

OUTSIDE GROUP FACILITY USAGE APPLICATION FORM

INSTRUCTIONS: Please complete and return application to the Facility Usage Coordinator in the Buildings & Grounds Office. Use ballpoint pen (please print legibly) or type. Applications must be submitted **30 days** in advance. Requests for Holiday use or applications submitted by For Profit organizations require Board of Education approval and must be submitted **60 days** in advance.

APPLICANT INFORMATION			
Applicant/Group Name			
Person in Charge			
Address (street, city, state, zip code)			
Telephone Number		Fax Number	
E-mail address			

DESCRIPTION OF ACTIVITY AND REQUESTED NEEDS				
Description of Activity (include number of people in attendance and parking needs)				
Building/School/Field Requested:				
Room(s) Requested:				
Date(s) Requested:				
Day(s) of Week:				
Hours Requested: (include set up and clean up time)	From	_____	To	_____
Actual time of event	From	_____	To	_____
Equipment Requested:				
Is an admission fee charged for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount \$ _____			
Proceeds to be used for:				

Insurance Information	
Insurance Agent: (Attach Certificate of Insurance)	
Agent Telephone Number:	

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REGULATIONS FOR FACILITY USE:

- **School Vacations – FACILITY USE BY OUTSIDE GROUPS IS PROHIBITED DURING SCHOOL VACATIONS OCCURRING BETWEEN SEPTEMBER AND JUNE.**
- **Board of Education** – all facility use will be in accordance with the Brockport Central School District Board of Education policy.
- **Cancellations** - a minimum of 48 hours advance notice must be given to the Business office, or you may be subject to facility charges.
- **Certificate of Insurance** – a certificate of insurance for \$1,000,000 naming Brockport Central School District as an additional insured **MUST** be attached to this application for all outside groups.
- **Code of Conduct** – all applicants must read and abide by the Brockport Central School District Code of Conduct (see attached copy).
- **Content of Programs** – the District does not accept responsibility of any performance or activity, conducted by an outside group which takes place on its premises. If applicable, applications must include a copy of advertisement/promotional literature. **DO NOT PUBLICIZE EVENT PRIOR TO FACILITY USE APPROVAL.**
- **Damage to Facilities** – the organization using the facility will be responsible for damage or excessive wear caused by use of the facility.
- **Fees** – facility use fees (Regulation 3280) are approved by the Board of Education.
- **Kitchen Use** – if requesting kitchen use, all applicants must contact the School Lunch Director at 637-1846. If preparing food for consumption, District staff (Monroe County Health certified) must be present. Outside groups are responsible for using kitchen equipment with reasonable care and are responsible for cleaning kitchen immediately following use.
- **No Smoking** – in accordance with New York State Education department law, smoking is **NOT** permitted on school district property. **No alcoholic beverages or illegal substances** shall be brought into, or served, in any school building or on school property.
- **Parking** – all parking must adhere to the District’s requirements including “no parking” in designated “no parking zones” and “fire lanes”.
- **Thunder and Lightning Policy** – All applicants requesting Brockport Central School District fields must read and abide by the Section V Thunder and Lightning Policy (see attached copy).

The undersigned, on behalf of the organization, has read this form and the attached guidelines, and agrees that the organization and activity fully meet the conditions set forth and agrees to observe all rules, regulations, guidelines and procedures.

The undersigned, on behalf of the organization or group using the facilities pursuant to permission granted in response to an approved “Facility Usage Request” hereby agrees that it assumes all risks incidental to the use of the District’s property and shall be solely responsible for any and all accidents and injuries to persons and property arising out of or in connection with the event and use of facilities. The undersigned also agrees that it shall indemnify and hold the School District harmless from any and all liability for any injury or damage resulting from the group’s or organization’s activity in the facility and/or arising out of such use of the facility. The undersigned further agrees that, upon request, it shall assume the defense and to defend, at its own cost and expense, any action brought at any time against the School District in connection with the claims, suits and losses arising out of the use of the District’s facilities. This release applies to the use of any such District facility including both buildings and grounds. Furthermore, we have read and agree to abide to Brockport Central School District’s Code of Conduct.

Authorized Signature (not typed)

Title

Date

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APPROVAL REVIEW

Building Principal

Date

Director of Athletics

Date

Director of Buildings and Grounds

Date

Director of Food Service

Date

Director of Security

Date

Grounds Department

Date

Assistant Superintendent for Business

Date

COMMENTS:

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*****FOR OFFICE USE ONLY*****

CURRENT RATES FOR USE OF FACILITIES

Board approved 12/1/09

STAFF/FACILITY	STAFF/FACILITY RATE	NUMBER OF DAYS/HOURS	TOTAL COST
Cook/Kitchen Manager	\$ 20.00/hour *	_____	_____
Custodian	20.00/hour *	_____	_____
Event Supervisor	20.00/hour *	_____	_____
Grounds staff	20.00/hour *	_____	_____
Security	20.00/hour *	_____	_____
Classroom	20.00/day	_____	_____
Large Group Instruction Room	100.00/day	_____	_____
Cafeteria	100.00/day	_____	_____
Cafeteria/Kitchen	125.00/day	_____	_____
Gym	\$50/hour or 200.00/day	_____	_____
Auditorium	\$100/hour or 400.00/day	_____	_____

(Non-refundable deposit of \$200.00 must be enclosed with application)

Auditorium Technician	25.00/hour *	_____	_____
Lighting Crew (student)	10.00/hour	_____	_____
Pool	\$50/hour or 400.00/day	_____	_____
Track	100.00/day	_____	_____
Varsity Baseball Field	50.00/day	_____	_____
Varsity Softball Field	50.00/day	_____	_____
All Other District Fields	25.00/day	_____	_____

*\$30/hour on Sundays and holidays

DISTRIBUTION

- | | | | | |
|------------------------------------|------------------------------------|---------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Applicant | <input type="checkbox"/> Building | <input type="checkbox"/> Food Service | <input type="checkbox"/> Grounds | <input type="checkbox"/> Athletics |
| <input type="checkbox"/> CEPACS | <input type="checkbox"/> Custodian | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Business Office | <input type="checkbox"/> Security |