

**SANDY CREEK CENTRAL SCHOOL DISTRICT  
APPLICATION FOR USE OF SCHOOL FACILITIES/GROUNDS**

Name of Group or Organization: \_\_\_\_\_

Purpose of Activity: \_\_\_\_\_ Number in Activity: \_\_\_\_\_

Supervisor(s) by Name: \_\_\_\_\_

Date(s) Wanted: \_\_\_\_\_ Setup Time \_\_\_\_\_ Event time: \_\_\_\_\_ End time: \_\_\_\_\_

Specify Facility Desired for Use: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

Other Requests, Concerns: \_\_\_\_\_

Are you charging a fee for this activity? \_\_\_\_\_ How much is the fee? \_\_\_\_\_

Are you a non-profit agency or a profit agency? Non-Profit  Profit

Is activity scheduled for a day when school is not in session: \_\_\_\_\_(Yes) \_\_\_\_\_(No)

Note: The user shall hold the School District harmless from any loss, damage or liability that the School District may suffer from any claim made against it by reason of the use of the School District's school houses, grounds or other property. Adequate supervision of participants using the building will be provided by the user. (User understands that school activities take priority over all other events.)

Signature: \_\_\_\_\_  
Representative of Organization

Date of Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

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Administrative Approval of Event: \_\_\_\_\_ (Date)

Signature-District Office: \_\_\_\_\_  
Approval (Date)

\_\_\_\_\_ Disapproval (Date)

District Office forward to Superintendent of Buildings and Grounds for custodial overtime and/or to Cafeteria Manager for cafeteria overtime. The Superintendent of Buildings and Grounds and/or the Cafeteria Manager will then complete the bottom of this application. Forward to the Business Office for invoicing purposes upon completion of the activity.

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Number of Hours of Overtime: \_\_\_\_\_ (Cafeteria and/or Custodial)  
(Required if school is not in session)

Person(s) Assigned by Name: \_\_\_\_\_

Miscellaneous Supply and Materials Costs: \_\_\_\_\_

Signature: \_\_\_\_\_

# Sandy Creek Central School

## POLICY – USE OF SCHOOL FACILITIES

The use of school houses, grounds and other property, when not in use for school purposes or when the school is in use for school purposes, if in the opinion of the Superintendent the use will not be disruptive of normal school operations, is hereby authorized for those purposes and to those groups specified by Education Law, Section 414, upon the following conditions:

1. Each group shall indicate the facilities requested to be used, the date, time and the purpose for which the facilities are to be used. Such request shall be submitted at least five (5) business days before the date requested. Further, the group shall certify, if requested, that the meeting complies with the purposes specified by Education Law, Section 414. The request shall be denied by the Superintendent if such compliance is not indicated.

Use of kitchen equipment, dishes, silverware, etc. is to be on premises only and shall be under the coordination of at least one school lunch employee during usage.

2. Each group shall reimburse the District for extra expenses associated with its use, with payment to be made in advance of the event if so billed, or within five (5) business days after any post billing.

All district employees working additional hours for above purposes shall be paid via normal payroll check through the district payroll office. Organizations are not to pay employees directly.

3. The users shall execute the following statement, signed by an authorized officer:

The user shall hold the School District harmless from any loss, damage or liability that the School District may suffer from any claim made against it by reason of the use of the School District's school houses, grounds or other property.

4. The group shall prior to the event, upon the demand of the Superintendent, submit a policy in form satisfactory to the School District, covering the indemnity specified in paragraph "3" with limits of \$100,000/\$300,000 for bodily injury and \$100,000 for property damage, naming the School District as an insured. Said certificate shall contain a 30-day notification clause in case of cancellation.
5. The Superintendent shall maintain a register setting forth each time the school facilities are used, specifying the date, time, facilities, group and purpose of the group, which shall be available for public inspection.