

**NORTHEASTERN CLINTON CENTRAL SCHOOL  
103 ROUTE 276  
CHAMPLAIN, NEW YORK 12919**

APPROVED: June 11, 2018

**REQUEST FOR USE OF SCHOOL FACILITIES FOR SCHOOL & NON-SCHOOL FUNCTIONS**

Organization/Individual Making Request: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Building/Facility Requested: \_\_\_\_\_ \* Indicate room layout instructions on next page  
 Date(s) Requested: \_\_\_\_\_ Time of Event(From/To): \_\_\_\_\_  
 Number of Adults: \_\_\_\_\_ Number of Students: \_\_\_\_\_ Set-Up Time (if Necessary): \_\_\_\_\_  
 Purpose (state fully the use/activity): \_\_\_\_\_

If a school sponsored event, provide AED Approved Individual's Name(Required): \_\_\_\_\_  
 \*If pool is requested a copy of American Red Cross Advanced Life Saving and Water Safety Certification must be attached

Admission Charged \_\_\_ Yes \_\_\_ No Admission Proceeds Will be Used For: \_\_\_\_\_

Adult Education \_\_\_ Yes \_\_\_ No (See Adult Education Requirements) bottom of last page.

I understand that I am accepting the responsibility for the conduct of the organization and for the individuals indicated above. All involved will abide by the rules and regulations that are effective related to the use of school facilities. I agree that the cost of repairing any damage resulting from use of facilities and/or equipment will be reimbursed to the district by the organization and individuals named above. I agree to return the facility used to a clean/orderly condition. I further agree to return any furnishings moved in the order they were found. I have attached a check for \$35.00 facilities use fee and will be charged by the district for any additional overtime required by custodians.

1. Signature of Requester: \_\_\_\_\_ Date Submitted: \_\_\_\_\_
2. Signature of Administrator \_\_\_\_\_ Date Approved: \_\_\_\_\_
3. Signature of Bldg/Grounds Supvr: \_\_\_\_\_ Date Approved: \_\_\_\_\_
4. Superintendent of Schools Signature: \_\_\_\_\_ APPROVED \_\_\_ DENIED \_\_\_ Date: \_\_\_\_\_

**\*Public School Buildings are important community resources, and the public is encouraged to use them.**

**Education law§ 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.

This request is revocable at any time by school authorities. No reservation will be made until application is returned and approved by the Superintendent. Supervisor in charge of and responsible for the activity shall be present before the activity is due to start and remain with the group until all have left.

**NOTE:** All rules adopted by the Board of Education governing the use of school buildings and grounds will be strictly complied with, including but not limited to, the following:

1. There will be a school custodian on duty at all times when school facilities are in use. School authorities must have free access to all rooms at all times. **Overtime is charged for activities which continue past custodian's regular hours.**
2. Persons using gymnasiums will be required to wear regulation rubber soled gym shoes. Groups using gymnasiums are required to furnish their own equipment. Specific school items can be requested (scoreboard control panel, etc.) with sufficient notice (at least 24 hours). Activity shall be restricted to that area for which permission is granted.
3. Contact sports involving Students and Adults are *prohibited!*
4. If a group does not intend to use the facility assigned, at least 24 hours notice must be given.
5. **School sponsored functions take priority in the use of any facility at any time.** If a non-school group has arranged to use a facility and a school activity needs said facility, an attempt will be made to give the non-school group 24 hours notice. **The pool and high school boys' and girls' locker rooms are unavailable during time PE classes are in session and on days of home basketball games.**
6. No use of equipment storeroom(s) is permitted. Custodians are not authorized to open equipment rooms without specific approval of Athletic director. Any damage for failure of equipment shall be reported immediately to the Building Principal.
7. Conduct detrimental to the public interest or abuse of the facility is not permitted.
8. When locker rooms and shower facilities are used, everyone must be out by 10:00 p.m. to give the custodial staff time to clean up. STRICT ADHERENCE to time limitations is required. School facilities are available for community use on selected dates throughout the year. School activities take priority over non-school events. Children and others attending non-school functions will be properly supervised at *all* times by the requesting Organization/person.
9. Buildings will be closed and facilities will be unavailable for use on snow days, when after school activities are canceled or when early school closings takes place due to inclement weather or emergency situations. School facilities can only be used on Sundays with prior approval from the Superintendent.
10. **PROOF OF INSURANCE is mandated for "organized groups."** Use of district facilities will only be permitted where the organization provides the district timely evidence of adequate insurance coverage (\$1,000,000 minimum) to hold the district harmless from all liability, property damage, personal injuries and/or medical expenses. The district will exercise complete and unreviewable discretion regarding what constitutes adjusted insurance coverage for each proposed use. All damages will be paid for by Organization or Individual requesting the use of facilities.
11. **USE OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES IS PROHIBITED.** Soda, food, gum etc. are to be consumed in the School Cafeteria ONLY! Food and drinks are not to be brought into the school gymnasiums or auditoriums.
12. School trained personnel will be utilized to operate the lighting and sound system in the auditorium. The cost of this service will be billed to the group requesting use of this facility. **NOTE:** Lighting board must be returned to its original state at the conclusion of each performance/use. Alterations will not be made to either system without prior approval of the Building Maintenance Supervisor. School trained personnel will be utilized to operate the sound system in the auditorium. The cost of this service will be billed to the group requesting use of this facility. Trained personnel will be compensated according to the current negotiated contractual hourly rate. Alterations by outside personnel will not be made to the system. School trained personnel are persons at least 18 years of age who have been approved by the Districts to undertake training to operate the school's sound system under the direction and supervision of the Building Maintenance Supervisor. Upon successful completions of the training course, the name of the individuals authorized to operate the sound system will be maintained on file in the District Office.
13. NO PARKING of personal vehicles on playgrounds, softball, baseball, soccer and track fields or other unpaved school facilities. Personal vehicles may not be parked or driven on any areas noted: Playgrounds, softball, baseball, soccer, and track fields, or other unpaved areas. Vehicles are to be parked in school parking lots only to avoid damage to unpaved school grounds. **NO PARKING** is permitted along Route 276 adjacent to school property or on Prospect Hill Road near the Bus Repair Facility. Children are to be closely and directly supervised at all times when these facilities are utilized.

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**PLEASE NOTE: NO UNCHAPERONED PRESCHOOL OR SCHOOL AGE CHILDREN ARE TO BE IN THE FACILITIES DURING ADULT OR NON-SCHOOL YOUTH SPONSORED ACTIVITIES.**

## **Evacuation Procedures for Fire Emergencies**

Chapter 9 of the laws of 1991, effective September 1, 1991, compels the principal or other person in charge of any public or private school or educational institution and as well requires the teacher or person in charge of any after-school program, event or performance which takes place in a school and which is attended by persons who do not regularly attend classes within the school, to notify such persons in attendance at the beginning of such program, event or performance of the proper procedures to evacuate the building in an orderly and timely manner in the event of a fire emergency, earth quake or at other times when evacuation is required.

The required notification shall be given to the attendees at any single occurrence and at each occurrence where the same presentation is given to a different audience. Where a program, such as an adult education class, runs several weeks, the notice shall be given at least at the first meeting.

Every principal or other person in charge of the school should carefully review the written evacuation procedures required by Section 1195.1 (c) of the New York State Uniform Fire Prevention Code, to assure that such procedures are up to date and conspicuously posted. These written procedures can be of great assistance in developing the notifications required by this new law.

### **DIRECTIONS:**

Complete form; send to the Building Administrator or Athletic Director. Once signed by the Building Administrator, s/he will forward request to the District Office for the Superintendents approval.

### **INSTRUCTIONS FOR ROOM LAYOUT:**

Please indicate where you would like chairs (indicate approx. #), tables (indicate approx. #), microphone, podium, etc. Also, please indicate front, back, of room, etc.

### **Checklist:**

Hold Harmless Agreement Attached \_\_\_\_\_

District Public Use of School Facilities Policy 1500 Public Use of School Facilities

Copy to:

1. Director of Facilities/Buildings & Grounds Supervisor
2. Building Principal
3. Teacher or Faculty member whose room is being used (if applicable)
4. Athletic Director (if applicable)
5. Music Department (if applicable)
6. Requestor

### **Adult Education Requirements**

- Educational instruction must be openly provided to any interested community member.
- The educational program has a set start date and end date.
- Advertisement for participation is provided by the Northeastern Clinton Central School District.
- There will be an established fee per person for participation. This may include cost for the instruction, materials and facility.
- Northeastern Clinton Central School District sets and collects the participation fee & pays the instructor directly.

**HOLD HARMLESS**

To the fullest extent permitted by law, Tenant will indemnify and hold harmless the *Northeastern Clinton Central School District*, their officers, directors, partners, representatives, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property resulting from the acts, omissions, breach or default of tenant, its officers, directors, agents, employees and subcontractors, in connection with the performance of any work by or for tenant pursuant to any contract Purchase Order and/or related Proceed Order, except these claims, suits, liens, judgments, damages, losses and expenses caused by the negligence of tenant. Tenant will defend and bear all costs of defending any actions or proceedings brought against the *Northeastern Clinton Central School District*, their officers, directors, agents and employees, arising in whole or in part out of any such acts, omission, breach or default. The foregoing indemnity shall include injury or death of any employee of the tenant or any of its Subcontractors and shall not be limited in any way by an amount or type of damage, compensation, or benefits payable under any applicable workers compensation, disability benefits or other similar employees benefit act. The tenant hereby expressly permits the *Northeastern Clinton Central School District* to pursue and assert claims against the tenant for indemnity, contribution and common law negligence arising out of claims for damages for death and personal injury.

**WAIVER OF SUBROGATION:**

The tenant waives all rights against the *Northeastern Clinton Central School District* for damages caused by fire or other causes of loss. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

Signature \_\_\_\_\_ Phone \_\_\_\_\_

Please Print \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Robb J. Garrand, Superintendent  
Northeastern Clinton Central School  
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Champlain, NY 12919  
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