

REGULATIONS FOR USE OF FACILITIES

Prior to the use of facilities, non-school groups must provide Rensselaer Central Schools Corporation with certificate of liability insurance with Rensselaer Central Schools Corporation as an additional insured and minimum coverage of \$1,000,000.00 (One Million Dollars).

Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.

The Corporation reserves the right to request payment of estimated fees in advance.

Use of tobacco is prohibited except in designated areas. All users are responsible for complying with this regulation.

Alcoholic beverages and controlled substances will not be permitted on Corporation property at any time.

Decorations must be fireproof and are to be erected and taken down in a manner not destructive to Corporation property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

The user shall be fully responsible for all loss or damage to Corporation property, including property of students and employees.

Requests for Corporation-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.

The use of any materials on floors or other parts of the building is strictly prohibited without specific approval, in writing, from the building administrator.

Uses of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group, using the facility, provided the responsible persons are listed on the application. Additional custodial services, required for work not done satisfactorily, will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.

Buildings will normally be open 30 – 60 minutes prior to the activity and for 30 – 60 minutes after its scheduled end, unless other arrangements are requested on the application and approved.

Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

Gambling of any kind is prohibited.

A school custodian shall be on duty whenever a facility is being used. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the current hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.

Responsibility for enforcement of rules and regulations concerning use of Corporation facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of Corporation facilities.

Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisleways.

The Corporation will not be responsible for any loss of valuables or personal property.

No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facility is being used.

Playground facilities may not be used by any youth over the age of 10 nor shall any person be allowed on playgrounds after dark.

Skateboards and other like equipment, which constitutes a safety hazard to students, shall not be allowed on Corporation premises at any time.

REQUEST FOR USE OF SCHOOL FACILITES

TO: Principal: _____ School: _____

We seek permission to use the following school facilities:

Building: _____ Room(s): _____

If for a season or extended period, state the beginning and ending dates.

<u>Day</u>	<u>Date</u>	<u>From</u>	<u>Hours</u>	<u>To</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Purpose: _____

Name of Adult in Charge: _____

We wish entrance to the building at: _____ (time)

We will vacate the building by: _____ (time)

We (will) (will not) charge an admission fee. We expect an attendance of approximately _____ persons.

We require use of the following, and understand there is a charge for such use:

- | | |
|---|--------------------------------------|
| _____ Stage | _____ Speaker's stand |
| _____ Special Lighting | _____ Ticket Table |
| _____ Piano (stage or floor) | _____ Gymnasium showers |
| _____ Projector | _____ Number of Folding chairs |
| _____ Attached certificate of insurance | _____ Number of Large Folding Tables |

Additional requests or comments: _____

It is understood that School Corporation activities have preference over outside activities in using the school buildings and this request is subject to cancellation if the requested facility is needed for a school activity.

If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school facilities, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there shall be no use of tobacco or controlled substances in the school building.

Name of Organization/person/group

By: _____
Signature

Address: _____ Telephone: _____

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THIS SPACE FOR CORPORATION USE
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This request has been approved and granted.

RENTAL \$ _____ OTHER FEES \$ _____

All rental and other fees are payable in advance and checks are to be made payable to:
Rensselaer Central Schools Corporation

This approval is subject to certain other conditions as set forth below:

Principal's Signature Date

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This request cannot be granted for the following reason(s):

Principal's Signature Date