

# NISKAYUNA CENTRAL SCHOOLS

## BUILDING USE REQUEST

### INSTRUCTIONS:

1. All rooms and equipment must be left in good condition, ready for school use. Groups will be responsible to the school district for any damage to school property.
2. If necessary to cancel activity, please notify school involved as soon as possible, or you may be billed for custodial services required.
3. This application must be accompanied by a liability insurance binder in the amount of \$1,000,000 for liability and \$50,000 for property damage, naming the District and the Board of Education as insured parties. (Sample binder attached).
4. All agreements for use of school facilities are subject to change or cancellation to accommodate needs of the educational program.
5. School facilities are unavailable during school holidays and vacations and on days when school is canceled or dismissed early due to inclement weather.
6. No Smoking is allowed in or near any school building.
7. Alcoholic beverages are not permitted on school grounds.
8. All fire laws must be observed. Full evacuation must occur if a fire alarm rings. Applicant agrees to familiarize all participants with emergency exit procedures.
9. Activity shall be restricted to that area for which permission is granted.
10. The activity shall not extend beyond the hours approved in the request.
11. All programs shall be planned so they do not interfere with the regular school schedule.
12. The organization using the building shall be responsible for moving its equipment into and out of the building. The District takes no responsibility for equipment and materials left on the premises.
13. 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. That person is responsible for ensuring that appropriate and sufficient supervisory personnel are provided.
14. In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the building.
15. No school property or equipment is to be altered or removed from the premises.
16. This permit is revocable at any time by school authorities

Requestor agrees on behalf of the 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 school district property during the above indicated period of use. Requestor also agrees that our organization will at all times hereafter indemnify the above named school district against any loss, damage or expense of any kind, which said school district may sustain or incur because of use of the above described building by our organization and we will further hold said school district harmless for loss of any kind in connection therewith.

NISKAYUNA CENTRAL SCHOOL DISTRICT

BUILDING USE FORM

Name of Requesting Organization \_\_\_\_\_

Person Making Request \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

email \_\_\_\_\_

		Dates Requested
<input type="checkbox"/> Gym	_____ Location _____	_____
<input type="checkbox"/> Field	_____ Location _____	_____
<input type="checkbox"/> Cafeteria	_____ Location _____	_____
<input type="checkbox"/> Auditorium	_____ Location _____	_____
<input type="checkbox"/> Building/Rooms	_____ Location _____	_____

Special Accommodations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Billing info, if different from above \_\_\_\_\_

\_\_\_\_\_

I \_\_\_\_\_ have received and read all instructions in the attachments and provided the appropriate insurance pertaining to the use of the Niskayuna Central

School District facilities and I hereby agree.

**Attachments**

Certificate of Insurance

Instructions

Fee Schedule

\_\_\_\_\_  
Signature

**Application** Approved

Declined

**TOTAL FEE** \_\_\_\_\_