



MCGRAW CENTRAL SCHOOL DISTRICT

10 West Academy Street, McGraw, NY 13101

Phone: (607) 836-3600 FAX: (607) 836-3635

REQUEST FOR USE OF SCHOOL FACILITIES

All **requests** to schedule events in the McGraw Central School District must be requested by submitting this form to the applicable Elementary or High School Office.

SPONSORING ORGANIZATION: _____

NAME/ TYPE OF EVENT: _____

THIS IS A: _____ SCHOOL-SPONSORED ACTIVITY _____ STUDENT CLUB _____ *NON-SCHOOL GROUP

***NON-SCHOOL GROUPS MUST SUBMIT A CERTIFICATE OF INSURANCE AND THE REQUIRED CG2026 FORM WITH THIS FACILITIES USE FORM. PLEASE SEE REQUIREMENTS ITEM #4 ON PAGE 2 OF THIS FORM.**

CONTACT PERSON: _____ Phone (_____) _____

Address: _____ Cell Phone # (_____) _____

City, State, Zip _____ e-mail (REQUIRED) _____

SCHOOL BUILDING(S) REQUESTED: Please place the number 1 by the building of preference, number 2, 3 etc. for 2nd, 3rd choice. If your activity needs simultaneous space in different buildings, place 1 in all buildings needed.

HIGH SCHOOL: _____ ELEMENTARY SCHOOL: _____

EVENT DATE(S): _____ DAY(S): **M T W TH F Sat Sun**

BEGINNING TIME: _____ AM / PM ENDING TIME: _____ AM / PM

SET-UP DATE: _____ SET UP TIME: _____ to _____

ATHLETIC FIELD(S) REQUESTED: _____

AREA / ROOM(S) REQUESTED: _____

ESTIMATED ATTENDANCE: _____ NUMBER OF ADULT CHAPERONES: _____

CUSTODIAL OR SPECIAL SERVICES REQUESTED**

- _____ USE OF KITCHEN
- _____ TECHNICAL SERVICES- LIGHTS/ SOUND/PROJECTOR
- _____ SPECIAL EQUIPMENT REQUESTED FROM SCHOOL DISTRICT: _____

PLEASE NOTE: ALL FURNISHINGS AND EQUIPMENT MUST BE SET BACK UP AS THEY WERE FOUND PRIOR TO YOUR ACTIVITY

Do you need custodial services for your event? (set up, clean up, etc.) YES NO

If YES, explain _____

If no custodian is requested, please indicate who will be responsible for cleanup: _____

THE FOLLOWING REQUIREMENTS FOR USE OF THE SCHOOL FACILITIES ARE ESTABLISHED:

The regular school program and approved school activities have preemptive use of school facilities at all times;

District affiliated organizations have priority for use over other community organizations and may use the facility free of charge;

Non-district affiliated, not-for-profit organizations whose membership is made up primarily of district residents may use the school facilities only when it does not interfere with school operations. Preference will be given to community organizations serving youth. All additional expenses incurred by the District for such use shall be charged to the organization.

Not-for-profit organizations using school facilities for public sales or charging admission may do so only when school is not in session; the event is a benefit to the general welfare of the community and the proceeds derived therefrom are to be expended for an educational or charitable purpose.

Facility use for the purpose of instruction in any branch of higher education may be permitted for a fee or, in lieu of a fee, reciprocal use of facilities, at the discretion of the Superintendent of Schools.

The use of school district property for private commercial purposes is prohibited unless the private benefit is "incidental" to a public educational or school purpose.

All organizations must comply with all applicable federal, state and local laws. In addition, the District expects all organizations to:

1. Assure the protection of school property. **In accordance with this requirement, the District reserves the right to charge for supervisory staffing when deemed necessary.**
2. Provide for the health and safety of all people involved in the activity.
3. Payment for any damage or loss whether or not a fee has been charged.
4. **Maintain Commercial General Liability Insurance of at least \$1 Mil. per occurrence with a \$2 Mil. Aggregate. The policy must name the McGraw Central School District as unrestricted additional insured. The District must be listed as Additional Insured using ISO Endorsement Form CG2026 or Broader.** The policy must be from an A.M. Best rated "secured" New York State licensed insurer, must also contain a 30 day notice of cancellation, and state the organization's coverage shall be primary for the District, its' Board, employees and volunteers. The user agrees to indemnify the District for any applicable deductibles. User acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The user is to provide the District with a certificate of insurance evidencing the above requirements have been met. Failure of the District to object to the contents of the certificate or absence of the same shall not be deemed a waiver of any and all rights held by the District.
5. Recognize that all approvals for the use of any school facility will be issued for specified hours, are non-transferable, and are restricted to the specified purposes for which issued.
6. A chaperone must be 18 years of age and responsible in character.
7. **As per New York State Law Smoking Is Not Permitted On School District Property.**
8. Prior to the start of the event, an announcement must be made to your group regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, how to respond to fire alarms, etc.

AGREEMENT

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the McGraw Central School District for the use and care of the facilities. He/she, on behalf of _____ does hereby covenant and agree to defend, indemnify and hold

Print Name of Organization

harmless the McGraw Central School District from and against any and all liability, loss, damages, claims, and or actions (including costs and attorney 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 McGraw Central School District's property, facilities and/or services by _____.

Print Name of Organization

Signature of Organization's Representative

Print Name

Date

For Office Use Only

Principal Approval

Date

Business Office Approval

Date

Facilities Approval

Date

Superintendent Approval

Date