

CAMPBELL-SAVONA CENTRAL SCHOOL DISTRICT-APPLICATION FOR USE OF SCHOOL FACILITIES
FIVE COPIES OF THIS FORM ARE NEEDED FOR DISTRIBUTION (Checklist at bottom of this form)
ONLINE FORM MUST BE BROUGHT INTO SCHOOL TO COMPLETE SECTIONS 3 AND 4.

Section 1. (At least 2 weeks in advance)

A. Application Date: _____
 Organization: _____
 Address: _____
 Exempt from facility use fees? Yes No
 Profit Status: Not for Profit Profit
 Person making request and assuming responsibility:

 Phone contact number: Days: _____
 Evenings: _____

School requested: _____
 Room/Facility requested: _____
 Date (s) requested: _____
 Time requested: _____
 Purpose: _____
 School equipment requested: _____
 Admission charge? Yes No
 Amount of admission: _____
 Estimated number of people in attendance: _____

Special Instructions (If Necessary)

B. **Insurance:** Organizations/persons using school facilities shall provide the District with proof of liability insurance with the School District as a named Insured at limits determined by the District. If it is determined that such certificate of insurance is not feasible, the School District reserves the right to deny use of the requested facilities. Applicant hereby agrees to indemnify and hold harmless, the School District, from all liability or claims, demands, damages, and costs, including reasonable attorney's fees, for or arising out of applicant's use of School District's facility's, whether it be caused by the negligence of applicant, its agents or employees, or otherwise.

C. It is hereby agreed that the above organizations will be fully responsible for the compliance with the State Education Department Law and School District regulations governing the use of school facilities. I have read the regulations (see policy and application below) and any other information received, and hereby certify that the organization which I represent and the activity which we are sponsoring fully meet the conditions set forth and hereby agree to observe all rules and procedures stated therein, including insurance or Hold Harmless Agreement as applicable on file with the School District.

D. Must meet with supervisor after approval prior to use.
 Signature: _____ Date: _____

Section 2. To be completed by District Employee/Board Member representing an organization requesting exemption for custodial/personnel fee (when custodian is not on duty):

I agree to be present during the facility use and to take complete responsibility for compliance of the organization or individual with all rules and regulations pertaining to facility use.

I am (check one) a member of the Board of Education
 a School District employee

I have been issued a key(s) for facility use and agree to assume responsibility for the use and return of the key(s).

Signature: _____ Date: _____

Section 3. To be completed by the building principal:

Calendar clear? Yes No Custodian to be assigned? Yes No

Authorized Signature: _____

Section 4. To be completed by Superintendent or designee:

Facility Fee* _____ Custodial Fee* _____ Personnel Fee* _____ *Dollar amount or exempt

Insurance Certificate received? Yes No Signature: _____

Distribution: Maintenance Building Principal Business Office AV Requestor

POLICY AND APPLICATION

School buildings and grounds may be used by non-school community groups and organizations per the guidelines contained in the Board of Education Policy Handbook and the District Facility Usage Plan. Application shall be filed with the respective building principal.

- Reservation for any meeting place must be arranged by the responsible representative of the organization at least two (2) weeks prior to use. Annual or long-term reservations must be renewed at the beginning of each school year.
- School groups take precedence and outside group use must occasionally be moved to a different location or postponed. School supervisors requests and directions must be honored.
- All activities must be properly supervised by the organization.
- School personnel will be on duty during the hours of the event. Specialized supervisory personnel may be assigned at the discretion of the school district.
- Responsibility for damage resulting from the use of school facilities must be assumed by the person whose signature appears on the form. (No combustible materials may be used.) Responsibilities and payment for any damage resulting from use of the facility is to be assumed by the organization.
- Any accidents involving personal injury or damage to school district facilities or equipment must be reported to the building principal and an accident report (available in principal's office) must be completed with 24 hours.
- Storage on non-school property is limited. If equipment, apparatus, scenery decorations or other materials are brought into the buildings, fire safety regulations must be satisfied. The responsible organization assumes all risks for any storage.
- The groups using the facilities shall be limited to their assigned area.
- The facility should be left in a clean condition which includes cleaning up any litter and repositioning furniture.
- Buildings will be closed at 10:30 unless authorized by the building principal or Director of Athletics.

FEES

All organizations that qualify to use school facilities will be charged the established rates unless they are exempted by Board of Education Policy.

Individuals or organizations may be exempt for paying facility use fees when a Board of Education member or a district employee is approved as a supervisor during facility use. This exemption is based on the willingness of the Board Member or district employee to take full responsibility for facility use.

GENERAL RULES

- Please familiarize all activity participants with the location of FIRE EXITS.
- Smoking is not allowed anywhere on school property
- No alcohol or illegal drugs are allowed on school premises.
- Food and drink is not allowed in district gymnasiums, stage and auditorium areas.
- Ample parking is available; please obey all posted vehicle signs. Illegally parked cars may be ticked or towed away at owner expense.