as stated on the back of this form.

Responsible Adult (print) _____ Signature _____

Address _____ Phone (H) _____ (W) _____

District Staff Participating _____

Approved: _____ Bldg. Principal Date _____

_____ Athl. Director Date _____

_____ Dir./Facilities Date _____

- School activities take precedence over all the uses.
- If the district is closed due to inclement weather or emergency, all activities are canceled for that day/evening.
- This permit is valid only for the approved dates, times, facilities, and equipment.

The Board of Education of the Phelps-Clifton Springs Central School District encourages the use of school facilities in accordance with Section 414 of the Education Law by responsible school and community groups based in the Phelps-Clifton Springs Central School District.

In order to protect the property and reduce the liability of the district, the Superintendent is instructed by the Board of Education to develop regulations for use of facilities by community groups. Such regulations are to insure the prudent management of community resources and prevent additional financial burden on our community resulting for such use.

I certify, on behalf of myself and the organization I represent, that the requested use of school facilities conforms to the Education Law and that if granted the request, the members of our organization and other participating people will be responsible for observing all Board of Education regulations including:

1. Agree to indemnify and hold the Board of Education harmless by reason of any claim filed by a member of this organization or any individual in attendance and further agrees to pay the cost of school supervision, custodial, police or firemen personnel as needed.
2. All individual or groups authorized to use school facilities assume responsibility for the conduct of both participants and spectators.
3. No smoking in all buildings and on all school property.
4. No alcohol on the premises at any time.
5. In the event school has been canceled because of poor weather, energy crisis, etc., all activities scheduled by outside organizations will be postponed and a request to re-schedule will be necessary.
6. During a holiday break or on weekends, in the event custodians or cafeteria workers must be retained, the sponsoring organization will be responsible for payment of these people.
7. School facilities and equipment must be left in the same condition they are found.

Failure to comply with the above rules prohibits future use of such school activities.