

# Clinton Central School District

Request for use of school building and/or grounds (other than theatre)  
See attached sheet for charges for groups other than CCS activities

## 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)

Anticipated Facilities Use Fee: \_\_\_\_\_  
Will activity be open to public? Yes  No   
Will admission be charged? Yes  No ; Proceeds will be used for:  
\_\_\_\_\_

## Name and contact information for person who will be on site and responsible for activity:

## II. Insurance Information:

Insurance Certificate must show that Clinton Central School District has been added to your policy as an Additional Insured.

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

If yes, what are the 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 or Other Equipment Requested? (Please list) \_\_\_\_\_

## Please read page 2. Signature required.

.....  
Building Principal's Approval \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director's Approval \_\_\_\_\_ Date \_\_\_\_\_

Superintendent's Approval \_\_\_\_\_ Date \_\_\_\_\_

<u>Office Use only for invoicing purposes:</u>			
Indoor Facilities _____	Personnel Required _____	Hours _____	Materials _____
Outdoor Facilities _____	Personnel Required _____	Hours _____	Materials _____

#### 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 may charge extra for this person (see Exhibit E-4), page 3.
- 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. We agree to add Clinton Central School District, 75 Chenango Ave, Clinton, NY 13323 as an Additional Insured on our Liability insurance policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Requesting Officer)

Contacts:  
Athletic Office (315) 404-4866  
Superintendent (315) 404-2762  
Facilities (315) 525-7065  
Kirkland Police 911

**CLINTON CENTRAL SCHOOL DISTRICT  
FACILITY USE FEES (Other Than Theatre)\***

In accordance with CCS Board Policy 1500, 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 including those who are not charged a facility use fee:

	<b>Regular</b>	<b>Holiday</b>
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 and as weather and outdoor event conditions dictate.

\* separate rates apply for use of theatre

Revised: 2/24/15