

BALDWINSVILLE CENTRAL SCHOOL DISTRICT
 29 East Oneida Street
 Baldwinsville, New York 13027
USE OF SCHOOL FACILITIES REQUEST/AUTHORIZATION FORM
 2014 - 2015 (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 _____
(Civic, Social, Recreational, etc.)
 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 _____ <small>(Name of Facility)</small>
DAY(S) OF WEEK: M T W TH F S S <small>(Please circle day(s))</small>	DATES: FROM _____ TO _____		
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 _____

** KITCHEN USE REQUIRES SEPARATE FORM FROM FOOD SERVICE **

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 _____ / _____
(Building Principal) (Athletic Director)

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 1 1/2 HOUR FOR A CUSTODIAN TO OPEN AND CLOSE THE FACILITY. FEES APPLY FOR THIS EVENT: YES NO

CHECKS SHOULD BE PAYABLE TO THE BALDWINSVILLE CENTRAL SCHOOL DISTRICT

DISTRIBUTION:	APPLICANT	BUILDING CUSTODIAN	BUSINESS OFFICE
	BUILDING PRINCIPAL	ATHLETIC DIRECTOR	FACILITIES