



Request for Use of School Facilities

Instructions:

1. Form must be completely filled out.
2. You will be notified.
3. Certificate of Liability and Payment required prior to approval.
4. Copy of this form must be present when using the facility.

Name of Organization: _____ Purpose for Use: _____

Representative's Name: _____ Date(s) Requested: _____

Address: _____ Time(s) Requested: _____

Phone: _____ Group Type (circle one): School Group Other Group

Email: _____ School Building: _____

Equipment Needed: _____

Specific Room/Area	Person in charge of event	Phone Number	Date	Beginning (Time enter building)	End (Time leave building)	Approved Yes or No

_____ I have read and agree to the policies set forth by the Schalmont Central School District.
(Responsible Party Initials)

_____ I understand that until I receive this form back with approval information, that I am NOT to use the school facilities.
(Responsible Party Initials)

Responsible Party Signature: _____ Date: _____

Reviewed by: _____ Date: _____ Reviewed by: _____ Date: _____
Facilities Director Building Principal

For Business Office Use:

Reviewed by: _____
Name Date

Approved ☐ Disapproved ☐
Reason for Disapproval _____



Facility Use Fee Schedule for Outside Groups

High School	
Gymnasium 1	\$150 per hour
Gymnasium 2	\$150 per hour
Baseball/Softball Field	\$150 per event
Track	Special events/tournaments determined on a case by case basis
Cafeteria with Kitchen	\$125 plus food service fee
Auditorium	\$150 per hour
Library	\$75 per hour
Wrestling Room	\$50 per hour
Classroom	\$30 per hour

Middle School	
Gymnasium	\$150 per hour
Cafeteria with Kitchen	\$125 plus food service fee
Large Group Instruction (LGI) Room	\$100 per hour
Library	\$75 per hour
Classroom	\$30 per hour

Jefferson Elementary	
Gymnasium	\$75 per hour
Playroom	\$75 per hour
Cafeteria with Kitchen	\$125 plus food service fee
Library	\$75 per hour
Classroom	\$30 per hour

Staffing Rates		
(All requests where staffing support is needed, these additional rates will apply.)		
Staff Rates	Regular	Sunday/Holiday
Custodial Fee	\$40 per hour	\$50 per hour
Food Service Fee	\$30 per hour	\$40 per hour
Technical Service Fee	\$45 per hour	\$60 per hour

Requirements Before Request Is Approved

1. All required information on the **Request for Use of School Facilities form** must be completed. This form must be signed by the responsible party for the event/organization and either mailed or brought to the District Office at least one week before the requested event.
2. A Certificate of Liability with minimum limits of \$1,000,000 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 the time of request. This certificate must designate both the using organization and Schalmont Central School District at Rotterdam as insured. The absence of such a certificate will preclude any request for facility use.
3. Certificate of Liability Certificate Holder Section must reflect the same information as below.

Certificate Holder Schalmont Central School District 4 Sabre Drive Schenectady, New York 12306

Rules governing use of facilities by the organization:

- No smoking, alcohol beverages, vaping or drugs on school property.
- Activity shall be restricted to the area for which permission is granted.
- The activity shall not extend beyond the hours approved by the request.
- In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the facility.
- School authorities must have free access to all rooms at all times.
- No school property or equipment is to be altered or removed from the premises.
- Motorized vehicles shall not be located beyond parking lots or on lawn areas. Unauthorized motor vehicles such as snowmobiles, go-karts, trail bikes and all-terrain vehicles shall not be permitted on school property.
- Abide by Schalmont Central School District's Energy Program policies.

Outside Field Usage Guidelines:

- Digging holes or sweeping to remove water from the infield or outfield is not allowed.
- There is no raking or speed dry to the fields.
- Only approved groups and their members are allowed on the fields.
- Groups must supply chalk and bases for games.
- Groups must remove all garbage, bottles, etc. from the fields.
- No games or practices will be held during inclement weather.

Agreement:

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 organization and we will further hold said school harmless for loss of any kind in connection therewith.

Signature _____ Print _____ Date _____