

## Facilities Request Form

The administration is responsible for the use of all school facilities. School facilities include the Main Building as well as the Athletic Fields. In order that they may consider your request for the use of school facilities, kindly complete the following form, and return it to:

### Main Office for Routing

Wendell T. Binley, Interim Superintendent  
Canaseraga Central School  
4 – 8 Main Street  
Canaseraga, NY 14822  
1-607-545-6421, extension 103

**Organization:** \_\_\_\_\_

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

**Purpose:** \_\_\_\_\_

\_\_\_\_\_

**Date(s) of Activity:** \_\_\_\_\_

**Time(s):** \_\_\_\_\_

**Is this a Canaseraga CSD Student-centered Activity?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Is this activity open to the public?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Approximately how many participants are expected?** \_\_\_\_\_

**Will admission be charged?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, for what purpose?** \_\_\_\_\_

**Activity Supervisor: Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone: (H)** \_\_\_\_\_ **(W)** \_\_\_\_\_

**This permit is revocable at any time by school authorities, and no reservation will be made until this application is returned and approved by the Superintendent.**

**Rules Governing use of Facilities by Community Groups:**

- A. All supervisors of school-approved activities shall participate in an orientation to school safety protocol prior to initial use of the building. This training will be conducted by the head custodian.
- B. Each approved supervisor must be present for the entire activity. There will be no supervisor substitutions allowed.
- C. All participants must be residents or alumni of Canaseraga Central School, or must be currently employed by the District. Children who are non-residents, but who are directly supervised by community residents or alumni, may also attend events. (Board of Education resolution 2/15/07.)
- D. Adult to child chaperone ratios will be 1:10 for student-centered activities.
- E. The organization using the building shall be responsible for moving its equipment into and out of the building or athletic field, and shall maintain all facilities in the condition they were prior to the activity.
- F. Administration and custodial staff will have access to facilities at all times.
- G. In the absence of administrative personnel, the custodian on duty is charged with building and grounds responsibility.
- H. Facilities used by outside groups will be carefully examined after use. The group will be responsible for restitution for any loss or damage which occurs as a result of the group's use of school property.
- I. The following are prohibited:
  - 1. smoking
  - 2. alcoholic beverages
  - 3. activity outside the approved area
  - 4. extension of approved hours
  - 5. removal or alteration of school property or equipment
  - 6. requests for facilities' use during the course of school hours
- J. For use during weekends, building access keys will be released from the Superintendent's office during the prior school day, and shall be returned to the Superintendent's office on the first school day after the event.
- K. Should there be a conflict with a school-sponsored activity regarding use of facilities, the school-sponsored group will have priority use.
- L. The use of the facilities of the Canaseraga Central School District shall not be available to community groups during periods in which school is closed for vacation, nor during any other day in which school has been closed due to weather or other emergency.
- M. Requests to suspend any of the above rules shall be placed in writing, and shall be amended at the discretion of the 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 Canaseraga Central 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:** \_\_\_\_\_  
**(Organization Representative)**

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Superintendent)**