

**SCHALMONT CENTRAL SCHOOL DISTRICT  
401 DUANESBURG ROAD  
SCHENECTADY, NEW YORK 12306**

**REQUEST FOR USE OF SCHOOL FACILITIES**

**I. FACILITY USE REQUEST:**

The \_\_\_\_\_ (organization) requests the use of the school \_\_\_\_\_ (room/rooms) at \_\_\_\_\_ (school) for the purpose of \_\_\_\_\_ on \_\_\_\_\_ (date), from \_\_\_\_\_ to \_\_\_\_\_ (time).  
Will activity be open to public? \_\_\_\_\_ yes \_\_\_\_\_ no  
Admission will/will not be charged; proceeds to be used for: \_\_\_\_\_

\_\_\_\_\_  
Name, address, home and business telephone number of person responsible for activity:  
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**II. INSURANCE INFORMATION:**

A Certificate of Insurance, with limits of \$500,000 per occurrence and \$500,000 aggregate for bodily injury and personal injury and \$100,000 for property damage shall be submitted as evidence of insurance coverage at least three days in advance of the event and must designate both the using organization and SCHALMONT CENTRAL SCHOOL DISTRICT AT ROTTERDAM as insured. The absence of such a certificate will preclude use of the facility.

**III. RULES GOVERNING USE OF FACILITIES BY COMMUNITY GROUPS:**

- A. No smoking is allowed.
- B. No drinking of alcoholic beverages or use of drugs is permitted.
- C. Activity shall be restricted to that area for which permission is granted.
- D. The activity shall not extend beyond the hours approved in the request.
- E. All programs shall be planned so they do not interfere with the regular day school schedule.
- F. The organization using the facilities shall be responsible for moving its own equipment.
- G. The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- H. In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the facility.
- I. School authorities must have free access to all rooms at all times.
- J. Where custodial assistance must be hired, a charge will be made and must be paid within 30 days.
- K. Room(s) or facility used by applicant will be carefully examined after use. The applicant will make good promptly any loss of damage occurring as a result of use of school property.
- L. No school property or equipment is to be altered or removed from the premises.
- M. Motorized vehicles shall not be located beyond parking lots or on lawn area. Unauthorized motor vehicles such as snowmobiles, go-carts, trail bikes, all terrain vehicles, shall not be permitted on school property.

I agree on behalf of the above indicated organization that all members and guests will observe the above regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to **SCHALMONT CENTRAL SCHOOL DISTRICT AT ROTTERDAM** property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify the above-named school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above described facility by our organization and we will further hold said school harmless for loss of any kind in connection therewith.

Signed: \_\_\_\_\_ (Requesting Officer)      Date: \_\_\_\_\_

Approved: \_\_\_\_\_ (School Official)      Date: \_\_\_\_\_