

HAMMONDSPORT CENTRAL SCHOOL
Hammondsport NY 14840

USE OF FACILITIES REQUEST
(To be noted on District Calendar)

Name of Organization: _____

Address of Organization: _____

Purpose : _____ Actual Time of Event: From _____ To _____

Specific Dates of Use: _____ Time of Use: From _____ To _____

Facilities Requested: _____

Special Equipment Requested: _____

Contact Email for Organization _____

Is this a Hammondsport CSD student-centered activity? Yes _____ No _____

Is this activity open to the public? Yes _____ No _____

Will admission be charged? Yes _____ No _____

If so, how much and for what purpose? _____

Will an audience/spectators be present? Yes _____ How Many _____ No _____

* If Yes, school personnel will be required to be on site.

Non-school/community centered groups will be required to have school staff on site during use and will be charged the associated hourly usage fee of \$15 per hour plus staff costs.

All athletic activities sponsored by a non-school group will require a current Certificate of Insurance, or a signed waiver if participants are over the age of 18. Waivers must be sent to the District Office.

Signature of Person(s) Responsible: _____

Printed Name of Person Responsible: _____

Address + Phone #: _____

Athletic Director Approval: _____ Date: _____

Administrative Approval: _____ Date: _____

Charge for Usage: Yes _____ No _____ If yes, what charges: _____

Certificate of Insurance required: _____ Presented: _____

School supervision/Custodial Support Needed: _____

Access card needed: _____ Presented: _____ Returned: _____

Distribution: __ Superintendent __ Maintenance __ Technology __ Elementary Office __ HS Office

__ District Office __ Athletic Director __ Originator __ Other

**HAMMONDSPORT CENTRAL SCHOOL
FACILITIES USE GUIDELINES**

DUE TO AN INCREASE USE OF THE SCHOOL FACILITIES, WE REQUEST THAT THE FOLLOWING GUIDELINES BE FOLLOWED TO HELP INSURE THE BUILDINGS AND GROUNDS ARE LEFT IN AN ACCEPTABLE CONDITION. THIS WILL BE OF BENEFIT FOR EVERYONE IN OUR COMMUNITY.

1. The area requested should be left in the same condition it was found.
2. All litter should be properly disposed of.
3. Any equipment used should be turned off and/or unplugged.
4. All lights should be turned off.
5. Make sure to shut and lock all windows.
6. Doors should be locked if keys have been issued.
7. Auditorium and Gym usage (plays, large group events, concerts, sporting events, etc) will need to be discussed with the person(s) responsible to determine if custodial or maintenance staff is required.
8. All keys issued must be returned to District Office upon the completion of your event. (Facilities Use Request)

GROUNDS USE EXPECTATIONS ARE NO LESS IMPORTANT

1. Pick up trash
2. Rake baselines and pitching mounds when using ball fields.
3. Return equipment to the proper location (rakes, pitching machines, bases, etc)
4. All keys issued must also be returned to District Office upon the completion of your event (Grounds Use Request)

LIABILITY INSURANCE

We request that each group using our facilities provide a copy of their insurance certificate, Business certificate including tax ID number, and tax-exempt certificate, if applicable.

Should damages occur to the facility or grounds it is expected that they be reported promptly. Damages due to misconduct or indifference to the above guidelines could result in a bill for damages as well as restrictions being placed on any future usage.

THANK YOU IN ADVANCE FOR YOUR COOPERATION.

I have read and understand the above guidelines.

Signature of Person responsible: _____ Date: _____
Number of keys issued: _____ Number of keys returned: _____
Deposit Returned: _____