

SULLIVAN WEST CENTRAL SCHOOL DISTRICT

PO BOX 308

Jeffersonville, NY 12748

Office: (845)482-4610 Fax: (845) 482-4620

REQUEST FOR USE OF SCHOOL FACILITIES

All requests to schedule events in the Sullivan West Central School District **must be submitted to the Buildings & Grounds office in writing on this form as soon as possible, but not less than 2 weeks prior to the event.** The Buildings & Grounds office will forward this form to the Building Principal. **This request is not approved until you receive an emailed copy signed by the District.** If you have any questions, please call (845) 482-4610 Ext. 3009.

ORGANIZATIONAL INFORMATION:

Sponsoring Organization: _____

THIS IS A: (Please check all that are applicable)

____ SCHOOL ACTIVITY

____ NON-SCHOOL GROUP*** (INSURANCE CERTIFICATE REQUIRED – PLEASE ATTACH)***

____ USE OF GYMNASIUM / ATHLETIC FIELDS – Athletic Director Approval _____

____ USE OF KITCHEN – Food Services Supervisor Approval _____

CONTACT PERSON: _____

Address: _____ Phone: _____

City, State, Zip: _____ e-mail: _____

EVENT INFORMATION:

NAME/TYPE OF EVENT: _____ DATE(S): _____

BEGINNING TIME: _____ AM PM ENDING TIME: _____ AM PM

SET UP DATE: _____ SET UP TIME (if you need to come in early): _____ AM PM

SCHOOL BUILDING(CAMPUS) TO BE USED (Please check all which apply):

____ High School

____ Elementary School

AREA/ROOMS TO BE USED: _____

ESTIMATED ATTENDANCE: _____ NUMBER OF ADULT CHAPERONES: _____

CUSTODIAL or SPECIAL SERVICES REQUESTED:

SPECIAL EQUIPMENT REQUESTED FROM SCHOOL DISTRICT: _____

Do you need custodial service for your event: (set –up, cleaning, etc.): YES _____ NO _____

If YES, please explain: _____

If no custodian is requested, please indicate who will be responsible for clean-up: _____

The District, when necessary, will pay the custodian or district employee at the prevailing wage rate for clean-up. Your group will be expected to reimburse the District the sum of these wages and applicable benefit costs (\$41 to \$52 per hour).

I have read all the policies and requirements on the reverse side of this request form and the attachment and agree to abide by them.

PRINT Name: _____ Emergency Phone Number: _____

Signature: _____ Date: _____

Do you intend to charge an admission fee during your proposed use of the District's facilities?

_____ **Yes**

_____ **No**

If yes, you must verify, by signing the signature line that follows, that the entire proceeds (i.e., "gross" proceeds, not "net") from any admissions fees collected, will be expended for a non-profit "educational" or "charitable" purpose. Further, you must agree to submit to monitoring, by school officials, of the collection of admission fees during your organization's use of the District's facilities, and you must agree to submit to the School District's audit and inspection of the sums collected, and all related books, papers and documents pertaining to the admission fees collected during your organization's use of the School District's facilities. **I agree to the foregoing requirements:**

(signature)

FOR DISTRICT USE ONLY

APPROVALS:

Building Principal: _____ Date: _____

Assistant Superintendent: _____ Date: _____

_____ Building Principal

_____ Building Maintenance

_____ Organization

_____ Department (Athletic, Music, Café)

_____ Technology

_____ Main Office

POLICY 3280 - COMMUNITY USE OF SCHOOL FACILITIES

The Board of Education recognizes and affirms the primary purpose of school facilities is to provide and promote the education of the District's children. The Board of Education encourages the use of school facilities by District residents and not-for-profit organizations which are educational, cultural, social, recreational or civic in nature.

Education Law Section 414

POLICY 3281 – USE OF SCHOOL OWNED MATERIALS AND EQUIPMENT

EXCEPT WHEN USED IN DIRECT CONNECTION WITH OR WHEN RENTED UNDER PROVISIONS OF Education Law Section 141, school-owned materials or equipment may be used by members of the community or by District employees and/or students for **school related purposes only**. Private and/or personal use of school owned materials and equipment is strictly prohibited.

Any exceptions should be referred to the Superintendent or his designee.

Education Law Section 414

FACILITY USE FEE SCHEDULE

Fees:

\$41 - \$52 per hour based on the custodial staff normal workday or overtime

\$7 ROOM ONLY per room, per event (during normal workday of our custodial staff). Does not include the gym or auditorium.

\$10 GYM ONLY per event

\$15 AUDITORIUM ONLY per event

FREE ROOM ONLY (during the school day)

\$20 Flat fee for event (for use of fields / grounds)

Additional service fee schedule

AUDITORIUM LIGHT/SOUND \$198 PER DIEM

KITCHEN USE HOURLY CHARGE PLUS COST OF KITCHEN STAFF. Use of the Food Service kitchens or serving areas requires that a food service employee be present at the organization's expense. Contact the Food Service Supervisor at 845-482-4610 ext. 3005.

This charge does **NOT** include damage or repair or additional cleaning which may be required after your event (which will include applicable materials and supplies).

THE FOLOWING REQUIREMENTS FOR USE OF THE SCHOOL FACILITES ARE ESTABLISHED:

The regular school program and approved school activities have preemptive use of school facilities at all times.

District affiliated organizations have priority for use over community organizations and may use the facility free of charge;

Non-districted affiliated, not-for-profit organizations whose membership is made up primarily of district residents may use the school facilities only when it does not interfere with school operations. Preference will be given to community organizations serving youth. All additional expenses incurred by the District for use shall be charged to the organization (see Facility Use Fee Schedule).

Not-for-profit organizations using school facilities for public sales or charging admission may do so only when school is not in session; the event is a benefit to the general welfare of the community and the proceeds derived there from are to be expended for an educational or charitable purpose.

Facilities for the purpose of instruction in any branch of higher education may be permitted for a fee (see Facility Use Fee Schedule) or, in lieu of a fee, reciprocal use of facilities at the discretion of the Superintendent of Schools.

The use of school district property for private commercial purposes is prohibited unless the private benefit is "incidental" to a public educational or school purpose.

All organizations must comply with all applicable federal, state and local laws. In addition, the district expects all organizations to:

1. Assure the protection of school property. **In accordance with this requirement, the District reserves the right to charge for supervisory staffing when deemed necessary.** This would be charged to the organization per the Facility Use Fee Schedule.
2. Provide for the health and safety of all people involved in the activity.
3. Payment for any damage or loss whether or not a fee has been charged
4. Maintain adequate insurance to protect the District. See Addendum for Insurance Requirements. A valid insurance certificate must be on file naming the Sullivan West Central School District as additional insured.
5. **Recognize that all approvals for the use of any school facility will be issued for specified hours, are non-transferable, and are restricted to the specified purposes for which issued.**
6. **A chaperone must be 18 years of age and responsible in character.**