

**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: User does covenant and agree to defend, indemnify and hold harmless the Sandy Creek Central School District from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of Sandy Creek Central School District property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of user. User understands and agrees that its use of Sandy Creek Central School District's property and facilities includes, but is not limited to, all areas identified in the application and/or permit, and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as "incidental areas"). User agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

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: _____

Administrative Approval of Event: _____ (Date)

Signature-District Office: _____
Approval (Date)

_____ Disapproval (Date)

District Office forward to Director of Facilities for custodial overtime and/or to Cafeteria Manager for cafeteria overtime. The Facilities Director 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.

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 ten (10) 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.