

# CANISTEO-GREENWOOD SCHOOL DISTRICT

84 Greenwood Street  
Canisteo, New York 14823  
Phone: (607) 698-4225 ext. 2403  
Fax: (607) 698-2833

## REQUEST FOR USE OF BUILDING/GROUNDS

***PLEASE RETURN COMPLETED REQUEST FORM TO THE DISTRICT OFFICE***

Today's Date \_\_\_\_\_ ***Please Read Reverse Side of This Form***

Name of Organization \_\_\_\_\_ Date(s) Facility is Desired \_\_\_\_\_

Purpose for this Request \_\_\_\_\_

Number of People \_\_\_\_\_ Ages (approx.) of those who will be in attendance \_\_\_\_\_

Which Facility is Being Requested      Elementary School      High School      Greenwood Building

Which Area(s) and/or Room(s) Being Requested \_\_\_\_\_

Entry Time \_\_\_\_\_ AM PM      Event Ending Time \_\_\_\_\_ AM PM

Event/Start Time \_\_\_\_\_ AM PM      Departure Time \_\_\_\_\_ AM PM

Chaperones \_\_\_\_\_

### **PLEASE ATTACH CERTIFICATE OF INSURANCE TO REQUEST**

*(Application will not be processed until received)*

#### **Custodial Arrangements** *(please check what equipment you will need)*

Tables-how many?

Projector

Chairs-how many?

with sound

without sound

*(We request you use your own electronic devise)*

Podium, Microphones, etc

Others (Please specify)

Bleachers pulled out

The organization named above certifies that it will conduct the activity described on this form in conformance with all State or local rules, regulations, ordinances, statutes or executive orders governing gatherings of people for any purpose including limiting the number of participants and attendees, requiring face masks and maintaining social distancing.

The Requestor agrees that it will defend and indemnify the Canisteo-Greenwood Central School District, its agent, employees and board members from any claim or cause of action before any Court, Board, Commission or Tribunal relating to or arising out of the use of school district facilities described herein. The Requestor also agrees that the use will be in compliance with the school district's policy for community use of School Facilities.

Requestor's Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**E-mail Address (required)** \_\_\_\_\_

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Superintendent's Approval \_\_\_\_\_ Date \_\_\_\_\_

## Guidelines for Fundraising Activities by Non-School Sponsored Groups

- A. Use of school facilities must conform to Board of Education Policy #3260.
- B. There should be a clearly stated use for the funds raised which will benefit the school district as determined by the Board of Education.
- C. These guidelines are designed to prevent the exploitation of students and the disruption of their education by commercial activities which are unrelated to their instruction.

### GENERAL POLICY

Non-school community groups and organizations may use the school buildings and grounds when not in use for regular school purposes subject to the following regulations:

- 1.) All meetings, entertainment or occasions held in the school must be non-exclusive and open to the public.
- 2.) No organization may use the facilities if admission fees are charged unless the net proceeds are to be devoted to an educational or charitable purpose.
- 3.) In approving the use of school facilities by non-school groups, discretion will be exercised by the administration as to the appropriateness of the activity. The administration may refer requests to the Board of Education if it deems it is advisable to do so.
- 4.) The use of school facilities for merchandising or commercial purposes is prohibited.
- 5.) The school facilities are not to be used for political meetings or by political groups, except when non-partisan organizations may wish to sponsor public meetings involving debate or discussion by at least two political groups.
- 6.) Equipment may not be loaned for use outside the school building or off the school grounds without the authorization of the Superintendent.
- 7.) Use of alcoholic beverages, drugs, and smoking are prohibited on school grounds.
- 8.) Service charges for school district employees required to be on duty in addition to their regular hours shall be billed to the facilities user at a rate of \$35.00 per hour for a minimum of one hour if an extension of their regular working hours. When employees are required to report to work for an event, a minimum of three hours will be charged to the facilities user.
- 9.) Use of the district's swimming pools requires adequate pool staffing and personnel shall possess required current lifeguarding and CPR/AED certifications.
- 10.) The Canisteo-Greenwood Central School District is absolved of all liability in the use of all school facilities. Proof of insurance for organizations and groups may be required.

### NOTICE

Chapter 9 of the Laws of 1991 of New York State require the person in charge of any after school program, event or performance which takes place in a school and which is attended by persons who do not regularly attend classes within the school, to notify such persons in attendance at the beginning of such program, event or performance of the proper procedures to evacuate the building in an orderly and timely manner in the event of a fire emergency.

The following required notification shall be announced at any single occurrence and at each occurrence where the same presentation is given to a different audience. Where a program, such as an adult education class runs several weeks, the notice shall be given at least at the first meeting.

**"If a fire emergency arises, please proceed in an orderly, efficient manner to the nearest fire exit. All exits are clearly marked in (RED) or (GREEN)."**

(Visibly demonstrate where the exits are by pointing and verbally describe their locations.)