

Greenville Central School

Request to Use Buildings and Grounds

Requests should be processed at least 2 weeks before the date of use. A certificate of insurance with the district listed as "additional insured" is required by outside groups. The use of the Building may require fees if kitchen is used or the Buildings are requested to be used outside normal scheduled Building Operation hours. See items 11 and 16 in "Regulations for Use of School Facilities".

Person Making Request	Name of Organization
Date(s) of Use	Hours of Use
Purpose and Description of Activity	Approx. # of Attendees
Yes _____ No _____ Admission Charge	Any profit-making activities? Describe

Please check areas needed:

Elementary School

- Auditorium/Gym Art Room
- Playground Cafeteria
- Indicate if specific room needed
Room #: _____
- Library Multi-Purpose
- Rear Paved Playground
- Music Parking Lot
- Other Rooms / Areas: _____

Please check areas needed:

Middle School

- Cafeteria
- Indicate if specific room needed:

- Gymnasium
- Library
- Other Rooms/Areas: _____

Please check areas needed:

High School

- Auditorium Cafeteria
- Baseball Field East/West Track
- Indicate if specific room needed

- Gym Locker Room (B)
- Library Locker Room (G)
- Music Room Parking Lot
- Soccer Field Tennis Court
- Softball Field Soccer Field G
- Other Rooms / Areas: _____

If a school function, list chaperone(s) by name: _____

Kitchen Fees: _____ Applicable Fees: _____

Equipment or Items Needed from Buildings and Grounds Department, IT Department, or Cafeteria Services:

The requesting organization and its agent and/or the person signing this form agree to be responsible for the performance of the terms and conditions titled "Regulations for the Use of School Facilities" that is attached or listed on web page.
I hereby agree on behalf of the above indicated organization that all members and guests will observe the regulations and that we, individually and as an organization, will assume full financial responsibility for any and all damages done to District property during the above indicated period of use. We also agree that our organization will, at all times, hereafter indemnify the District against any loss, damage or expense of any kind which the District may sustain or incur because of use of the above described building by our organization and we will further hold the District harmless for loss of any kind or connection therewith.
 Name: _____ Address: _____

Telephone Number: _____ Date: _____

Building Principal (approve/disapprove)	Date
Superintendent (approve/disapprove)	Date
Building Use denied because: _____	

Date Rec'd B & G Dept. _____

B & G Supervisor Signature: _____

B & G Supervisor Approved/Disapproved _____

Insurance Expiration Date: _____

Date Requested New Insurance (if applicable) _____

New Insurance Binder Rec'd: _____

Date Sent on for Approval: _____

Date Sent Back to Requestor as Approved/Disapproved: _____

REGULATIONS FOR THE USE OF SCHOOL FACILITIES

1. School building and play fields shall be used by non-school groups outside of school hours only with written permission of the Superintendent of Schools. School clubs and organizations may use the school buildings and play fields with the written permission of the School Principal.
2. No parts of the school shall be used except those specifically requested and authorized, during the hours indicated. Changes in hours, dates, and facilities will be arranged in advance with the Principal and Supervisor of Buildings and Grounds. Special set-up or clean-up arrangements are to be made with the Building Principal and Supervisor of Buildings and Grounds.
3. Adequate supervision and security personnel will be provided by the sponsoring organization as a condition for using the facility. A responsible adult(s) will be appointed to supervise the activity and maintain order. The Building Principal will be notified of the appointment in advance of the date, and the person so appointed will notify the custodian on duty of his arrival and departure from the activity.
4. The person or organization requesting the use of the facilities will be held strictly responsible for the conduct of all people in attendance.
5. A certificate demonstrating liability insurance, naming Greenville School District as insured, held by sponsoring organization must be received by the Buildings/Grounds Dept. prior to approval being granted for use or event.
6. **No tobacco products, alcohol or illegal substances are allowed on District grounds.**
7. Law Enforcement will be contacted for persons using or presumed to be under the influence of intoxicating drinks or illegal drugs. Loitering will not be tolerated or allowed.
8. Vehicles will be parked in proper areas as provided and due respect for shrubs and lawn will be ensured by the sponsoring group.
9. No parking or standing will be allowed in fire lanes at any time.
10. Accidents resulting in injury to any person or damage to any property will be reported immediately to the custodian on duty and a written report of the accident will be filed on forms provided for the purpose. Damage to school property, buildings, and equipment will be repaired to the satisfaction of the School Principal, or the cost of required repairs will be accepted as a charge and paid to the school business office. Areas of use should be left in the same condition as existed upon the arrival or start of event.
11. When use of the school kitchen is required, the Food Service Supervisor or a member of the cafeteria staff selected by him/her will be assigned to duty. (A service charge will be based on the hourly rate of the employee and paid by the organization or group using the kitchen.)
12. School equipment will be used only with approval or assistance of school personnel.
13. Decorations, displays, and non-school equipment must conform to fire code regulations and will not be used or installed without prior consent of the building principal.
14. No food or beverages will be allowed in the auditorium, gymnasium, or halls during any entertainment. All refreshments must be consumed in the cafeteria unless specifically requested and approved to be otherwise.
15. If the gyms or multi-purpose room are used for athletic activities, all players are to use gym shoes with rubber soles.
16. School facilities may be used on weekends and during vacation periods with prior approval, if adequate supervision is present. Fees may be charged according to Board of Education Policy.
17. When school is closed due to inclement weather or other emergency conditions, the use of the school facilities is cancelled.

I, _____, agree to the rules and regulations hereby stated above.

Signature

Date