

Middleburgh Central School District

BUILDING USE FORM

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE APPROPRIATE SCHOOL

Elementary School
 PO Box 850
 Middleburgh, NY 12122
 827-3600

Middle/High School
 PO Box 400
 Middleburgh, NY 12122
 827-3600

It is required that a custodian, employee or person affiliated with the District be present during use of any District Facility. Security of the buildings is the responsibility of the group/organization using the building. **SCHOOL DISTRICT ACTIVITIES WILL TAKE PRIORITY FOR USE OF BUILDING.** Community/outside organizations must have a current insurance certificate on file in the Business Office. The Building Use Form will be returned to the person/group making the request after it is processed.

Circle One School District Org. Community Org. Other

Building being requested: Elementary School Middle/High School

Requesting Person or Organization: _____ **Date:** _____

Area needed:

- ___ Auditorium
- ___ Gym
- ___ Gym Lobby
- ___ Library Information Center (LIC)
- ___ Main Lobby
- ___ Cafeteria
- ___ Classroom # _____
- ___ Other _____

Purpose of Activity: _____

Person in charge representing
the organization:

Name: _____

Address: _____

Phone: _____

Clean up committee:

Any special needs/set up: _____

DATE(S)

TIME(S)

Office use only

Approved

Denied

Reason: _____

Building Principal's Signature

Business Administrator's Signature

This activity requires a charge for Building Use:
\$50.00 per hour X _____ number of hours = \$ _____

Certificate of Insurance
NECESSARY

cc: Contact Person

Business Office

Bldg. & Grounds Supervisor

Athletic Director

GUIDELINES REGARDING BUILDING USE BY OUTSIDE ORGANIZATIONS
School Activities Have Scheduled Priority Over Outside Organization Requests

It is the intent of the Board of Education of the Middleburgh Central School District to make available to outside organizations facilities of the District. Note the following guidelines relative to the use of such facilities.

1. An organization requesting use of school gymnasium, cafeteria, auditorium or classroom must make such request to the Building Principal on the designated form provided for such purposes at least two weeks in advance of such use.
2. A school district custodian shall be present during the scheduled time for the activity. If the activity takes place when a custodian is not normally scheduled to work, the organization will be charged a fee of \$50.00 per hour for use of the facility, utilities and the presence of a custodian.
3. The school district will not be responsible for any publicity, informational service or general business service for a respective user.
4. NO SMOKING is to be observed in all parts of the building and school grounds.
5. The organization approved for use of the school buildings and grounds will be held responsible for cleaning and removing any debris following the scheduled event or activity. Each organization using school buildings and grounds will be requested to indicate the names of specific individuals responsible for post activity cleanup.
6. ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON SCHOOL PROPERTY.
7. No alteration is to be made to any school property or equipment.
8. School facilities are not available to outside organizations during school holidays, vacation periods or emergency closing days.
9. Supervision shall be responsibility of the organization using the facility. There will be at least two (2) adults responsible for supervision during any activity. When there are more than 30 students participating and/or attending an activity, there shall be one (1) additional adult for each additional ten (10) students.
10. The district reserves the right to withdraw approval for building use.
11. Under certain unforeseen circumstances, it may be necessary for the District to deny use of a facility previously granted to an organization. Rescheduling will be made whenever possible. The District will make every effort to notify the organization in advance so that the appropriate arrangements can be made.
12. The organization is asked to notify the Building Principal as far in advance as possible if they are not going to use a facility for the time approved for such use.
13. The use of the facility shall be nonexclusive and shall be open to the general public.
14. If an admission fee is charged, the proceeds must be for the use of educational or charitable purposes.
15. Any exception to these guidelines must have prior approval of the Board of Education or Superintendent of School.
16. When permission for use of space in any school building or on any school grounds or portion thereof for an activity for which admission is charged, and athletic activity is to take place, or when it is deemed necessary by the principal, the using organization shall be required to furnish public liability and property damage insurance in the amounts set forth below.

Evidence of such coverage shall be submitted to the Business Office prior to the requested date for use of the facility. This evidence of coverage shall be in the form of a CERTIFICATE OF LIABILITY OF INSURANCE issued by the insurance company providing coverage in the amounts of:

Public Liability	\$500,000 - \$1,000,000
Property Damage	\$50,000

The Certificate of Liability Insurance shall designate the using organization as insured and the Middleburgh Central School District as an "Additional Insured".

17. ALL ACTIVITIES HELD AT THE SCHOOL BUILDING ARE TO CONCLUDE BY 10:00 PM UNLESS PRIOR ARRANGEMENTS ARE MADE WITH THE PRINCIPAL.

I AGREE AND SHALL ABIDE BY ALL TERMS AND CONDITIONS OUTLINED ABOVE.

PRINT NAME OF PERSON IN CHARGE

PRINT NAME OF ORGANIZATION

SIGNATURE OF PERSON IN CHARGE

DATE