

**GROTON CENTRAL SCHOOL
BUILDING USE REQUEST**

~ NON- SCHOOL GROUPS ONLY ~

THIS REQUEST MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE SCHEDULED EVENT

1. LEGAL NAME OF ORGANIZATION: _____ DATE SUBMITTED: _____
2. DATE(S) OF EVENT (*specific calendar dates, i.e., Mondays, March 1, 8, 15, 22, 29, 2004 - not every other Tuesday, first Mondays October-March, etc.*): _____

3. TYPE OF EVENT: _____
4. FACILITY REQUESTED: ELEMENTARY SCHOOL _____
Room(s) or Field
- MIDDLE/HIGH SCHOOL _____
Room(s) or Field
- ROSS FIELD _____
5. ACTUAL STARTING & ENDING TIMES OF EVENT: _____ TO: _____
6. TIME FACILITY IS NEEDED - SET UP/TEAR DOWN TIME: _____
7. WILL THE EVENT BE OPEN TO THE PUBLIC? _____
8. ADMISSION WILL/WILL NOT BE CHARGED? _____
9. NAME, ADDRESS, E-MAIL ADDRESS & TELEPHONE NUMBER OF PERSON(S) RESPONSIBLE FOR THIS EVENT:

10. SERVICES NEEDED:

___SET UP ___CUSTODIAL ___SECURITY ___CLEAN UP ___KEYS ___EQUIPMENT*

*LIST _____

FOR KITCHEN/DINING ROOM USE, PLEASE USE ADDITIONAL FORM - CAFETERIA FACILITIES USE REQUEST FORM

11. INSURANCE INFORMATION:

The User shall not be permitted to use any District premises or property without first providing the District with proof of insurance from an insurer licensed in New York in amount and coverage, including contractual liability, that the District finds acceptable (Each Occurrence: \$1,000,000; Aggregate: \$3,000,000), and as required by state, federal, and local law. Such insurance must protect the District from all damages and liabilities as set forth in the Hold Harmless Agreement at the end of this form. **Please attach a Certificate of Liability Insurance naming the Groton School District as additional insured.**

12. NOTES:

- a. School activities preempt outside group activities. On occasion, the location and/or date of a previously approved activity may need to be changed.
- b. In the event of an emergency closing, early dismissal, or cancellation of after-school activities, buildings are closed and no activities will take place.
- c. If you cancel an approved event, please notify the appropriate office as soon as possible.

12/02/04

RULES GOVERNING THE USE OF GROTON SCHOOL DISTRICT FACILITES

1. NO SMOKING IS ALLOWED ON SCHOOL PROPERTY.
2. NO DRINKING OF ALCOHOLIC BEVERAGES IS PERMITTED ON SCHOOL PROPERTY.
3. PLEASE FOLLOW THE NEW TRAFFIC/PARKING PATTERNS AT BOTH SCHOOLS (starting in 2004-05).
4. The activity shall be restricted to that area for which permission is granted.
5. The activity shall not extend beyond the hours approved in this request.
6. All programs shall be planned so they do not interfere with the regular school day schedule.
7. The organization using the building shall be responsible for moving its equipment into and out of the building.
8. The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
9. In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the building.
10. School authorities must have free access to all rooms at all times.
11. Where custodial assistance must be hired, a charge will be made which must be paid within thirty (30) days.
12. Room(s) and/or the facility used by the applicant will be carefully examined after use. The applicant will promptly make good any loss or damage occurring as a result of use. If food or beverage is brought into the facility, it is expected that the area will be cleaned up (including disposal of garbage, debris on floors, etc.)
13. No school property or equipment is to be altered or removed from the premises.
14. At the middle-high school, if the auditorium is used, it is expected that the organization using the auditorium be responsible for clearing the stage of all chairs and stands before use and then replacing them after use. A seating chart will be available to facilitate the correct set up. All items brought in and set up for the activity must be torn down for the next regular school day, unless special permission has been given by the band director or main office.
15. This license is revocable at any time by school authorities.
16. For athletic facilities, a Building Use Form needs to be approved by the Athletic Director.
17. NO RESERVATION WILL BE MADE UNTIL THIS APPLICATION IS RETURNED AND APPROVED BY THE APPROPRIATE SCHOOL OFFICIAL.

AGREEMENT:

I agree on behalf of the above named organization that all members and guests will observe the above regulations. I, signing as an authorized representative of the above named organization, agree to defend, indemnify, and hold Groton Central School District, the Board of Education, and their officers and agents, harmless from all injury, loss, costs, claims or damages to any person or property arising from, related to, or in any way connected with the use of Groton School District property by the above named organization unless cause of such loss, damage or expense is due to the negligence of the Groton Central School, its officers, trustee, agents and/or employees.

_____ Date: _____
 Printed name of Authorized Representative Organization's Authorized Representative's Signature

 Address Phone number

NOT APPROVED
 APPROVED _____ Date: _____
 Administrator's Signature

Administrator's office keeps original request and sends copies of (dis)approved request to:

- | | | | | |
|---------------------|---|----------------------|--|-------------------------|
| <i>1. Applicant</i> | <i>2. District Office</i>
<i>(MS-HS requests only)</i> | <i>3. Facilities</i> | <i>4. Food Service</i>
<i>(if applicable)</i> | <i>5. Administrator</i> |
|---------------------|---|----------------------|--|-------------------------|