

**Rondout Valley Central School District 2016-2017 school year
Building Request Form**

Directions: **Application must be approved two weeks** prior to the date the building is needed and submit to the appropriate building principal. **Requests received late will not be approved.** Certificate of Insurance must be provided to the District before the event occurs.

_____ From _____ to _____ From _____ to _____
 Person Making Request Day and date(s) of use Hours of use
 _____ No later than 9:30 pm
 Name of Organization Purpose/Type of Activity Yes _____ No _____
 Admission charge?

Building Request Describe any **fund raising** activities (**cooking, vending, grilling, etc.**)

Check the following areas needed for the activity:

_____ Auditorium _____ Boys Locker Room _____ Library
 _____ Gymnasium _____ Girls Locker Room _____ Parking Lot
 _____ Music Room _____ Athletic field _____ Classroom (list rooms)
 _____ Middle School Lecture Hall
 _____ Other _____ **Other** needed: _____
 (**ie: tables, chairs, microphone, etc.**)

Please provide **Certificate of Insurance** to the Buildings & Grounds Office. Date Cert. Provided _____

Does Event require on-site security? _____ Yes _____ No Charge _____

The adults supervising the activity will be _____.

I hereby certify that I have read and agree to abide by the regulations on the reverse side of this page.

By (signature) _____ Print name _____
REQUIRED
 Address: _____
 Email: _____
 Telephone Number (_____) _____ Today's date _____

Approved and scheduled: _____
 Building Administrator Date of Approval

Approved and Cost Calculated: _____
 Athletic Director Date of Approval

Approved and Cost Calculated: _____
 Building & Grounds Department Date of Approval

Approved and Recorded _____
 Business Office Date of Approval

Cost _____ Invoice Date _____ Date Paid _____

PLEASE NOTE: Administration reserves the right to cancel this request at any time due to unforeseen circumstances.

RONDOUT VALLEY CENTRAL SCHOOL DISTRICT
Regulations for the Use of School Facilities

1. Under Chapter 9 of the Laws of 1991, it is required that the person in charge of any after-school program, event or performance which takes place in a school and which is attended by persons not regularly attending classes in the school, notify all 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 an emergency.
2. Adequate supervision for the activity must be provided by the sponsor. The sponsor or his representative in charge of the activity shall be responsible for the fulfillment of the regulations governing the use of the facilities.
3. Persons attending or participating in the activity shall be limited to the use of the requested areas only. Vehicles will be parked in proper areas as provided and due respect to shrubs and lawn will be insured by the group.
4. The organization shall indemnify and save harmless the District from any liability resulting from the use of District facilities. The liability limit for this indemnification shall be One Million Dollars (\$1,000,000). The District policy shall be second and supplement to the Organization policy. The organization shall provide to the District an original Owner's Protective Liability Policy Endorsement Certificate, properly naming the District as an additional insured under the terms of the policy. Such endorsement certificate shall not have an aggregate limit that would in any way limit coverage required in this paragraph. The policy shall be provided by an insurance company licensed to do business in New York State and shall be in the form of an occurrence-made policy, not a claim-made policy
5. Any damage caused to school property will be a charge back to the organization using the building.
6. Smoking is **not** permitted in any of the buildings or on the grounds. No illegal drugs or alcohol permitted on school property.
7. Custodians must be in attendance when properties are used by groups. Before custodial services are provided, a detailed descriptions of needs shall be provided.
8. All uses of facilities by any and all groups must be in conformance with Board of Education Guidelines which govern the Use of School facilities.
9. Changes in hours, dates and facilities will be arranged in advance with the principal, who shall notify the central office **and all necessary parties.**
10. When the use of school kitchen is required, a member of the cafeteria staff will be assigned to this duty. An additional charge will be based upon the hourly rate of the employee and paid by the organization or group requesting the kitchen.
11. School equipment will be used only with approval of the building principal.
12. Decorations, displays and non-school equipment must conform to fire regulations and will not be used or installed without prior consent of the building principal.
13. On a day when school is closed due to weather or other emergency conditions, the use of school facilities is cancelled.
14. The **Administration** reserves the right to deny the use of school facilities to any individual or group failing to abide by the rules and regulations covering the use of the facilities.
15. When conditions of the event warrant security personnel being assigned, an additional charge will be calculated and paid by the organization or group using the facilities/grounds.