

VOORHEESVILLE CENTRAL SCHOOL DISTRICT

Use of Facilities Request Form

(District Office - 765-3313, ext. 105)

(PLEASE PRINT NEATLY – ALL SPACES MUST BE FILLED IN)

Organization/Group: _____ **Application Date:** _____

Contact Person: _____ **Title:** _____

Phone Number: _____ **Mailing Address** (confirmation will be mailed here):

Proposed Use: *(1. Fill out all applicable items below, 2. Include all dates, 3. Be specific, 4. Use separate sheet if necessary.)*

Building/Areas Requested: _____

Day/Date: _____ **Hours:** _____

Day/Date: _____ **Hours:** _____

Day/Date: _____ **Hours:** _____

The premises will be used for: _____

Admission will/will not be charged; proceeds will be used for: _____

Number of Participants: _____ *(See Page 3 of Handbook for next item.)*

Team or Group Parent(s): _____

Set-Up Requirements and/or Special Equipment Needed: _____

INSURANCE REQUIREMENTS: An **UP-TO-DATE** Certificate of Insurance for your organization, listing our school district as an additional insured, must accompany this application (unless there is a current one on file in the school's District Office). **Permits will not be issued until we are in receipt of the proper insurance form.**

I agree on behalf of the above indicated organization that all members and guests will observe all regulations and that we, individually and as an organization, will assume full financial responsibility for any and all damages done to Voorheesville Central School District property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify and hold harmless the above-named school district and its officers, agents, trustees and directors against any injury, damage or expense of any kind, to any person or property arising from, related to, or in any way connected with the use of the above described facilities by our organization and we will further hold said school harmless for loss of any kind in connection therewith.

I have received, carefully read and fully understand the **Use of Facilities Handbook** for use of the Voorheesville Central School District facilities. I also understand that smoking is not permitted in any portion of the Buildings or Grounds covered by this agreement.

Signature of Organization Representative (Contact Person): _____

****In case of cancellation, please notify District****

Applicant: DO NOT WRITE BELOW.

<p>FEES: See <u>Use of Facilities Handbook</u>.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>APPROVALS:</p> <p><i>Building Principal:</i> _____ <i>Date:</i> ___/___/___</p> <p><i>Athletic Director:</i> _____ <i>Date:</i> ___/___/___</p> <p><i>District Office:</i> _____ <i>Date:</i> ___/___/___</p> <p><i>Permit Issued: Number:</i> _____ <i>Date Issued:</i> ___/___/___</p>						
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">White-District Office</td> <td style="border: none;">Yellow-Building Principal</td> <td style="border: none;">Pink-Building Custodian</td> </tr> <tr> <td style="border: none;">Gold-Requestor</td> <td style="border: none;">Copy-Athletic Director</td> <td style="border: none;">Copy-PAC Manager</td> </tr> </table>		White-District Office	Yellow-Building Principal	Pink-Building Custodian	Gold-Requestor	Copy-Athletic Director	Copy-PAC Manager
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