BALDWINSVILLE CENTRAL SCHOOL DISTRICT
29 East Oneida Street
Baldwinsville, New York 13027
USE OF SCHOOL FACILITIES REQUEST/AUTHORIZATION FORM
2017 – 2018 (SCHOOL YEAR)

The undersigned requests approval for use of the Baldwinsville School Facilities as indicated below:

NAME OF SPONSORING ORGANIZATION _____

ADDRESS _____

TYPE OF ORGANIZATION _____ PHONE _____
<div align="center">(Civic, Social, Recreational, etc.)</div>

E-MAIL ADDRESS: _____

I understand and accept the district's policies and regulations governing Community Use of School Facilities. This organization agrees to hold harmless the Baldwinsville Central School District against any claims, for both property damage and bodily injury arising from the event. It is agreed that any proceeds in excess of expenses shall be used to support educational, civic, or charitable functions and understood that the Board reserves the right to request an accounting.

SIGNED _____ TITLE _____ DATE _____

FACILITIES REQUESTED:

NAME OF SCHOOL _____AUD _____GYM_____ROOM_____ OTHER_____
<div align="right">(Name of Facility)</div>

DAY(S) OF WEEK: DATES: FROM _____ TO _____
    M   T   W   TH   F   S   S
    (Please circle day(s)

        HOURS: FROM _____ TO _____ EST. NO. OF PARTICIPANTS _____

        SET UP TIME _____ PROGRAM TIME _____

DISTRICT EQUIPMENT OR OUTSIDE FACILITIES NEEDED: _____
OTHER EQUIPMENT/APPARATUS (PROVIDED BY USER) (IF NECESSARY, PROVIDE LIST, RENTAL AGREEMENT)
_____

PURPOSE (Briefly state purpose of activity) _____

_____

If Admission Fee is to be charged, state specifically what proceeds are to be used for (ie. to benefit the School District, Community or Civic Group):

_____

ACTIVITY SUPERVISOR _____ PHONE _____

ADDRESS _____

<div align="center">**   KITCHEN USE REQUIRES SEPARATE FORM FROM FOOD SERVICE   ****</div>

BUILDING/FACILITY REVIEW: The foregoing request has been reviewed by appropriate personnel in this school. The facility's availability is subject to the conditions noted here:

_____
_____

SIGNED _____ / _____
<div align="center">(Building Principal)   (Athletic Director)</div>

BUILDING USE FEE OF $125.00/HR. TO BE CHARGED TO REIMBURSE THE DISTRICT FOR THE COST OF OVERTIME AND OVERHEAD COSTS. THIS FEE WILL INCLUDE APPROXIMATELY ½ HOUR FOR A CUSTODIAN TO OPEN AND CLOSE THE FACILITY: FEES APPLY FOR THIS EVENT: *YES* ☐   *NO* ☐

<div align="center">**CHECKS SHOULD BE PAYABLE TO THE BALDWINSVILLE CENTRAL SCHOOL DISTRICT**</div>

DISTRIBUTION: APPLICANT   BUILDING CUSTODIAN   BUSINESS OFFICE
                        BUILDING PRINCIPAL   ATHLETIC DIRECTOR   FACILITIES   REV 7/2017