

**SCHUYLerville CENTRAL SCHOOL DISTRICT +**  
**14 Spring Street, Schuylerville, NY 12871 (518) 695-3255 +**

**FACILITIES USE REQUEST FORM**

Please review facilities use regulations on the reverse side of this form prior to submitting request.

Please fully complete form and return all copies to the Administrator of the school in which facilities are requested at least three weeks in advance of activity. You will be notified of district decision.

***Do not advertise your event until you receive written approval from District Office.***

<b>School Building</b> (check with building requested)	Elementary _____ Middle School _____ High School _____
<b>Area(s) or Room(s):</b> (check room(s) requested)	Gymnasium _____ Auditorium _____ Cafeteria _____ Library _____ Music/Chorus _____ Multi-Purpose Room _____ Classroom _____ Athletic Field (specify) _____ Turf Field _____ Other (specify) _____

Date(s) Requested	Activity Time	Preparation Time
Month/Day/Year <i>Attach schedule if space is inadequate</i>	From: _____ To: _____  From: _____ To: _____	From: _____ To: _____  From: _____ To: _____

1. Name of Organization or Club \_\_\_\_\_
2. Applicant Name, Address & Phone Number \_\_\_\_\_
3. Name and Phone number of Treasurer \_\_\_\_\_
4. Advisor's Name (School Groups Only) \_\_\_\_\_
5. Name(s) of Chaperone(s) \_\_\_\_\_
6. Name of Person in charge of activity and telephone number \_\_\_\_\_
7. Purpose of Use \_\_\_\_\_
8. Brief Description of Activity \_\_\_\_\_
9. Spectators admitted? Yes \_\_\_ No \_\_\_ If yes, estimated number of spectators \_\_\_\_\_
10. Admission charged? Yes \_\_\_ No \_\_\_ If yes, amount charged per person \$ \_\_\_\_\_
11. Do a majority of members of the group live in the school district Yes \_\_\_ No \_\_\_
12. Types and limits of insurance carried by group (be specific) \_\_\_\_\_

**\*\*\*Enclose a copy of Certificate of Insurance naming Schuylerville Central School District as additionally insured\*\*\***

13. Remarks \_\_\_\_\_
14. Rental Fee / Custodial Costs (see attached sheet) \_\_\_\_\_

**Please check (√) equipment and furniture requirements (list quantity and additional information):**

A-V Equipment		Auditorium Seats		Rest Rooms	
Chairs		Field Lights		Scoreboard	
Tables		Concession Stand		Other (specify)	
Piano		PA System			

Conditions of Use: It is understood that the organization named above will adhere to all regulations and requirements of the school district and shall be liable for any and all damage resulting from the activity.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Athletic Director Signature: (Field and gym use only) \_\_\_\_\_ Date: \_\_\_\_\_  
 Maintenance Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Business Manager \_\_\_\_\_ Date: \_\_\_\_\_**

**Copy Distribution: White –Maintenance/Custodial, Yellow-Business Office, Pink-Administration, Gold-Applicant**

**SCHUYLERVILLE CENTRAL SCHOOL DISTRICT +  
ADMINISTRATIVE REGULATION +  
USE OF SCHOOL FACILITIES +**

1. & Use of Schuylerville Central School District (“SCS”) facilities may be scheduled for educational, social, civic, or recreational meetings, entertainments and other activities pertaining to the welfare of the community that are nonexclusive and open to the general public, when such use would not conflict with SCS programs and activities.
2. & Requests for use of facilities must be submitted on the Building Use Request Form (attached) ten (10) days prior to anticipated use of facility.
3. & The SCS Superintendent of Schools (or designee) has the authority to approve or deny applications.
4. & Charges, when deemed appropriate, will be at the prevailing rated for use of facilities and/or equipment.
5. & Charges will be computed at the time that the application for use is made, and arrangements for payment must be made prior to the actual use of the facility.
6. & Upon entry to the facilities, contact must be made with the building administrator and/or custodian to obtain entry to the room and to be advised of any regulations governing use of space.
7. & Groups using SCS facilities will furnish, at their own expense, Comprehensive General Liability Insurance with the following minimum limits:  

General Aggregate	-	\$1,000,000 each occurrence
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A certificate of insurance, with the Schuylerville Central School District named as additional insured, must be submitted prior to use of the facility. In high risk situations, the SCS may require higher insurance limits.
8. & Organizations using SCS facilities are responsible for the proper care of the buildings, grounds, athletic fields, and equipment which they have been permitted to use, and will be assess for any damage.
9. & Rules and regulations normally required of students using the facilities will also be expected of outside organizations.

**EVACUATION PROCEDURES FOR FIRE EMERGENCIES +**

The following statement must be read prior to the start of any after school function: +

***“There is an emergency evacuation plan located in each classroom at all buildings. When the alarm sounds, or if evacuation is otherwise necessary, follow the arrow on the evacuation plan leading from your area to the exterior of the building as quickly as possible. Assemble in the area designated on the plan.”***

**Facility Use Fee Schedule**

Area / Location	Room Fee Per Hour
Gymnasium	\$40.00 / per gymnasium
Auditorium	\$40.00
Cafeteria	\$25.00
Athletic Fields (not turf field)	\$25.00
Library	\$10.00
Multi-Purpose Room	\$10.00
Classroom	\$10.00
Music / Chorus Room	\$10.00

- Fees are charged for “For Profit” groups wishing to use facilities or for all groups if the District is under a Contingency Budget.
- This does not include custodial/maintenance or school personnel costs, if they are required by the District.
- If the request is made for a time when custodial /maintenance staff are not in the building, the current custodial per hour rate will be charged to the group to offset the costs of opening and closing the building.
- If it is determined that the use of Schuylerville CSD facilities requires district supervision, a chaperone(s) will be assigned and paid at the STA’s contractual rate.

**Turf Field Rental**

Field	\$175.00 for three hours (prorated for use beyond 3 hours)	Concession Stand	Rest Rooms
Field lights	\$10 per hour	PA System	Scoreboard

- The rental of the multi-purpose field does not include custodial/maintenance or school personnel costs.
- Custodial/Maintenance Fees are not included. The current custodial rate will be charged. If chaperone supervision is required, costs will be as stipulated in the Schuylerville Teachers Association (STA) contract.

**TURF FIELD USE RULES**

No food of any kind on the field – No gum – Animals are prohibited – Tobacco and alcohol are prohibited – Metal spikes/cleats and high heeled shoes are prohibited – Burning materials of any kind is prohibited - The use of sharp objects or golf clubs on all surfaces is prohibited - Water is the only beverage allowed on the turf field - Only authorized maintenance vehicles are allowed on the turf field – Marking or painting on the track, turf or any of the faculty playing surfaces is strictly prohibited.

# SCHUYLERVILLE CENTRAL SCHOOL DISTRICT

## REQUIREMENTS FOR STAGE USE; SET & SCENERY CONSTRUCTION IN AUDITORIUMS

- \_\_\_\_\_ 1) Prior to any construction, a sketch of the set and scenery shall be submitted, with an approved Building Use Form, to the Superintendent of Buildings & Grounds for review/approval. Any questions or concerns can be addressed during this review.
- \_\_\_\_\_ 2) All constructed sets/platforms where a performer stands may not exceed 30" in height without installation of an appropriately constructed and placed railing.
- \_\_\_\_\_ 3) When wood used for construction is delivered, it shall be fire proofed immediately or stored in an approved area away from the stage until fire proofing occurs. Any stage scenery or sets built out of wood must be fire proofed on all six sides of each piece of wood, prior to assembly, with flame retardant paint or paint with a fire proof additive.
- \_\_\_\_\_ 4) Foam plastics and materials containing foam plastics used in sets and scenery must comply with Section 2603 of the NYS Building Code.
- \_\_\_\_\_ 5) All materials such as table cloths, curtains, etc. must have documented proof of flame resistance.
- \_\_\_\_\_ 6) Records must be kept for all fire proofing of items to be used or items that have been treated to be flame retardant. These records are to be made available upon request.
- \_\_\_\_\_ 7) The use of pyrotechnics, fog machines, or any other special effects that may trigger the fire alarm system are prohibited. In addition, the use of open flame(s) of any type is prohibited.
- \_\_\_\_\_ 8) The use of flammable or combustible props, such as dried leaves/grasses/vegetation, excessive amounts of untreated paper, cardboard, etc. is prohibited.
- \_\_\_\_\_ 9) All exits, exit aisles, doors, and exit-ways shall be completely clear of any obstructions at all times during set construction, rehearsals, and performances. Exit signs and emergency lights must never be covered.
- \_\_\_\_\_ 10) The use of temporary electrical wiring, supplemental stage lighting, etc. shall be utilized and located in a manner that precludes tripping hazards and is consistent with NYS Code Requirements.
- \_\_\_\_\_ 11) At no time will a set be worked on by students without direct supervision of an adult. In addition, at no time will students use powered equipment (i.e. drill, saw) without the direct supervision of an adult.
- \_\_\_\_\_ 12) If use of the wood shop is desired, it must be requested in writing, and approved by the Building Principal. Supervision by a certified Technology teacher is required.
- \_\_\_\_\_ 13) Access to the auditorium for set construction on weekends or after hours must have an approved Building Use Form.
- \_\_\_\_\_ 14) Giving students keys to buildings, rooms or storage areas, for any reason, is strictly prohibited.
- \_\_\_\_\_ 15) The sound board and lighting system will only be operated by trained individuals as deemed appropriate by Schuylerville CSD personnel. All default settings must be restored at the conclusion of the performance.

## PERFORMANCE EVENT SAFETY

- \_\_\_\_\_ 1) Clear access to the building, fire lanes and fire hydrants must be maintained at all times.
- \_\_\_\_\_ 2) The stage curtain will only be operated by experienced adults throughout all rehearsals and performances.
- \_\_\_\_\_ 3) All stage rigging must be properly balanced for the loads it will carry. Upon completion of the performance, restore all fly loads to house weight and make sure all flies are left in stable condition.
- \_\_\_\_\_ 4) Announcements for emergency procedures must be made at the beginning of each performance. Emergency exiting procedures and exit locations must be pointed out.