

**NEWARK VALLEY CENTRAL SCHOOL DISTRICT**  
Newark Valley, New York 13811  
**APPLICATION FOR USE OF SCHOOL FACILITIES**

Date of Application: \_\_\_\_\_ **Must** be Submitted two weeks prior to the event

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Event Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Contact Person **during** the event: \_\_\_\_\_ Cell #: \_\_\_\_\_

This person **MUST** be at the event the entire time

**Location:**  High School  Middle School  NTH School  Alex Park  Bus Garage

Room(s) Requested: \_\_\_\_\_

**Only Rooms listed will be unlocked for your use**

Requested Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

\*Day(s) of Week Requested: \_\_\_\_\_

\*Please check school calendar for days the School District is CLOSED, if CLOSED or During BREAK, **NO** event those days

Requested Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**(No Later than 9:30pm)**

**Door(s) to be unlocked:** \_\_\_\_\_

**Maintenance Services Required:**  Scoreboard  Tables (qty) \_\_\_\_\_  Chairs (qty) \_\_\_\_\_

*Please Check if Needed*

Performance Lights /Sound  Mic  Podium

Other Maintenance Needs: \_\_\_\_\_

**IT Services Required:**  Computer Services  Internet Connection

*Please Check if Needed*

**Kitchen Services Required:**  Food Services  Kitchen Equipment: \_\_\_\_\_

*Please Check if Needed*

**Attendance** Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_

**Are AED/CPR Personnel required for this activity?** Yes  **If Yes, Name:** \_\_\_\_\_

No

**Certification:**

As representative of the above mentioned organization, I agree to the Terms and Conditions outlined on the back of this Facilities Use Application.

**\*NOTE:** If there is an Early Dismissal due to bad weather or if there is a Snow Day, there are **NO** after school activities.

\_\_\_\_\_  
(Signature)

**FOR BUILDING OFFICE USE ONLY**

Application:  Approved or  Rejected Reason: \_\_\_\_\_

Rental Charge Applies:  Yes or  No Hourly Charge: \_\_\_\_\_

Insurance Certificate is:  Required or  Waived

Building Administrator: \_\_\_\_\_ Dated: \_\_\_\_\_

(Signature)

cc: Bldg Office Custodian Facilities Office Athletic Director Kitchen IT/Library

# Regulations for Use of School Buildings and Grounds

## Security

Organizations, which are permitted by law and authorized by the district to use the buildings;

- Must insure that only the areas of the building requested on the building use form are used.
- Children must be supervised at all times.
- Are responsible to provide for any extra staffing it may take to keep everyone associated with their activity in the areas they requested on the building use form.
- Have to make prior arrangements for the specific door and time of access to a building. NVCS staff will give the initial access. After which your organization will be responsible to staff the door as necessary.
- Should be sure to correctly state the times of use, as they will be requested to leave the building at least 1-1/2 hours before the buildings nightly lock down. The lock down occurs @ 11:00PM on school days.

The following is a restatement of the districts regulations on the use of school buildings and grounds.

- No school facilities will be available for use without adequate supervision. At the discretion of the district, a member of the school staff may be required to be present.
- The using organization is responsible for leaving any facility and its equipment in the condition which existed before its use.
- The using organization is responsible for the conduct of its members. Damage resulting from any activity of a using organization is to be paid for by the person or persons obtaining the permit for usage.
- The using organization will be required to provide evidence that the group is insured against incidents of bodily injury (at least \$300,000) and property damage (at least \$50,000).
- The use of school facilities is a privilege and not a right. Therefore, the privilege may be withdrawn for cause at any time.
- Any fees that are due, are to be paid within 30 days of the invoice. If payment hasn't been received before your next Building Use Request, your request will be denied until payment is made.
- AED/CPR certified personnel are not required for non-school groups or community groups and activities.

The following are reminders:

- No Smoking/Alcohol/Drugs on school property
- Please observe speed limits, fire lane, and no parking signs.
- Please insure that people in the building for your activity know the location of emergency exits and AED's.

Initial that you have read the above: \_\_\_\_\_

This Building Use will not be accepted if not initialed.