

All lines must be completed !

This request should be filed with the Administrator of the School Building being requested at least 2 weeks in advance of activity.

**St. Lawrence Central
Building Use Form**

Organization / Individual making Application _____ Date _____

Address _____ Phone _____

Facility/School Requested _____

If *Pool* is requested - **American Red Cross Advanced Life Saving and Water Safety Certifications** must be on file with the Elementary School Office.

Purpose of Use or Type of Activity _____

If School Sponsored Event, please provide AED Approved Individual's Name (**Required**) _____

Date(s) Requested _____ Time(s) of Event(From/To) _____

Start of Set Up _____ End of Tear Down Time _____

Admission will / will not be charged. If will be charged, what are the charges? _____

Admission proceeds will be used for _____

Anyone and/or Organization using the building for profit bearing reasons, will be levied a charge for use of the building.

If no cleaning staff is on duty at the time of the Activity, an hourly employee charge will be levied (minimum of two hours).

Number of Adults _____ Number of Students _____

You must provide a certificate of insurance with this form.

BUILDING USE (After School and Evenings)

1. ***Student and school functions have priority over community or civic events.***
2. Public school buildings are important community resources, and the public is encouraged to use them. Education Law §414 governs the legal use of buildings.

The Board of Education has sole power, within the law, to grant or deny use of school facilities and fix regulations and reasonable fees to said use. The rules for public use are as follows:

- a). Meetings, entertainments and occasions are permitted even if admission fees are charged when the proceeds thereof can be used for educational or charitable purposes, but such cannot be permitted for private commercial ventures. Such meetings, entertainments, and occasions must be nonexclusive and open to the public.
- b). Organizations and persons who wish to use school facilities must prohibit the sale, use, or distribution of tobacco, alcoholic beverages, controlled substances, and weapons of all kinds on school property.
- c). Gaming activities (including bingo) where exchange of money or exchange of tokens and other goods representing money takes place are prohibited on school grounds.
- d). Political organizations are prohibited by law from using school facilities until such items are authorized by voters of the district.

3. Requests for building use Monday through Saturday shall be approved by the building Principal or his/her agent. All events shall end by midnight. Such requests must be submitted and approved in writing. Approvals must adhere to regulations 2(a) through 2(d) above.
4. At least one staff member trainee in the operation and use of an AED must be present whenever school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities and whenever a school-sponsored athletic contest is held at any location. Activities such as board meetings, PTA meetings, and activities sponsored by outside groups such as 4-H or Girl/Boy Scouts are excluded from the AED mandate and the school does not need to provide AED coverage at these events (SED Q&A Regarding Automated External Defibrillators in Schools, Round 2). School officials must ensure that AED equipment and a trained staff person are provided on-site whenever a school-sponsored competitive athletic event is held at a site other than a public school facility (§917(2); 8NYCRR §136.4 (c), (d)).
5. Facilities such as the cafeteria, pool, special classrooms, and shops where sophisticated equipment or power tools exist may require a trained staff person to be on duty during periods of public use. These facilities must have a staff person who shall be paid by the sponsor(s) of the activity at the rate established by the Board of Education.
6. One or more school employees shall be required to be on duty at all evening activities unless waived by the building Principal. The sponsor(s) of the activity shall pay for the custodian's time (minimum of two hours) at the established rate.
7. The sponsoring organization or person using school facilities shall be responsible for cleaning the facility use, for building security before departure, and for any damage incurred during the time the facility was used.
8. I understand that I am accepting the responsibility for the conduct of the organization and for the individuals indicated above. All involved will abide the rules and regulations that are effective relative to the use of school facilities. I agree that the cost of repairing damage resulting from use of facility and/or equipment will be reimbursed to the district by the organization and individuals named above. **I agree to return facility used in a clean/orderly condition. I further agree to return any furnishings in the order they were found.**

TERMS AND CONDITONS FOR USE, INCLUDING RENTAL FEES, SHALL BE DETERMINED BY THE BOARD OF EDUCATION. THESE GUIDELINES SHOULD BE RETAINED BY THE ORGANIZATION/INDIVIDUAL MAKING THE REQUEST.

Signature of Requestor _____ Date _____

Any building use not accompanied by an insurance form will automatically be denied.

Request Approved/Comments _____

Request Not Approved/Comments _____

A charge of \$_____ must be paid prior to the date being requested. Please make checks payable to SLC.

Administrator _____ Date _____

Copy To:

1. Timothy Redmond, Blds & Grds
2. Maintenance/Cleaner
3. Athletic Director/Music Department
4. Cafeteria Manager
5. Superintendent's Office
6. Requestor

Special Set Up Requests (Attach Visual, if necessary)