

Clinton Central School District

Request for use of school building and/or grounds
See attached sheet for charges for groups other than our students

I. Building Use Request:

The _____
(Organization)
requests the use of _____
(Room/Rooms)
at _____ for the purpose of _____
(School)
on _____, _____ from _____ to _____
(Day) (Date) (Time) (Time)

Will activity be open to public? Yes No

Will admission be charged? Yes No ; Proceeds will be use for:

Name, address and telephone number of person who will be on site and responsible for this

Activity: _____

II. Insurance Information:

Do you (the requesting organization), have an in-force public liability policy? Yes No

If yes, what are t he limits of liability?

Bodily injury \$ _____ Property Damage \$ _____

Was insurance certificate sent to Business Office? _____

III. Additional Facilities or Service:

Kitchen required? _____ From _____ To _____

Custodian required? _____ From _____ To _____

Heat required? Yes No

AV Equipment Requested? (Please list) _____

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Building Principal's Approval _____ Date _____

Athletic Director's Approval _____ Date _____

Superintendent's Approval _____ Date _____

Office Use only for invoicing purposes:

Indoor Facilities _____ Personnel Required _____ Hours _____ Other _____

Outdoor Facilities _____ Personnel Required _____ Hours _____ Other _____

IV. Rules Governing Use of Facilities by Community Groups:*

- A. No Smoking is allowed in the buildings.
- B. No drinking of alcoholic beverages is permitted.
- C. Activity shall be restricted to the area for which permission is granted.
- D. The activity shall not extend beyond the hours approved in the request.
- E. All programs shall be planned so they do not interference with the regular school activities.
- F. The organization using the building shall be responsible for moving its equipment into and out of the building.
- G. A supervisor in charge of the activity shall be present before the activity is due to start and remain with the group unit all have left.
- H. In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the building.
- I. School authorities must have free access to all rooms at all times.
- J. Where custodial assistance must be hired, a charge will be made and must be paid within 30 days.
- K. Room(s) of facility used by applicant will be carefully examined after use. The applicant will make good promptly any loss or damage occurring as a result of use of school property.
- L. No school property of equipment is to be altered or removed from the premises.
- M. Cafeteria kitchen use requires a union cafeteria person on duty. The school charges for this person.
- N. Use of buildings on week-ends or when custodians are not normally on duty requires a custodian in attendance. The school charges extra for this person (see current schedule).This fee is waived for activities serving the youth of our district.*
- O. On days in which school is closed because of weather, all activities in the buildings are cancelled. Organizations should notify participants of this and make contingency arrangements.
- P. Facility use priority is given to school groups and then community groups. No profit-making organizations are allowed to use the facilities.
- Q. Reservations are not confirmed until this application has been returned, approved by a school administrative official.

I agree on behalf of the above indicated organization that all members and guests will observe the above regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to school property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify the above-named school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above described building by our organization and we will further hold said school harmless for loss of any kind in connection therewith.

Signed: _____ Date: _____
(Requesting Officer)

- One Copy to Requesting Organization
- One Copy to Building Principal's Office
- One Copy to Business Office
- One Copy to Athletic Director
- One Copy to AV Coordinator (*if applicable*)

* A fee will be charged for building use for groups other than our students. See attached sheet

**CLINTON CENTRAL SCHOOL DISTRICT
FACILITY USE FEES*
2010-2011**

In accordance with CCS Board Policy 1022, the following fees apply to all groups using district facilities:

Indoor Facility Use:

Non-resident groups:	\$100 per event
Resident for profit groups:	\$25 per event
Groups serving students in CCS district:	No fee
Not-for-Profit Groups:	No fee

Athletic Field Use:

Non-resident groups:	\$100 per event
Resident for profit groups:	\$25 per event
Groups serving students in CCS district:	No fee
Not-for-Profit Groups:	No fee

Personnel: Rates charged to all groups if personnel are not already on duty

	Regular	Holiday
Custodian	\$42.00 hr	\$53.00 hr
Groundsman	\$27.00 hr	\$35.00 hr
Maintenance Mechanic	\$43.00 hr	\$55.00 hr

Additional Charges: may apply - as applicable to equipment and supplies as weather and outdoor event conditions dictate.

* separate rates apply for use of theatre