

# Canaseraga School District 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:

Brad Giglio, Head of Maintenance  
Canaseraga Central School  
4 - 8 Main St Canaseraga, NY 14822  
607-545-6421 Ext. 115  
[bgiglio@ccsdny.org](mailto:bgiglio@ccsdny.org)

## **BASIC REQUEST**

Name of Organization / Person Sponsoring the Event: \_\_\_\_\_

Contact Address: \_\_\_\_\_ Contact phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Contact email: \_\_\_\_\_

Day(s) of week and date(s) requested: \_\_\_\_\_

Time of day facility will be needed for each date above (state hours): \_\_\_\_\_

Type of room or facility requested: \_\_\_\_\_

Other requirements (tables, chairs, etc): \_\_\_\_\_  
\_\_\_\_\_

Describe the activity or activities that the facility would be used for: \_\_\_\_\_  
\_\_\_\_\_

Will the activity be open to the public?  Yes  No

Will a fee be charged for participation in the activity?  
(either individual or team)  Yes  No

If yes, please describe how the proceeds will be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSURANCE INFORMATION**

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

Yes       No

If yes, what are the limits of liability:

Bodily Injury: \_\_\_\_\_

Property Damage: \_\_\_\_\_

Please attach insurance information to include: Insurance company, policy number, copy of the policy and coverage. Other documentation may be requested before access of facility is granted.

Access will not be granted until proof of insurance is presented and verified.

If being insured through a partnership with another organization, please provide contact information for this organization for verification purposes.

**IT IS UNDERSTOOD THAT THE SCHOOL DISTRICT RESERVES THE RIGHT TO REVOKE THE PERMISSION TO USE THE SCHOOL PREMISES AND TO CANCEL THE ACTIVITY IF IT IS DETERMINED THAT THE CERTIFICATION IS INACCURATE.**

I also 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 or organization and we will further hold said school harmless for loss of any kind in connection therewith.

\_\_\_\_\_  
**Contact Signature**

\_\_\_\_\_  
**Date**

## **RULES GOVERNING USE OF FACILITIES BY COMMUNIYT GROUPS:**

- A. No smoking is allowed
- B. No drinking of alcoholic beverages is permitted
- C. Activity shall be restricted to that area for which permission is granted. Young people must be under constant adult supervision.
- D. The activity shall not extend beyond the hours approved in the request.
- E. All programs shall be planned so they do not interfere with the regular day school schedule or other school activities.
- F. The organization using the building shall be responsible for moving its equipment into and out of the building.
- G. The supervisor in charge of the activity shall be present before the start of the activity and remain with the group until all have left.
- H. In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the building and the grounds.
- I. School authorities must have free access to all rooms at all time.
- J. Where custodial assistance must be hired, a charge will be made and must be paid within 30 days.
- K. Room(s) or facility used by application will be carefully examined after use. The applicant will make good any loss or damage occurring as a result of use of school property. This restitution will be made promptly.
- L. No school property or equipment is to be altered or removed from the premises.
- M. A Certificate of Insurance with proper limits of liability shall be submitted as evidence of insurance coverage at least five days in advance of the event and must designate both the using organization and the Canaseraga Central School as insureds. The absence of such a certificate will preclude use of the facility.
- N. This permission is revocable at any time by school authorities.
- O. No reservation will be made until this application is returned and approved by the school's senior administrative official.

**The Applicant hereby certifies:**

**IF ADMISSION FEES ARE NOT CHARGED OR DONATIONS ARE NOT ACCEPTED ---**

**The requested use pertains to social, civic or recreational meetings and entertainments, which are non-exclusive and open to the general public.**

**HEAD OF MAINTENANCE'S ACTION ON REQUEST TO USE SCHOOL FACILITIES**

Your request to use school facilities has been approved with the stipulations stated below:

Your request to use the school facilities has been denied for the reasons stated below. *If you have any questions about this decision, please don't hesitate to contact the office.*

This is not a school sponsored event nor are school staff supervising this event. Accordingly, in case of accident or injury, a claim may be entered against your homeowners or other business insurance.

Fee Charged: \_\_\_\_\_

Stipulations:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason(s) for denial:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Maintenance