



Edmeston Central School

Phone (607)965.9086 Fax (607)965.8942

BUILDING USE REQUEST FORM – USED WHENEVER SCHOOL IS NOT IN SESSION

THE ADMINISTRATION IS RESPONSIBLE FOR THE USE OF ALL SCHOOL FACILITIES. IN ORDER THAT YOUR REQUEST FOR THE USE OF THE FACILITIES MAY BE CONSIDERED, KINDLY COMPLETE THE FOLLOWING FORM: (Please **Print** all information) **ALL REQUESTS MUST BE RECEIVED AT LEAST 7 DAYS BEFORE THE DATE OF THE EVENT.**

Organization Name _____ Date(s) of Activity _____
Time of Activity: _____ Description of Activity _____
Time Building to be Opened _____ Time Building to be Closed _____
Room(s) Needed: Auditorium _____ Gym _____ Kitchen _____ Cafeteria _____ Fields _____
Other _____ (**be specific**) Any equipment /bathrooms/etc. needed (**be specific** below)

Name of contact person _____ Daytime Phone No. _____ Evening _____
Address _____
Position in Organization _____ Email: _____
Does this Organization have a public liability insurance policy in force? Yes No (Forward certificate to school)

After initial approval:

- If Kitchen is to be used, you must contact the Food Service Director.**
- If either gym or fields are to be used, you must contact the Athletic Director.**
- If building is used during non-school hours, you must contact the Facilities Director.**

Please Note –There is a fee charged for the use of school facilities on weekends or vacations when there is normally no custodian on duty. The base fee for custodians is \$50 for events less than 6 hours. For events 6 hours or over the charge is \$75 (Custodian opens, closes and is on call). Cafeteria staff are paid at \$12 per hour.

PAYMENT IS DUE ON OR BEFORE THE DAY OF THE EVENT TO “EDMESTON CENTRAL SCHOOL”.

I agree, on behalf of the above indicated Organization, that all members and guests will observe the guidelines provided and that we, individually and as an Organization, will assume full financial responsibility for any and all damages done to Edmeston Central School property during the above indicated period of use. I have also read, initialed, and agree to the rules on the back of this form.

Today's Date Signature of Person requesting use of the building

RETURN THIS FORM TO THE BUSINESS MANAGER

FOR OFFICE USE ONLY FDI _____ AD _____ FSD _____
Custodian on duty _____ Cafeteria Worker on duty _____
Approved _____ Date _____ **OVER**
Business Manager

**PUBLIC USE OF THE SCHOOL BUILDING
BRIEF SUMMARY OF RULES GOVERNING USE**

The Administration is responsible for the use of all school facilities. In order that they may consider your request for the use of school facilities, you will be asked to adhere to certain rules. Please initial the following to indicate your agreement:

- _____ The Organization will hold the school harmless from any and all liability for injury or damage resulting from the group's activity on the school property or in the use of the facilities.
- _____ The Organization (group) will furnish a Certificate of Insurance proving public liability and property damage insurance coverage.
- _____ All programs shall be planned so that they do not interfere with the schedule of regular school sponsored activities.
- _____ All meetings, entertainment and use of the building shall be non-exclusive and open to the general public. All proceeds are to be used for educational or charitable purposes.
- _____ When school closes early due to weather, the facility will NOT be available for use. ALL ACTIVITIES ARE TO BE CANCELLED.
- _____ Smoking and/or other tobacco products are NOT allowed on the school grounds at ANY time.
- _____ No consumption or sale of alcoholic beverages is permitted.
- _____ **All areas must be cleaned (swept, garbage picked up, tables wiped, etc.) BY THE ORGANIZATION using the facilities before leaving the building.**
- _____ The activity shall be restricted to that area for which permission is granted and shall not extend beyond the hours approved in the request. **Custodians are NOT permitted to unlock additional rooms.**
- _____ The supervisor in charge of the activity shall be present BEFORE the activity is due to start and remain with the group until ALL have left.
- _____ No school property or equipment is to be altered or removed from the premises.
- _____ In the absence of the Superintendent, Principal or Staff Advisor, the custodian is charged with the responsibility of the building. Custodial service is **required**. You **must** speak with the Facilities Director if you wish to use the building during non-school hours and/or need to use more than one room.
- _____ If anything other than light refreshments are to be served, a food service worker **must** be engaged. He/she will ASSIST in the proper use of the facilities, but is NOT expected to provide preparation or clean up services. You **must** see the Food Service Director if you need a food service worker.
- _____ Payment is to be made to the Edmeston Central School on or before the day of the event.