

DEPOSIT CENTRAL SCHOOLS
171 Second Street
Deposit, N.Y. 13754-1397

USE OF FACILITIES REQUEST FORM & CERTIFICATION

Before you fill out this form, please verify that the date(s) you need are available by contacting the Main Office of either building that you are requesting.

We request permission from the Board of Education to use Deposit Central School facilities as listed below. As the person responsible for this activity, I agree to sign the Certification Regarding Use of School Premises on the reverse side, to adhere to the rules below, and understand that I am responsible for possible charges for facility usage. A Board of Education may permit the use of public buildings when not in use for school purposes for various specific reasons which are set forth in Education Law §414.

This form shall be submitted at the Elementary or Middle/Senior High School office at least 14 days prior to the event. If custodial overtime is required, the organization will be billed accordingly. No organization is to pay the custodian directly. If you need A-V equipment, please indicate.

General rules for the use of our facilities are:

1. Adults shall supervise children when entering and leaving the building, in the corridors, and in the meeting rooms.
2. Meetings shall be confined to the areas assigned.
3. Smoking and tobacco use is prohibited on all school property.
4. Be sure to pick up (police) the area before leaving.
5. Adhere to the time schedule approved.
6. Decorating, preparation for meals and arranging for events shall be done from 3:30 to 10:00 pm on school days unless there is a paid school employee hired to be present.
7. When the school is closed in an emergency because of weather, heat failure, or other reasons, all outside activities will be postponed.
8. Custodians must be allotted appropriate preparation time before and clean up time after each event.
9. Users are responsible for maintaining space maximum capacity and clear zones. (ex. Fire zones & exits)

IMPORTANT NOTE: *Neither Automatic External Defibrillators (AED) nor personnel trained in their use will be available to outside groups using district facilities.*

PLEASE PRINT

COST ITEMS

Organization Name _____

Custodian _____

Facility & Building Requested _____

Cafeteria _____

Police _____

Event/Activity _____

Date(s) _____ Day _____ Starting Time _____ Ending Time _____

A-V Needs _____

Person in Charge _____

Address _____ Home Phone # _____ Work # _____

Date of Request ____ / ____ / ____

Signature of Requestor _____

Please See Other Side

Principal's Secretary - Availability	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date _____
Principal's Signature _____		Date _____
<input type="checkbox"/> Athletic Director's Signature _____		Date _____
<input type="checkbox"/> Food Services Manager's Signature _____		Date _____
<input type="checkbox"/> Transportation Director's Signature _____		Date _____
<input type="checkbox"/> Director of Bldgs & Grounds Signature _____		Date _____

Superintendent's Signature _____	Date _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	

CC: Applicant
 Superintendent
 Principal
 Head Custodian
 Building & Grounds Supervisor
 Athletic Director (as required)
 Transportation Director (as required)
 Food Service Manager (as required)

USE OF FACILITIES REQUEST FORM AND CERTIFICATION

CERTIFICATION REGARDING USE OF SCHOOL PREMISES

The applicant hereby certifies:

IF ADMISSION FEES ARE NOT CHARGED OR DONATIONS ACCEPTED-

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

IF ADMISSION FEES OR DONATIONS ARE ACCEPTED-

The proceeds are to be expended for an educational or charitable purpose.

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.

DATED: _____

 Applicant (Print or Type Name)

Application Number _____

Signature of Applicant