

Morrisville-Eaton Central School District

REQUEST FOR USE OF BUILDINGS OR GROUNDS

*Request must be submitted at least 14 days prior to the desired date for use of the buildings/grounds.
You are not authorized to use the facility until this request has been approved and a copy returned to you.*

Sponsoring Organization: _____

Name of Representative: _____

Address and Telephone No. _____
(to return form to and contact if needed)

Date(s) Requested: _____ Check Days Mon Tues Wed Thurs Fri Sat Sun

Recurring Event: Yes No **Start Date:** _____ **End Date:** _____ **Hours Needed:** _____ am/pm **TO** _____ am/pm

Reason for Use of Buildings/Grounds: _____

Building/Grounds Location Requested: Edward R. Andrews Elementary Middle/High School

Specific Area(s) or Room(s) Requested: _____

Equipment/Set-up Requested: _____

Number of People Expected to be Present: _____

Will admission be charged? Yes No **Proceeds to benefit:** _____

Chaperones: _____

Certificate of Insurance

A certificate of insurance, with proper limits of liability (minimum \$1,000,000), shall be submitted as evidence of insurance coverage at least ten days in advance of the event and must show the legal name of the sponsoring organization and show the school district as an additional insured.

Certificate Attached

Certificate current and on file

Certificate Requested-will be sent directly by Insurance Co.

Do not have Insurance

AED- Complete this section for school sponsored events only

Please identify the AED Trained Personnel scheduled for this event: _____

As a representative of the organization, I have read and agreed to the rules and regulations.

Signature of Person making Request

Date

Approved Denied Other: _____

School Official

RULES FOR USE OF FACILITIES- COMMUNITY GROUPS

- 1. The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until they have left.**
- 2. In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the building.**
- 3. The organization using the building shall be responsible for getting its equipment in and out of the building.**
- 4. Youth under 18 years of age requires the presence of adequate adult supervision.**
- 5. Activity shall be restricted to area and time for which permission is granted.**
- 6. All school safety and security policies must be followed.**
- 7. All school activities take precedence over outside group activities.**
- 8. The organization will return the building to the same condition as when received.**
- 9. Smoking and all tobacco products are prohibited in school buildings and on school grounds.**
- 10. Alcoholic beverages are prohibited.**
- 11. Non-school groups will be billed \$25.00 per hour if overtime custodial service or other non-scheduled school personnel are required (i.e. weekends). Groups will be invoiced and must pay within 30 days.**
- 12. Use of the building is not authorized when school activities are cancelled due to weather or unforeseen circumstances.**
- 13. Kitchen use- The organization will be required to pay for one employee assigned by the Food Service Manager to supervise use of equipment, assist when necessary in its use, and insure that the area is properly cleaned at the conclusion of the activity.**
- 14. Auditorium sound system or stage lighting use- The organization requesting such use will be required to pay for an authorized operator of the equipment.**
- 15. AED Trained Personnel must be scheduled whenever public school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities, or whenever a school-sponsored athletic contest is held at any location. Events include, but are not limited to, dances, concerts, plays, National Honor Society Induction, prom, open houses.**
- 16. No school property or equipment is to be altered or removed from the premises.**
- 17. A certificate of Insurance (with proper limits of liability) shall be submitted as evidence of insurance coverage at least ten days in advance of the event and must show the legal name of the sponsoring organization and show the school district as an additional insured.**
- 18. The license is revocable at any time by school authorities.**
- 19. No reservation will be made until this application is approved and returned.**
- 20. Any accidental damage or unusual incidents are to be reported to the building principal or custodian on duty.**
- 21. District buildings will not be available for use by outside groups on Sundays or holidays without special permission from the Board of Education.**