

MAYFIELD CENTRAL SCHOOL
27 School Street
Mayfield, NY 12117
518-661-8207

REQUEST FOR USE OF FACILITIES BY COMMUNITY GROUPS

I. Request

Name of person responsible for this event: _____

Address: _____

Phone: _____

The _____ requests the use of the _____
(Name of Organization) (room or rooms)

at _____ for the purpose of _____
(High School or Elementary)

on _____, 20____ from _____ am/pm to _____ am/pm.
(month) (day)

Actual hours of event: from _____ am/pm to _____ am/pm.

Equipment to be arranged as follows: _____

Will the activity be open to the public? _____ Yes _____ No

Admission **will** / **will not** be charged; proceeds will be used for _____

Attach Addendum Fee Schedule. Total Amount Due: \$ _____

II. Insurance Information

Do you (the requesting organization) have an in-force public liability policy?

_____ Yes _____ No

Attach Certificate of Liability Insurance naming MCS as additional insured.

III. Rules Governing Use Of Facility by Community Groups:

- A. School Facilities and its property may not be used to distribute partisan literature on school issues or votes in any manner and no person is permitted to distribute such partisan literature on school property, except students who may be engaged in appropriate protected First Amendment activity which, in the opinion of the Superintendent of Schools, does not occur at a time, place or in a manner to disrupt the educational process of the District.
- B. ABSOLUTELY NO SMOKING IS PERMITTED ON SCHOOL GROUNDS OR IN SCHOOL BUILDINGS AT ANY TIME.

- C. No drinking of alcoholic beverages permitted.
- D. Activity shall be restricted to that area for which permission is granted.
- E. The activity shall not extend beyond the hours approved in the request.
- F. All programs shall be planned so they do not interfere with the regular school day schedule.
- G. The organization using the building shall be responsible for moving its equipment into and out of the building.
- H. The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- I. In the absence of the building or administrative personnel, the custodian is charged with the responsibility of the building.
- J. School authorities must have free access to all rooms at all times.
- K. Where custodial assistance must be hired, a charge may be made and must be paid within 30 days. Charges will be based on overtime rate for custodial assistance.
- L. Room(s) or facility used by applicant will be carefully examined after use. The applicant will make good promptly any loss or damage occurring as a result of use of school property.
- M. No school property or equipment is to be altered or removed from the premises.
- N. The using organization shall be required to furnish public liability and property damage insurance with limits at least equal to those of the school.
- O. A Certificate of Insurance, with proper limits of liability, shall be submitted as evidence of insurance coverage at least ten days in advance of the event and must designate both the using organization and the Mayfield Central School as insured. The absence of such a certificate will preclude use of the facility.
- P. This license is revocable at any time by school authorities.
- Q. No reservation will be made until the application is approved by the School Superintendent.

I agree on behalf of the above indicated organization that all members and guests will observe the above regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to Mayfield school property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify the above-named school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above-described building by our organization and we will further hold said school harmless for loss of any kind in connection therewith.

Signed: _____ Date: _____
(Requesting Officer)

Signed: _____ Date: _____
(Superintendent)

BOARD APPROVAL DATE: _____