



Community Use of School Facilities

Application Procedures (Per Administrative Regulation 3280R)

Scheduling and use of district facilities are coordinated through the respective facility representative:

Elementary	Junior-Senior High	Gymnasium	Fields/Parking
Tracy Durkee	Karl O'Leary	Shirley Tyler	Matt Murphy

1. Submit a completed Use of Facilities Request Form not fewer than thirty (30) calendar days and not more than one hundred-eighty (180) days in advance of the event. Include set-up and clean-up time when making your request.
2. Once your date is confirmed, you will receive a copy of the original use form (permit) with the appropriate authorization.

Billing

Fees are due within one month of the confirmation date. **A late charge of \$15 will be assessed for all overdue accounts.** Please note that the rates reflect charges for use of the building facilities only when school is in session. **Weekend and summer use will require additional custodial charges.**

Insurance

A certificate of insurance, naming the district as an additional insured will be required for all non-District groups, organizations, faith-based organizations, college/universities, adult groups, and public municipalities.

Kitchen Use

A food service supervisor must be on duty whenever the kitchen is scheduled for use. Arrangements for use of the kitchen may be made by contacting the Food Service office at 607-547-2820 and must be noted on the Use of Facilities Request Form.

Cancellations

The permit holder is responsible for informing the Building Principal of all cancellations at least two working days in advance of the event.

Limitations of Use

- The applicant and organization agrees to abide by all C.C.S. District policies and assumes all responsibility for damage or liability of any kind.
- The Cooperstown Central District is not responsible for lost or stolen items.
- **Use of tobacco, intoxicating beverages, and controlled substances is forbidden on all school property, including parking areas.**
- All local and state ordinances and laws must be observed at all times.

Supervision

All groups are required to provide adequate adult supervision for their event. The adult supervisors are required to remain with the group at all times and are responsible for the group's conduct.