



MOUNT MORRIS CENTRAL SCHOOL DISTRICT

Request for Use of School Building or Facilities

Organization Representatives:

- 1.) Complete form and submit at least 10 days prior to event date.
- 2.) If request is for an athletic facility, this form must be signed by the Athletic Director.
- 3.) If request is for the cafeteria, this form must be signed by the Food Service Director.

Date Submitted: _____

Complete Box 1 **OR** Box 2 and all other information. Please print.

• Box 1: Community/Non-District Use

Check one: ☐ Not for Profit ☐ For Profit

Group name: _____

Purpose of Event: _____

Participants will pay an event fee ☐ Yes ☐ No

If yes, fees will be used for _____

Organization representative(s) to be present at event: _____

*Insurance form on file ☐ Yes ☐ No (attached)

If an expired insurance form is on file, please attach updated copy to this request.

*MMCS D must be listed as additional insured.

• Box 2: In-District Use

Check one: ☐ School Related ☐ Athletic Event

☐ Board-approved student club ☐ Administrative Event

☐ Board-approved parent group ☐ Other _____

Group name: _____

Purpose of Event: _____

Participants will pay an event fee ☐ Yes ☐ No

If yes, fees will be used for _____

District staff to be present at event: _____

Phone Number & Email Address of Representative: (_____) _____ - _____ / _____ @ _____ .com

Date(s) of use (NO SUNDAYS): _____ Number in group: _____

Event time: From _____ a.m./p.m. to _____ a.m./p.m.

Building use time including preparation/clean up: From _____ a.m./p.m. to _____ a.m./p.m.

Designate the area of the facility / facilities to be used for the activity:

_____ Elementary Dining Room

_____ Jr. / Sr. High Dining Room

_____ Elementary Gymnasium

_____ Jr. / Sr. High Gymnasium

_____ Auditorium

_____ Pool (proof of certified lifeguard attending required)

_____ Classroom # _____

_____ Other _____

*Note: Any organization or group using the cafeteria or a classroom must return tables/desks and chairs to their original placement.

List of equipment and/or furniture needed:

In consideration of such use, I/we agree to abide by and accept the Mount Morris Central School District Board of Education's *Rules and Regulations for Facility Use*. (Available at www.mtmorriscsd.org) I agree to be present for supervision of the above group, and understand that it is my responsibility to cancel any meeting of my group if I cannot be present. In addition, I further agree that the above-stated organization is representing no other organization, and this agreement is only between the Mount Morris Central School District and my organization. I/we agree to hold harmless the Mount Morris Central School District, their agents and officers from and against any and all liabilities, claims, awards, damages, penalties, fines, expenditures, losses, costs, expenses, or charges, including but not limited to, reasonable attorney's fees and expenses, which may now or in the future be undertaken suffered, paid, awarded, assessed, or otherwise incurred by reason of the negligent acts or omissions of the organization or groups using the facility, their officers, agents and assigns, or anyone using any of the facility under the auspices of those organizations or groups.

****As the Organization Representative, I understand that my group will be responsible for any damages, cleaning or extra staffing that may be required or incurred during building use.** _____ Initial (form will not be processed without initials)

1.) (Print) _____
Organization's Representative & Supervisor of Event on Use Date

2.) (Sign) _____
Organization's Representative & Supervisor of Event on Use Date

3.) _____
Building Use Coordinator

4.) _____
Building Administrator

5.) _____
Athletic Director (if required)

6.) _____
Food Service Director (if required)

7.) _____
Superintendent of Schools

FOR OFFICE USE ONLY

- ☐ Posted to Building Use Calendar
- ☐ Work Order Submitted for Equipment Needs
- ☐ Invite Representative to Building Use Calendar Event
- ☐ Signed Form Emailed to Representative (for Community Use)