

WEEDSPORT CENTRAL SCHOOL DISTRICT

BUILDING USE FORM 2023-2024 [PLEASE COMPLETE FORM IN BLACK INK ONLY]



MARK "X" FOR POOL
REQUEST AND
INCLUDE COMPLETED
"GUIDELINE FOR
POOL SAFETY PLAN"

THE FOLLOWING ORGANIZATION OR GROUP:

IS HEREBY GRANTED PERMISSION TO USE THE FOLLOWING SCHOOL FACILITIES AND EQUIPMENT:
*** [PLEASE BE SPECIFIC WITH REGARD TO FACILITY AND EQUIPMENT NEEDS] ***

DATE(S): _____

SET UP TIME – From: _____ To: _____

EVENT TIME – From: _____ To: _____

FOR THE PURPOSE OF: _____

DIAGRAM PROVIDED: Y / N
[IF YES, PLEASE ATTACH DIAGRAM]

THE ABOVE NAMED ORGANIZATION AGREES TO:

1. Provide ticket sellers and takers;
2. Provide ushers, as well as all incidental labor;
3. Move pianos, furniture, etc., only after securing permission, and under the supervision of a custodian;
4. Reimburse school district for custodial services if needed.

THE ABOVE NAMED ORGANIZATION ALSO AGREES TO:

1. Comply with the District Code of Conduct;
2. Maintain an orderly behavior in the group and assembled public, in designated areas;
3. Prevent the sale or use of intoxicating beverages in the buildings or on the premises;
4. Pay for all damage occurring to school property;
5. Leave school properties in an orderly and neat condition with any furniture, tables, and chairs, or other equipment that was moved returned to the original location;
6. Remove from the school premises immediately at the close of the event all properties not belonging to the school district;
7. Return promptly all equipment or property rented for use off of the school premises;
8. Carry public liability insurance to protect the Board of Education and the School District, unless this is specifically waived by the Board of Education.

The undersigned is over 21 years of age and has read this form and agrees to comply with such. He/she agrees to be responsible to the District for the use and care of the facilities. He/she, as the Organization Representative, does hereby covenant and agree to defend, indemnify and hold harmless the District from and against any and all liability, loss, damages, claims or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of District's property, facilities, and/or services by Organization.

AGREED: _____

(Signature/Organization Representative)

(Date)

(Print Your Name)

(Address)

(Address)

(Phone)

TO BE COMPLETED BY SCHOOL OFFICIALS

BUILDING ADMINISTRATOR SIGNATURE OF APPROVAL: _____

THE ABOVE REQUEST IS DENIED FOR THE FOLLOWING REASON(S):

CHARGES: \$ _____

INSURANCE REQUIRED: Yes No

DATE OF EXPIRATION: _____

IS THE DISTRICT NAMED AS AN ADDITIONAL INSURED?

Yes No

AGREED: _____

(Signature/Board of Education Representative) (Date)

OFFICE USE ONLY

___ Organization Representative ___ Building Administrator
___ Jr.-Sr. HS Custodial Staff ___ Kitchen
___ Elem. School Custodial Staff ___ Other _____
___ Technology Department ___ Other _____
___ Please have all ADA door entrances unlocked.

SMOKING POLICY: SMOKING IS PROHIBITED IN ALL BUILDINGS, FACILITIES, AND MOTOR VEHICLES OF THE WEEDSPORT CENTRAL SCHOOL DISTRICT AT ALL TIMES. SMOKING IS ALSO PROHIBITED ON THE GROUNDS AND PROPERTY OF THE WEEDSPORT CENTRAL SCHOOL DISTRICT DURING ALL SCHOOL AND COMMUNITY RELATED ACTIVITIES.