

**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)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Gymnasium _____</td> <td style="width: 50%;">Auditorium _____</td> </tr> <tr> <td>Cafeteria _____</td> <td>Library _____</td> </tr> <tr> <td>Music/Chorus _____</td> <td>Multi-Purpose Room _____</td> </tr> <tr> <td>Classroom _____</td> <td>Athletic Field (specify) _____</td> </tr> <tr> <td>Turf Field _____</td> <td>Other (specify) _____</td> </tr> </table>	Gymnasium _____	Auditorium _____	Cafeteria _____	Library _____	Music/Chorus _____	Multi-Purpose Room _____	Classroom _____	Athletic Field (specify) _____	Turf Field _____	Other (specify) _____
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: _____
<b>Approved: _____ Disapproved: _____ Business Manager _____</b>	<b>Date: _____</b>

**Copy Distribution: White –Maintenance/Custodial, Yellow-Business Office, Pink-Building & Grounds Office, 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

**\*Auditorium – Dance rental fee is \$750.00 per day**

- 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.