

Regulation

COMMUNITY RELATIONS

1001.1

BUILDINGS AND GROUNDS REQUEST FORM

Sponsoring Agency _____ **Site Manager** _____
Address: _____ Address: _____
Phone: _____ Phone: _____
Activity _____ **Approximate Number of People:** _____

Rm. # or Area: _____ Rm. # or Area: _____
Day(s): (mark) M T W Th. F Sat. Sun. Day(s): (mark) M T W Th. F Sat. Sun.
Date(s) From: _____ To: _____ Date(s) From: _____ To: _____
Set up Time: From: _____ To: _____ Set up Time: From: _____ To: _____
Event Time: From: _____ To: _____ Event Time: From: _____ To: _____

Rm. # or Area: _____ Rm. # or Area: _____
Day(s): (mark) M T W Th. F Sat. Sun. Day(s): (mark) M T W Th. F Sat. Sun.
Date(s) From: _____ To: _____ Date(s) From: _____ To: _____
Set up Time: From: _____ To: _____ Set up Time: From: _____ To: _____
Event up Time: From: _____ To: _____ Event up Time: From: _____ To: _____
Entry Door: _____

Site Manager must arrive 15 minutes prior to the start of the activity. All participants and spectators are to remain in the area requested. All children must be under the direct supervision of their parent/guardian and/or the requesting agency's Site Manager. Site Manager must stay onsite until all people are gone.

We will need items, as per quantity, listed below:

Field _____	Audio Visual Equipment:
Toilet Rooms _____	Overhead Projector _____ Screen _____
Parking Lots _____	Extension Cord(s) _____
P.A. System _____	Microphone(s) _____
Table(s) _____	Podium _____
Chairs _____	Lights _____
Other (list) _____	

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to Stockbridge Valley Central School District for the use and care of the facilities. He/she, on behalf of the Requesting Organization does here by covenant and agree to defend, indemnify and hold harmless Stockbridge Valley Central School District from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of, or in connection with, the actual or proposed use of Stockbridge Valley Central School District's property, facilities and/or services by the Requesting Organization.

Requested by: _____ **Approval: Yes** _____ **No** _____
Position: _____
Address: _____ Signature: _____
Phone: _____ Date: _____
Signature: _____
Date: _____

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BUILDINGS AND GROUNDS REQUEST FORM

Stockbridge Valley Central Schools
6011 Williams Rd, Munnsville, New York 13409

Phone: (315) 495-4400, Fax: (315) 495-4492

FACILITY USE REQUIREMENTS

1. Organizations wishing to use District facilities shall first apply to the Superintendent on the prescribed form. The Superintendent or his/her designee has final authority on approval.
2. **The Sponsoring Agency must have in force liability insurance. The Stockbridge Valley Central School District must be named as an additional insured. A certificate of insurance must be filed in the District Office within one (1) week of approval.**
3. The Sponsoring Agency must submit five copies of this request to the Superintendent at least thirty (30) days prior to the scheduled event.
4. Rental charges, if applicable, will be clarified at the time of the request. Billing will be sent to the Sponsoring Agency by the Stockbridge Valley Central School Business Office. For assistance call the Business Administrator, (315) 495-4445. Payment is due prior to use.
5. If food, beverages, etc. are to be served, all arrangements must be made through the Cook Manager.
6. If the school district cancels school or closes early due to inclement weather, all after school and evening activities are cancelled.
7. **Dial 911 for police or fire emergency. Your organization will be required to possess an operable cell phone for 911 emergency purposes during the entire time of the use of a district facility.**
8. **The Automated Electronic Defibrillators (AEDs) are located in the Athletic Director's Office and the Elementary hallway on the first floor.**
9. **Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures. For example pointing out fire exits, directions for exiting, and how to respond to fire alarms.**
10. Stockbridge Valley Central School is a Drug (including alcoholic beverages)/Smoke Free School Zone, (including nicotine or e-cigarette), to include any school property including athletic fields, parking lots, etc.
11. All posted rules must be adhered to.
12. Profanity, objectionable language, disorderly acts, or illegal activities of any kind are absolutely prohibited. Those violating these prohibitions will be ejected from the premises.
13. Any damage to the District facilities shall be promptly repaired at the user's expense. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
14. Permits may be revoked at all times at the discretion of the District.
15. Organizations using facilities shall clean up after their activity.
16. Any organization with youth under 18 years of age requires the presence of adequate adult supervision at all times and for all children – both participants and spectators.
17. Facilities are not available if in conflict with school use.
18. No unauthorized vehicles are allowed on school property.
19. No field or building alterations (i.e. lining of fields or gymnasiums, erecting permanent structures or goal posts) are permitted without prior approval.
20. The District does not discriminate on the basis person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, sex, or gender (including gender identity or expression); in its educational programs or employment procedures.
21. Every entity and all individuals entering onto or making use of District facilities must abide by all District policies, including the Code of Conduct and Tobacco, Nicotine and E-Cigarette Use Prohibited Policy.

Route Copies: Superintendent, Sponsoring Agency, Supervisor of Buildings and Grounds, Custodian, School Lunch Manager

Superintendent Approved: 01/10/17, 10/10/17, 06/11/19

Adopted: 12/14/76

Revised: 10/13/87, 05/16/00, 10/14/03, 09/12/06, 02/13/07, 11/13/17