

April 2006

KGB

Chateaugay Central School
42 River Street
P.O. Box 904
Chateaugay, NY 12920

Request for Use of School Facilities

Instructions:

Individuals or outside agencies requesting use of school facilities must complete this request form and submit to the School Superintendent for action. If approved, and a fee is required, such fee must be paid in advance.

Outside agencies shall defend, indemnify and hold harmless the Chateaugay Central School, their directors, officers, and employees from and against any and all claims, demands or suits for injury to persons, including death, or damage to or loss of tangible property arising out of any act or omission on the part of the agency, its employees, or agents in connection with this Agreement.

It will be the responsibility of the "person in charge" to assure that all conditions and directions relative to the use of school facilities are complied with. This would include, but not necessarily be limited to: 1) Giving copy of this approved request to appropriate custodian upon entry into the building. 2) Allow only those identified as "participants" to use facilities requested. 3) Insure that facilities and any school equipment are properly taken care of and returned to proper place (broken damages to be paid by "person in charge"). 4) Notify appropriate custodian when leaving building and insure that all doors are properly locked. 5) Notify Superintendent of any incidents or irregularities that may occur relative to use of facilities. 6) Students are not to use facilities authorized by this request unless "person in charge" is an employee of the school district.

It is understood that misuse of facilities or failure to abide by these instructions will be sufficient reason to deny further use of facilities. (This may apply to groups or individuals as deemed appropriate.)

NOTE: When additional janitorial services are required, a \$20.00 per hour fee must be charged.

NOTE: PLEASE COMPLETE APPLICATION ON REVERSE SIDE.

Application For Use of School Facilities

Complete this application and submit to Superintendent at least 24 hours in advance.

Name of "Person in Charge" _____ Phone # _____

Facilities Requested _____

Purpose (describe activity) _____

Date of Use _____ Hours of Use _____

Numbers of Participants (approximate) _____

Name of Participants (up to five) _____

Statement and signature of "Person in Charge":

I have read the instructions relative to use of school facilities and hereby agree to assume responsibility for proper use for purpose above.

Signature "Person in Charge"

Date

To be completed by Superintendent:

Fee Assessed _____ Fee Paid _____

This request is approved subject to conditions herein _____

This request is not approved for following reasons: _____

Signature Superintendent of Schools

Date

****** NOTE: SCHOOL TEAM PRACTICES & GAMES MUST HAVE PRIORITY.
NOT VALID WHEN SCHOOL IS CLOSED FOR VACATION OR
BAD WEATHER.**