

**FORESTVILLE CENTRAL SCHOOL DISTRICT
REQUEST FOR USE OF FACILITIES**



Name of Organization	Address	
Representative(s)	Phone Number	Date

Requests should be made at least 10 days in advance and no more than one school year prior to date. All groups are required to fill out a Request for Use of Facilities Form and must provide a Certificate of Insurance prior to event.

Designate the area of the facility/facilities to be used for the activity:

<input type="checkbox"/> Elementary Cafeteria	<input type="checkbox"/> MS/HS Cafeteria	<input type="checkbox"/> Varsity Softball Field
<input type="checkbox"/> Elementary Gymnasium	<input type="checkbox"/> MS/HS Gymnasium	<input type="checkbox"/> Modified Softball Field
<input type="checkbox"/> Elementary Library	<input type="checkbox"/> MS/HS Library	<input type="checkbox"/> Football Field
<input type="checkbox"/> Elementary Kitchen	<input type="checkbox"/> MS/HS Kitchen	<input type="checkbox"/> Auditorium
<input type="checkbox"/> Elementary Classroom # _____		<input type="checkbox"/> MS/HS Classroom # _____
<input type="checkbox"/> Other _____		

Date(s) of Use: _____

Event Time : From _____ a.m./p.m. to _____ a.m./p.m.

Building Use Time (including preparation / clean up: From _____ a.m./p.m. to _____ a.m./p.m.

Door Access Times: From _____ a.m./p.m. to _____ a.m./p.m.

<input type="checkbox"/> Elementary Front Door	<input type="checkbox"/> MS/HS Main Office	<input type="checkbox"/> MS/HS Gym Lobby
	<input type="checkbox"/> MS/HS Hornet Hallway	<input type="checkbox"/> MS/HS Band Hallway

Event/Kind of Activity: _____

Organization Type: For Profit Not-For-Profit

Will there be an admission charge? Yes No If yes, how much? _____

Equipment and/or Furniture Needed:

Chairs: Quantity _____ Tables: Quantity _____ Podium Ice Machine Projector with Screen
 Technology Equipment : _____ Other : _____

Custodial Services Requirements:

Organization Representative(s) Responsibilities :

- 1) Complete this form.
- 2) Hand carry or deliver to the Director of Facilities.
- 3) If request is for an athletic facility, this form must be signed by the Athletic Director.
- 4) If request is for the kitchen or cafeteria, this form must be signed by the Shared Cook Manager.
- 5) Inform all event participants of the Safety Rules.
- 6) Please read, initial all pages, and sign on page 6 of this form.
- 7) ALL REQUESTS MUST BE RETURNED TO THE SUPERINTENDENT'S OFFICE FOR FINAL APPROVAL. The original form will be sent to the organization representative(s), either approved or denied, and copies sent to all signatories.

**FORESTVILLE CENTRAL SCHOOL DISTRICT
RULES & REGULATIONS FOR FACILITY USE**

A. General Conditions

In accordance with Education Law and the policy of the Board of Education, the administration may permit the use of school facilities and grounds and other property of the District when not in use for school purposes for any of the following purposes:

1. For holding educational, civic, social, and recreational meetings and entertainment for the welfare of the community. Such meetings, entertainment, and uses shall be non-exclusive and shall be open to the general public.
2. For meetings, entertainment, and occasions where admission fees are charged, when the proceeds are to be expended for an educational or charitable purpose. Such use shall not be permitted if such use, entertainment, and occasions are exclusive and the said proceeds are to be applied for the benefit of a society, association, or organization of a religious denomination or of a fraternal, secret, or exclusive society or organization, other than organizations of veterans of the military, naval, or marine service of the U. S. and organizations of volunteer firemen.
3. For holding primaries and elections and for the registration of voters.

B. Who May Use School Facilities

1. A Request for Use of Facilities Form may be issued to the following groups:
 - a. Reputable Community Groups or Organizations, most of whose members live in the school district.
 - b. Community Youth Groups who meet the requirement stated in "a" above and who are under the supervision and control of adults. No youngster or group of youngsters shall be admitted to a school building unless supervised by an adult aged 21 years or older.
2. A Request for Use of Facilities Forms will not be issued to the following groups:
 - a. Political organizations or clubs.
 - b. Organizations or individuals for private gain or profit, direct or indirect, except organizations of veterans of the military service of the U. S. and organizations of volunteer firemen.
 - c. Religious groups, sects, or denominations for purposes of religious instruction.

C. Which Facilities May Be Used

1. On days when schools are normally in session and when not in use for school purposes, the following facilities may be used only if a Request for Use of Facilities Form has been issued by and under the authority of the Board of Education:
 - a. Classrooms, cafeteria, auditorium, gymnasiums, etc.
 - b. Outdoor facilities such as playgrounds, athletic fields, track, etc., when requested for an extended period and on a regular basis.
 - c. Use of school equipment is not automatically covered by permission to use a school facility. Permission to use specialized items such as gym equipment, film, projectors, etc. may be granted by the Superintendent.

D. Procedures for Securing Permission to Use School Facilities

1. All applications for use of school facilities should be made in writing and submitted to the Director of Facilities at least 10 days before the expected use. For extenuating circumstances, this requirement may be waived by the Superintendent if suitable arrangements can be made, including the services of custodian or custodians.
2. The Superintendent shall retain the right to review, alter, or cancel any Request for Use of Facilities if it becomes necessary to use the building for school purposes or for other justifiable reasons.
3. The outside organization agrees to assume all responsibility for damages incurred resulting from its use of the facility.
4. When submitting request, the applicant or responsible adult designated to sign the application must review the board policy pertaining to the use of school facilities. His/Her signature on the application form shall attest to his/hers and the organization's intent to comply with all board requirements.

5. Normally the school buildings and grounds must be vacated by 9:45 p.m. unless specified otherwise in the Use of Facilities Form.
 6. A Request for Use of Facilities Form shall be valid only for the use of specific school premises on the date or dates, at the hours, and for the purposes specified in the Use of Facilities Form. Any adjustment in the Request for Use of Facilities Form, which would broaden the scope of such use, is not allowed except with the approval of the office of the Superintendent.
 7. Request for Use of Facilities Forms shall not be transferrable.
 8. The number of custodians or direct personnel required to be on duty at any meeting or entertainment sponsored by an outside organization shall be determined by the Superintendent or his/her representative and shall depend on the nature of the usage of the facility and the number of people attending.
 9. No Request for Use of Facilities Form shall be valid unless signed by the Superintendent or his/her designee.
 10. Whether or not admission fees are charged, no contribution shall be solicited or collected on school premises, unless permission to do so has been given by the Superintendent and such permission is stated in the Request for Use of Facilities Form.
 11. When an admission charge is permitted, the community organization shall be responsible for payment of any admission tax levied by a governmental body.
- E. Supervision
1. Adults in charge must be designated and present a Request for Use of Facilities Form on request.
 2. Activity is limited to time and areas assigned.
 3. Entry and exit is limited to established patterns.
- F. Responsibility of the School District and its Employees
1. The use of school facility shall be under the supervision of the building principal or his/her designee. Recognizing that each facility is unique, the implementation of special rules and requirements within the framework of board policy may serve to facilitate the administration of that policy. Organizations using such facilities are required to conform with these regulations as if they were detailed in the board policy. Failure to do so could result in the suspension or cancellation of the Request for Use of Facilities Form.
 2. Irregularities in the use of school facilities, such as damage or disorderly conduct, should be reported to the principal of the building by his representative on duty. The principal or his/her designee shall report such irregularities to the person in charge of the activity and shall remind the group that such behavior could result in the loss of the Request for Use of Facilities.
 3. When permission has been granted for use of school equipment, it shall be used by, or under the supervision of, a regularly assigned district employee.
- G. Rules Pertaining to Use of School Facilities
1. The signer of the application shall be the responsible representative of the organization using the facilities and his/her designee shall be present whenever the facilities are in use.
 2. The organization shall be responsible for any damage its members cause to the premises or equipment. This shall be reported by the organization to the principal or his/her designee and the custodian on duty.
 3. The adult representative of the organization shall be responsible for seeing that the premises are left in the same condition as found or suspension of the Request for Use of Facilities may follow. This means that (a) damage to school property or equipment occurring during use of the facility must be reported to the school employee in charge, (b) debris resulting from such use must be removed, and (c) the facility must be left in order.
 4. Appropriate attire shall be worn in the gymnasium.
 5. In the case of an accident resulting in injury to any person or damage to personal or school property, the incident must be immediately reported. All reports must be confirmed in writing to the district office within 24 hours. The organization representative must complete an accident report or damage report. Copies of the accident report(s) should be sent to the office of the Superintendent.

- a. Accident reports must give the following detailed information:
 1. Name, address, and telephone number of the injured party.
 2. Time of occurrence.
 3. Place.
 4. Nature of the injury sustained.
 5. Name of persons witnessing the incident.
 6. Remedial steps taken.
 - b. Damage reports must give the following detailed information:
 1. Name, address, and telephone number of the responsible party.
 2. Time of occurrence.
 3. Place.
 4. Description of the damage.
 5. Name of persons witnessing damage.
6. Other parties involved. The operation of a concession on school property without the permission of the Superintendent shall be prohibited.
 7. Any food or beverages left on school property that has exceeded the expiration date will be disposed of.
 8. Smoking and vaping are prohibited in all buildings, grounds, premises, and in/on all property owned by the district.
 9. No alcoholic beverages shall be permitted on school property.
 10. Gambling is prohibited on school property.
 11. All decorations used within the building must be fire-resistant and approved by the principal. No open flame decorations shall be permitted. No decorations shall be attached to walls or ceiling which would damage the finish of the walls or ceiling. Decorations in the auditorium, multiple purpose rooms, or foyers shall be limited to those of a freestanding display type.
 12. All decorations, furnishings, and equipment provided by the user, together with any debris, shall be removed from the premises by the user under the direction of the school staff. There shall be no installation of equipment or alteration to the existing facilities or equipment without the special permission of the Superintendent.
 13. The privilege of parking on or near the premises is subject to the regulations of the Board of Education and all street parking regulations of the county, town, or village shall be fully enforced.
 14. Unauthorized or unlicensed vehicles or equipment such as go-carts, motor bikes, or power driven model airplanes, are not permitted on school grounds.
 15. AUDITORIUM USE - The following rules and regulations apply to the use of the auditorium by the general public:
 - a. No food or beverages of any kind allowed in the auditorium.
 - b. No feet on or over the backs of auditorium seats.
 - c. No use of pyro (fire) activities in the auditorium because of the sprinkler system.
 - d. Lighting and/or sound equipment will only be used by the Director of Technology or his/her designee.
 16. KITCHEN USE - The following rules and regulations apply, effective January 1, 2021, for the use of the kitchen:
 - a. Activities involving the use of kitchen facilities will require a kitchen staff employee to be hired during that time. All labor costs are to be paid by the organization when billed, unless otherwise determined by Superintendent.
 17. Maximum occupancy limits are posted in all applicable areas. These limits are to be adhered to at all times.
 18. At the beginning of each event, the signer of the application or his/her designee, will introduce themselves and any chaperones to the people in attendance. They shall point out emergency exits and evacuation routes.

Emergency Response:

Medical - In the event of a medical emergency, dial 911. Be sure to state your name, location from which you are calling, and the nature of your emergency. Automated External Defibrillators (A.E.D.s) are located near the gymnasium of each building. Only individuals certified in CPR/AED are qualified to operate the A.E.D.s.

Fire:

- a. Sound building fire alarm by activating the nearest fire alarm pull station.
- b. Direct ALL people to the exits in an orderly manner.
- c. Notify building administrator or his/her designee.
- d. Wait for emergency responders to clear the situation before re-entering the building.
- e. For all other emergencies, notify building administrator or his/her designee and follow their instructions.

H. Parking Vehicles

All vehicles must be parked in designated areas provided. Only parallel parking on parking lot shoulders will be permitted. Vehicles needing access to undesignated areas must have special approval.

I. Changing Plans

Ample notice (usually at least three days) of any change of plans must be communicated to the Director of Facilities.

J. Fees - If a fee applies, it must be paid within 15 days of bill.

1. Conditions for Fee Waiver or Exemption

- a. No group shall be charged a fee for the use of a school facility for an activity or meeting which has been requested or co-sponsored by the Board of Education.
- b. When the use of a school facility results in or necessitates custodial overtime, the user shall be charged the cost of the additional service of the regular fee for each hour or major fraction thereof. If a group is using a facility without fee, the charge for overtime will be set as per contractual obligations for this custodial service.
- c. The Superintendent reserves the right to deny any group a Request for Use of Facilities Form for an unreasonable or excessive request and to charge any group a fee for the use of the facility when and if such use would result in an extraordinary expense to the district.

2. Fee Schedule

- a. School Related Groups- no charge for facility use.
- b. Community Groups- no charge for facility use (see 1. B. above)
- c. Fee considerations will be made for outside groups whose profits will be used on behalf of Forestville Central School students.

COMMUNITY USE OF SCHOOL FACILITIES

It shall be the policy of the Board of Education to encourage the greatest possible use of school buildings for community-wide activities. This is meant to include use by recognized civic, social, and fraternal and religious organizations. However, in accordance with law, District facilities may not be used by community groups for aiding any religious purpose or for any denominational doctrine, instruction, or service. Groups wishing to use the school facilities must secure written permission from the Superintendent and abide by the rules and regulations established for such use. The Superintendent, at his/her discretion, may consult with the Board of Education.

Organization's Supervisor(s) of Event on Use Date

Organization Representative

Building Administrator

Director of Facilities

Athletic Director (if required)

Shared Cook Manager (if required)

Business Office

Superintendent of Schools

Approved / Denied

FOR INTERNAL USE ONLY

Scan to all parties including the staff member(s) being affected by the use of the facility.

Proof Of Insurance Received ___ Yes ___ No

Billing

Cafeteria Employee(s) Assigned: _____ Cost \$ _____

Note: An hourly rate will be charged unless a cafeteria employee is already on duty.

Buildings and Grounds Employee(s) Assigned: _____ Cost \$ _____

Note: An hourly rate will be charged unless a custodian is already on duty.

Auditorium Rental

\$ _____ Hourly Rate for Not-For-Profit Organization

\$ _____ Hourly Rate for For Profit Organization

\$ _____ Stage Crew Rate

