

RIPLEY CENTRAL SCHOOL

SCHOOL FACILITIES USE AGREEMENT

COMPLETED FORM IS TO BE PLACED IN MRS. KOZLOWSKI'S MAILBOX IN THE COPY ROOM. PLEASE NOTE: THIS FACILITY REQUEST FORM WILL BE APPROVED AS WRITTEN. Please pay particular attention to times (including set-up), dates, use of facilities and special custodial services needed. Once the request is approved, any request for changes must be submitted in writing and may require approval as well. Stating exactly what is needed in the original request will help us to better accommodate these needs. Thank you.

NAME OF ORGANIZATION: _____

NAME OF ORGANIZATION REPRESENTATIVE: _____ PHONE: _____

ADDRESS: _____

REQUEST USE OF THE FOLLOWING FACILITIES: _____

FOR THE PURPOSE OF: _____

DATE(S) REQUESTED: _____ GRADE LEVEL EXPECTED: _____

DAY(S) OF THE WEEK: _____ SET UP TIME: _____ TO _____ EVENT TIME: _____ TO _____

WILL ADMISSION BE CHARGED? ___ YES or ___ NO NUMBER OF PEOPLE EXPECTED: _____

SPECIAL CUSTODIAL SERVICES NEEDED (BE SPECIFIC): _____

YOU MAY BE SUBJECT TO A USER FEE SHOULD ADDITIONAL CUSTODIAL ACCOMMODATIONS BE REQUIRED.

IT IS AGREED THAT ONLY THE FACILITIES LISTED ARE TO BE USED BY OUR ORGANIZATION AT THE TIME REQUESTED AND IN ACCORDANCE WITH THE ATTACHED BOARD POLICY AND REGULATIONS.

SIGNATURE: _____ DATE: _____

*** FOR SCHOOL SPONSORED ATHLETIC CONTEST OR SCHOOL APPROVED CURRICULAR OR EXTRA CURRICULAR EVENTS OR ACTIVITIES, PLEASE INDICATE NAME OF AED (AUTOMATIC EXTERNAL DEFIBRILLATOR) TRAINED RCS STAFF MEMBER(S) WHO WILL BE PRESENT (PER BOARD POLICY # 5628): _____

**** ADMINISTRATIVE USE ONLY ****

DIRECTOR OF FACILITIES: _____ APPROVED ___ DISAPPROVED ___ DATE _____

REMARKS: _____

PRINCIPAL: _____ APPROVED ___ DISAPPROVED ___ DATE _____

REMARKS: _____

COPIES TO:

- ___ REQUESTING PARTY ___ SUPERINTENDENT
- ___ DIRECTOR OF FACILITIES ___ SMALL/ LARGE GYM ___ Other
- ___ CAFETERIA ___ ELEM. / HS LIBRARY ___ Other

Official use only:
___ Outdoor Sign
___ Doors
___ SchoolMessenger

FOR USE BY NON-SCHOOL PERSONNEL/ ORGANIZATIONS ONLY

AGREEMENT OF INDEMNIFICATION

FOR THE USE OF RIPLEY CENTRAL SCHOOL DISTRICT PROPERTY AND FACILITIES

1. This agreement is made by and between the Ripley Central School District, 12 North State Street, Ripley, New York 14775 (hereafter "District") and the undersigned person or organization which has been granted permission by the District to use the latter's property and/ or facilities (hereafter "Undersigned").
2. The Undersigned hereby agrees to indemnify and hold harmless the District and its officials, agents or employees from and against any and all claims, lawsuits, liabilities, judgments, losses costs, and expenses whatsoever, including but not limited to claims for personal injury, property damages, attorney's fees and other fees and disbursements arising out of or incurred with respect to the use of the District's property and/ or facilities by the Undersigned, its agents, employees, licensees and/ or invitees.
3. The District agrees to permit the Undersigned to use the following property and/ or facilities on the date(s) and time(s) set forth in this paragraph, subject to the conditions herein, the existing policies of the District's Board of Education and the applicable laws, rules and regulations of the State of New York.

REQUEST USE OF THE FOLLOWING PROPERTY AND/ OR FACILITIES: _____

DATE: _____ **SET UP TIME:** _____ **TO** _____ **EVENT TIME:** _____ **TO** _____

This agreement shall be effective when signed and acknowledged by the last of the proper representatives of the parties hereto:

RIPLEY CENTRAL SCHOOL DISTRICT:

REPRESENTATIVE: _____

TITLE: _____ **DATE:** _____

UNDERSIGNED:

REPRESENTATIVE: _____

NAME OF ORGANIZATION: _____

TITLE: _____ **DATE:** _____

REGULATIONS FOR USE OF SCHOOL FACILITIES

1. Admission fees may be charged only when the proceeds are to be expended for an educational or charitable purpose. Exceptions are provided by law for veteran organizations and volunteer fireman.
2. Meetings and entertainments shall be non-exclusive and shall be open to the public.
3. Grounds and buildings must be kept clean, neat and orderly.
4. Organizations must assume responsibility for keeping order while they are using the facilities.
5. All costs resulting from careless use of school property or damage to school property will be assessed against the organization.
6. Organizations or groups permitted to use school facilities should provide their own insurance coverage for possible injury to participants or spectators.
7. In case of an accident resulting in injury to any person or damage to any property, it must be immediately reported to the Board representative in charge and if none is available, the report must be made directly to the Principal. All reports must be in writing.
8. Only the facilities provided in this agreement are to be used and they must be used at the time designated. The authorizing administrator will make arrangements for assigning qualified personnel to operate equipment necessary for the activity. Unless authorized, no non-school personnel are to operate any school equipment.
9. No alcoholic beverages are allowed. All persons under the influence of drugs or intoxicating drink are to be excluded from the building and grounds.
10. Smoking is prohibited in the school building and on school grounds.
11. The building must be cleared by the time designated in this agreement.
12. No one is ever to be permitted on gym floors for athletic purpose unless gym shoes or socks are worn.
13. All scheduled must be completed and approved by the Principal and no changes are to be made without the Principal's approval.
14. In case of athletic organizations using the building, a complete list of all members and schedules must be filed with the Principal.
15. In case the person in charge is changed, the organization must report the fact in writing immediately to the authorizing administrator.
16. A use charge is made to the adult groups for heat, electricity, and janitorial services. The using organization will be billed for this.
17. Use of the facilities for political purposes is prohibited.
18. The Board of Education reserves the right to alter or change any or all provisions of the agreement or to cancel it in its entirety at any time. Notice of such action shall be given in writing to the organization concerned.

RIPLEY CENTRAL SCHOOL

BOARD POLICY

FACILITY USAGE REQUESTS

1. Request forms shall include general contractual terms on the back of each contract for facility usage.
2. A custodial or teacher must be present in the building for any time any group requests the building. If a teacher does not volunteer to be present on a day a custodian isn't normally assigned, the requesting group will be required to pay a custodian's wages and fringes.
3. Clean up or other custodial time costing the district additional monies shall be charged to the requesting organization unless waived by the Board of Education.
4. Teachers present assume responsibility for supervision and building condition. Building security is also a prime responsibility unless a custodian is present.
5. Custodians, when present, assume responsibility for building security while supervision must be provided by the requesting organization as follows:
 - A. NUMBER OF SUPERVISORS FOR GROUP UNDER 21 YEARS OF AGE:

GROUP UP TO 20 PEOPLE: 1 Supervisor over age 21 who is not participating.

GROUP FROM 21 TO 35 PEOPLE: 2 Supervisors over age 21 who are not participating.

GROUP FROM 36 TO 45 PEOPLE: 3 Supervisors over age 21 who are not participating.

GROUP OVER 45 PEOPLE: 4 Supervisors over age 21 who is not participating.
 - B. AREAS REQUIRING SUPERVISION:
 1. A supervisor should be available in locker rooms – boys and girls if used.
 2. A supervisor should supervise hallways and lavatories throughout the usage.
 3. A supervisor should be in the gym area at all times if used.
6. The supervisor in charge must be the individual requesting the facility or named by amendment to the Facility Request Form. This responsibility cannot be delegated.
7. The supervisor will be responsible to check area for damages before and after each usage of gym, locker rooms, etc. Charge backs will be affected.
8. No out of school district group will be approved for facility usage. The requestor must live in the district. Facility requests will not be approved if primarily for out of district groups.