

CANISTEO-GREENWOOD CENTRAL SCHOOL DISTRICT

84 Greenwood Street
Canisteo, New York 14823
Phone: (607) 698-4225 ext. 2403
Fax: (607) 698-2833

REQUEST FOR USE OF BUILDINGS/GROUNDS

PLEASE RETURN COMPLETED REQUEST FORM TO THE DISTRICT OFFICE.

Date(s) Facility is Desired _____ ***Please Read Reverse Side of This Form***

Name of Organization _____ Today's Date _____

Purpose for this Request _____

Number of People _____ Ages (approx.) of those who will be in attendance _____

Which Facility is Being Requested Middle School Elementary School High School

Which Area(s) and/or Room(s) are Being Requested _____

Entry Time _____ AM PM Event Ending Time _____ AM PM

Event Start Time _____ AM PM Departure Time _____ AM PM

Chaperones _____

**PLEASE ATTACH CERTIFICATE OF INSURANCE TO REQUEST
(Application will not be processed until received)**

Custodial Arrangements (please check what equipment you will need)	
Table/s-how many? _____	Projector _____
Chairs-how many? _____	Keys _____
Podium, Microphone, etc. _____	Other (<i>Please specify</i>): _____
Bleachers pulled out _____	_____

"I STATE THAT OUR USE WILL BE IN COMPLIANCE WITH THE SCHOOL DISTRICT'S POLICY FOR COMMUNITY USE OF SCHOOL FACILITIES"

Community Resident Responsible _____ Date _____

Address _____ **Phone required)** _____

E-Mail Address (required) _____

Superintendent's Approval _____ Date _____

Guidelines for Fundraising Activities by Non-School Sponsored Groups

- A. Use of school facilities must conform to Board of Education Policy #3260.
- B. There should be a clearly stated use for the funds raised which will benefit the school district as determined by the Board of Education.
- C. These guidelines are designed to prevent the exploitation of students and the disruption of their education by commercial activities which are unrelated to their instruction.

GENERAL POLICY

Non-school community groups and organizations may use the school buildings and grounds when not in use for regular school purposes subject to the following regulations:

- 1.) All meetings, entertainment or occasions held in the school must be non-exclusive and open to the public.
- 2.) No organization may use the facilities if admission fees are charged unless the net proceeds are to be devoted to an educational or charitable purpose.
- 3.) In approving the use of school facilities by non-school groups, discretion will be exercised by the administration as to the appropriateness of the activity. The administration may refer requests to the Board of Education if it deems it is advisable to do so.
- 4.) The use of school facilities for merchandising or commercial purposes is prohibited.
- 5.) The school facilities are not to be used for political meetings or by political groups, except when non-partisan organizations may wish to sponsor public meetings involving debate or discussion by at least two political groups.
- 6.) Equipment may not be loaned for use outside the school building or off the school grounds without the authorization of the Superintendent.
- 7.) Use of alcoholic beverages, drugs, and smoking are prohibited on school grounds.
- 8.) Service charges for school district employees required to be on duty in addition to their regular hours shall be billed to the facilities user at a rate of **\$22.00 per hour** for a minimum of one hour if an extension of their regular working hours. When employees are required to report to work for an event, a minimum of three hours will be charged to the facilities user.
- 9.) Use of the district's swimming pools requires adequate pool staffing and personnel shall possess required current lifeguarding and CPR/AED certifications.
- 10.) The Canisteo-Greenwood Central School District is absolved of all liability in the use of all school facilities. Proof of insurance for organizations and groups may be required.

NOTICE

Chapter 9 of the Laws of 1991 of New York State require the person in charge of any after school program, event or performance which takes place in a school and which is attended by persons who do not regularly attend classes within the school, to notify such persons in attendance at the beginning of such program, event or performance of the proper procedures to evacuate the building in an orderly and timely manner in the event of a fire emergency.

The following required notification shall be announced at any single occurrence and at each occurrence where the same presentation is given to a different audience. Where a program, such as an adult education class runs several weeks, the notice shall be given at least at the first meeting.

"If a fire emergency arises, please proceed in an orderly, efficient manner to the nearest fire exit. All exits are clearly marked in (RED) or (GREEN)."

(Visibly demonstrate where the exits are by pointing and verbally describe their locations.)