

**RED CREEK CENTRAL SCHOOL**

**FACILITY USE REQUEST FORM**

DATE: \_\_\_\_\_

The undersigned requests approval for use of the Red Creek Central School District Facilities as indicated below:

Facilities Requested: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_  
(i.e.: Non-profit, Social, Recreational, civic, etc.)

Hours of Event: From: \_\_\_\_\_ To: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Time Entering Building: \_\_\_\_\_ Time Leaving Building: \_\_\_\_\_

Designation of Person Responsible for Supervision: \_\_\_\_\_

I have received and read the Red Creek Central School District policies (reverse side of this form) relating to the proper and acceptable rules for the use of school facilities, and I accept the responsibility for meeting the requirements stated therein. I also agree that my organization will pay any required designated fees, as well as pay for any damages caused by our use of the facilities.

\_\_\_\_\_  
Signature of person to be responsible for building

\_\_\_\_\_  
Complete Address

\_\_\_\_\_  
Title:

\_\_\_\_\_

\_\_\_\_\_  
Telephone Number:

\_\_\_\_\_  
Date:

Permission is hereby granted for the use of Red Creek School Building as requested above, with the following stipulations: \$ \_\_\_\_\_ shall be paid for janitorial services: \$ \_\_\_\_\_ for other fees.  
Date: \_\_\_\_\_.

**\*\*NOTE: ANY APPLICATION FOR BUILDING USE MUST BE IN THE BUSINESS OFFICE NOT LATER THAN ONE MONTH PRIOR TO DATE ON WHICH BUILDING WOULD BE USED.**

Building Secretary: \_\_\_\_\_

Building Principal: \_\_\_\_\_

Athletic Director: \_\_\_\_\_

RCCC Director: \_\_\_\_\_

Cook Manager: \_\_\_\_\_

Asst. Supt. Business: \_\_\_\_\_

Supt. of Schools: \_\_\_\_\_

Approval, Board of Education: \_\_\_\_\_

The use of school facilities is under the control and supervision of the Board of Education. The Board has adopted policies pertaining to the use of school facilities which apply only as they may be interpreted to conform with the provisions set for in the Education Law.

Inasmuch as the schools of the community have been built with public funds and are supported by the citizens of the community, the Board of Education wishes to do all that is possible, consistent with the provisions to the New York State Education Law, to make school facilities available to community organizations.

The following policies are hereby established by the Board of Education:

- 1) The buildings may be used for holding social, civic and recreational meetings and entertainments and other uses pertaining to the welfare of the community, but such meetings, entertainments and uses shall be non-exclusive and shall be open to the general public.
- 2) The buildings may be used for meetings, entertainments, and other affairs where admission fees are charged only when the proceeds thereof are to be collected for an educational or charitable purpose.
- 3) School buildings may not be used for the benefit of a society, association, or organization of a religious sect or denomination, or a fraternal, secret, or exclusive society other than organizations of veterans and volunteer firemen. Organizations of veterans and volunteer fireman may, with permission of the Board of Education, use school buildings for benefits or other purposes.
- 4) Non-educational, money raising activities by local organizations of a private nature are contrary to the spirit of the educational law and will be prohibited.
- 5) The buildings and equipment must be used with care. Restitution must be made promptly for any damage or loss caused or suffered during the applicant's occupancy. The buildings must be left clean and in order.
- 6) No substitution of facilities may be made without adequate notice and written approval of the assistant superintendent for business administration or his designee. The specific facilities may be used only by the applicant. People attending any function must be restricted in the use of buildings to these rooms actually assigned to them.
- 7) No intoxicating liquors, drugs, stimulants, or depressants will be permitted in the buildings. Smoking is prohibited.
- 8) All town and village ordinances affecting use of public buildings must be complied with.
- 9) Putting up decorations or scenery or the use of, or moving of, pianos is prohibited unless special permission is given by the appropriate building administrator.
- 10) The preservation of order will be the responsibility of the applicant.
- 11) The Board of Education, its custodian, or other representative must have free access to the buildings at all times.
- 12) The number of persons admitted for a function must not exceed capacity limits.
- 13) Any advertising for an event scheduled at a district building must clearly identify the sponsoring group.
- 14) All non-school connected organizations requesting the use of district facilities must submit their by-laws, charter, or a letter from a responsible officer which states, in detail, the aims and principles for which the organization is operated. Such information shall be supplied to the Red Creek Central School District upon request.
- 15) The requested use of facilities must conform to all Board of Education policies. The applicant agrees to abide by and comply with any and all rules and regulations heretofore or hereafter made by the Board of Education, and agree to all Board Stipulations. It is understood that any violation of these conditions may result in the denial of subsequent application. The Board of Education or its designee shall consider any and all applications submitted.
- 17) The "Fee Schedule" in relation to the use of building, and remuneration rates for personnel are established by the Board of Education. Such fee schedules shall be a part of the agreement form which shall be submitted to each applicant requesting use of buildings.

Subject: Use of School Grounds by Non-School Sponsored Organizations

Permission having been obtained from the Board of Education, the following rules for the use of the ball diamonds and school grounds by non-school sponsored organizations and leagues are to be observed.

- a) All non-school sponsored organizations must provide their own liability insurance for those using the school grounds.
- b) All non-school sponsored organizations and leagues are to provide their own equipment, included bases. School equipment will not be loaned.
- c) Teams and organizations must do their own marking of fields with lines. School custodians will not provide this service.
- d) The school's equipment for maintenance of grounds and diamonds, such as the equipment used for marking with lines, will not be used by any non-school organizations.
- e) The ball diamonds and school grounds will be maintained by the school's custodians.
- f) No one wearing spikes is to be permitted to retrieve a ball from the tennis courts.
- g) No one is permitted to climb the backstops or the batting cage.
- h) Refuse is not to be left strewn on the grounds. Each group shall police the area it has used at the completion of a game, practice, or other activity.
- i) No beer or alcoholic beverages are to be allowed on the school grounds.
- j) No parking is allowed in the rear of either school building.
- k) Cars are not to be parked so that they block the driveway leading to the rear of the school building.
- l) Cars are not to be driven or parked on seeded areas or any part of the athletic fields.
- m) The school buildings will be locked at all times and no one will be permitted to enter them for drinking water, use of the lavatories, or any other reason.
- n) Damage to school property must be reported.
- o) Proper language among participants is required.

# **FACILITY USAGE CHECKLIST**

This checklist is to be submitted upon seeking to use any of the school facilities at least two weeks prior to the scheduled event. The Red Creek Central School District asks that you provide as much information as possible to ensure that your event runs smoothly. This checklist also includes your expectations on who will pay for some services as indicated. *Failure to include this information with the Facilities Use Request could result in essential services and equipment not being provided by the district.*

	<b>Responsibility</b>	
	<b>Group</b>	<b>School</b>
<b>Cleaner (paid)</b>	_____	_____
<b>Supervision</b>		
a. Ticket seller/taker	_____	_____
b. Chaperones	_____	_____
* If school, please list group responsible	_____	
* How many chaperones will there be?	_____	
c. Event Set-Up	_____	_____
d. Event Clean-Up	_____	_____
<b>Auditorium (paid)</b>		
a. Sound System	_____	_____
* Please list person(s) in charge:	_____	
b. Lighting	_____	_____
* Please list person(s) in charge:	_____	
<p>* <i>Training is required before any outside group will be allowed access to the Sound and Light equipment in the district auditorium and is provided by the district staff during a scheduled session. Separate sessions are required for use of the lights and of the sound system and can be arranged by contacting the Red Creek Central School District AV Coordinator at 315-754-2191 or via email at <b>av_request@staff.rccsd.org</b>. Please allow at least two weeks to schedule and train on the equipment before your scheduled event date.</i></p>		

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date