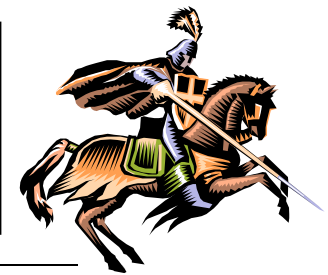


# COPENHAGEN CENTRAL SCHOOL

## Application For Use Of Facilities



Board of Education  
Copenhagen Central School  
Copenhagen, NY 13626

Date \_\_\_\_\_  
Expected Attendance \_\_\_\_\_

This application is hereby made for the use of \_\_\_\_\_  
(facility)  
at Copenhagen Central School on \_\_\_\_\_ between the hours of \_\_\_\_\_  
(days/date)

and \_\_\_\_\_. These facilities are to be used by the organization known as \_\_\_\_\_ for the purpose of \_\_\_\_\_. This function will be open to the public. There will/will not be an admission charge, the entire proceeds will be used for \_\_\_\_\_. It is agreed that we will adhere to the rules and regulations for the use of the school facilities and the education law as printed on the reverse side of this form. That the person signing below is authorized to do so and will be personally responsible for full compliance with the terms thereof and payments hereunder. If any school equipment is to be used, it shall be listed below.

### EQUIPMENT LIST

- |    |    |
|----|----|
| 1. | 3. |
| 2. | 4. |

A Certificate of Insurance is required from outside groups requesting to use the District Facilities. Individuals participating in athletic/fitness activities are required to sign a release waiver prior to participation. The Activity Supervisor is responsible for providing the Certificate and collection of the signed waivers from participants.

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 Copenhagen Central School 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 building by our organization and we will further hold said school harmless for loss of any kind in connection therewith.

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

\_\_\_\_\_  
Activity Supervisor Signature & Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Organization

\_\_\_\_\_  
e-Mail or Mailing Address

The above request is hereby approved/disapproved by the undersigned. If disapproved, give reason:

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

**ACCEPTANCE CONDITION OTHER THAN THOSE ATTACHED: 1) THE INDIVIDUAL IN CHARGE OF THIS ACTIVITY MUST ANNOUNCE AT THE ONSET OF THE PROGRAM THE PROCEDURES TO BE FOLLOWED IN THE EVENT OF AN EMERGENCY. 2) Other**

**DISTRIBUTION:** 1. Building Principal 2. Custodian 3. District Office 4. Applicant 5. Departments

# RULES FOR USE OF SCHOOL PROPERTY COPENHAGEN CENTRAL SCHOOL BOARD OF EDUCATION

- 1) That the undersigned will maintain order and discipline during such use; and will, upon request, pay for at least one attendant to control parking and to protect the buildings and grounds, or to provide custodial service, or cafeteria equipment supervision. This attendant shall be an employee of the school district and paid by the Board of Education but a charge will be made for such service as indicated on this application form.
- 2) Soft drinks, candy, ice cream, or any items whatsoever other programs will not be sold or brought into the building unless specifically listed under "Acceptance Conditions" on the reverse side of this request.
- 3) That there will be no sale of tickets or admissions beyond the normal seating capacity of the room assigned.
- 4) That the undersigned will reimburse the Board of Education for loss or damage to school property resulting from such use.
- 5) That the undersigned will indemnify the School District and the Board of Education therefor from any and all claims for injury or damage of whatever nature arising out of such use.
- 6) That the undersigned will provide for such Workman's Compensation insurance and any other insurance pertaining to the activities of the undersigned as may be required by law.
- 7) That no employee of the School District will be paid by the undersigned for any work in connection with such use and no tips, gratuities or gifts of any kind will be granted to such employee. All employee payments are to be made by the District.
- 8) That the permission now applied for, if granted is revocable at any time by the Board of Education.
- 9) If you are approved to use Copenhagen Central School facilities do not make changes in the equipment, facility, grounds, etc. unless you have specific permission to do so.
- 10) Our facilities are geared to student use and not necessarily to adult usage. If any unapproved changes or adjustments are made, your permission to use these facilities will be withdrawn.
- 11) Also, it is the responsibility of groups using Copenhagen Central School facilities to pick up and police the area after use. Our custodial staff will maintain the facilities but each group needs to clean up and pick up after themselves. The activity supervisor shall be responsible for the maintenance of the facility and as such will be the last one to leave when the activity concludes.
- 12) PLEASE NOTE: Alcoholic beverages are not allowed on school property. No smoking is allowed on school facilities.
- 13) School authorities must have free access to all rooms at all times.
- 14) In the absence of school administration, the night watchman/ custodian is charged with the responsibility of the building.

***Revised February 15, 2008***

# USE OF SCHOOL BUILDING AND GROUNDS OUT OF SCHOOL HOURS

The school building and grounds connected therewith and all property belonging to the district shall be in the custody and under control and supervision of the trustees or the Board of Education of the District. The trustees or Board of Education may adopt reasonable regulations for the use of such school building, grounds, or other property, when not in use for school purposes, for such other public purposes as herein provided. Such regulations shall not conflict with the provisions of this chapter and shall conform to the purposes and intent of this section and shall be subject to review on appeal to the commissioner of education as provided by law. The trustees or Board of Education of each District may subject to regulations adopted as above provided. They may permit the use of the school building and rooms therein, and the grounds and other property of the District, when not in use for school purpose, except as provided in subdivision seven hereof, for any of the following purposes:

- 1) For the purpose of instruction in any branch of education, learning, or the arts.
- 2) For public library purpose.
- 3) For holding social, civic and recreational meetings and entertainments, and other uses pertaining to the welfare of the community; but such meetings entertainment and uses shall be nonexclusive and shall be open the general public.
- 4) For meetings, entertainments and occasions where admission fees are charged, when the proceeds thereof are to be expended for an educational or charitable purpose. Such use shall not be permitted if such meetings, entertainments, and occasions are under the exclusive control, and the said proceeds are to be applied for the benefit of a society, association, or organization. This includes any religious sects or denominations, any fraternal, secret, or exclusive society or organization other than organizations of veterans of the military, naval, and marine service of the United States and organizations of volunteer firemen.
- 5) For polling places for holding primaries and elections and for the registration of voters and for holding political meetings. But no meetings sponsored by political organizations shall be permitted unless authorized by a vote of a district meeting, held as provided by law. It shall be the duty of the trustees or Board of Education to call a special meeting for such purpose upon the petition, of at least ten percent of the qualified electors of the district. Authority so granted shall continue until revoked in like manner and by the same body as granted.
- 6) For civic forums and community centers. Upon the petition of at least 25 citizens residing within the district or city, the trustees or Board of Education in each school district or city shall organize community centers for civic purposes and civic forums in the several school districts and cities. This is to promote and advance principles of Americanism among the residents of the state. The trustees or Board of Education in school district or city, when organizing such community centers or civic forums, shall provide funds for the maintenance and support of such community centers and civic forums. They also shall prescribe regulations for their conduct and supervision, provide that nothing herein contained shall prohibit the trustees of such school district or the Board of Education to prescribe and adopt rules and regulations to make such community centers of civic forums self-supporting as far as practicable. Such community centers and civic forums shall be at all times under the control of the trustees or Board of Education in each school district or city, and shall be nonexclusive and open to the general public.
- 7) For classes of instruction for mentally retarded minors operated by a private organization and approved by the commissioner of education, such use may be permitted when the school is in use for school purposes when in the opinion of the trustees or Board of Education. Such use will not be disruptive of normal school operations. Said trustees or the Board of Education may demand rent for the use of such facilities.

***Revised February 15, 2008***