

OUTSIDE ORGANIZATION BUILDING USE APPLICATION

Letchworth Central School

PLEASE PRINT LEGIBLY - If we cannot read it, it will not be approved. Today's Date: _____

Area(s) Requested:

Grid of checkboxes for Auditorium, Gym, Cafeteria, Field(s), Aud Lobby, Locker Room, Library, Bathrooms, Boomerang Area, Pool & Locker Rooms, Parking Lot, and Other.

Date(s) Requested: _____

Time(s): Enter the building (Set up): _____ Exit: _____

Exact time program Starts: _____ Ends: _____

Nature / Purpose of Activity: _____ Not For Profit Group? Yes No

Sponsoring Organization: _____ Estimated Attendance _____

Person present & in charge of activity: _____ Phone #: _____

Request submitted by (Print): _____ Phone #: _____

Contact E-Mail Address (Print): _____

- Set Up / Equip: Microphone, House Lights, Tables #, Wireless Mic, Stage Lights, Chairs #, Risers, Sound System, Gym Dividers---->, Piano Open, Garbage Cans, Open Closed

Other: _____

I hereby affirm that our use of the building will not conflict with the Laws of the State of New York nor with the Board of Education governing the use of these school facilities. I have read the Rules and Regulations of the Board of Education, and the Building Use Rates regarding usage of school buildings and facilities. I understand the policies and I, and my group, will abide by them. ***I understand that the required Certificate of Liability Insurance shall name the Letchworth Central School District at Gainesville, its Board members, Administrators, Employees and Volunteers, as additional insured. (SEE #5 on back)

Signature _____

Date _____

Barcode line

OFFICE USE ONLY:

➤ Building Use Charges Anticipated? [] NO [] YES Estimated Charge: \$ _____

➤ Insurance Received ___/___/___ Sent to School Agent ___/___/___ Approved ___/___/___

Approved by:

_____/_____/_____
Athletic Director Date

_____/_____/_____
SUPERINTENDENT OF SCHOOLS Date

_____/_____/_____
Superintendent Build/Grounds Date

On Calendar Date: _____

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1. Any organization desiring to use the facilities of the district should obtain a form from the school WEB site (letchworth.k12.ny.us) fill it out and return it. This should be done **no less than 2 weeks prior** to requested use of facility. Any questions regarding building use should be directed to the Superintendent's Office at 493-5450.
2. The use of school buildings and facilities for other than school connected functions shall be limited to civic and private group functions sponsored for charitable or non-profit purposes. Functions promoted solely for the monetary benefit of either sponsors or performers shall not be permitted.
3. All requests shall specify the facilities desired, the sponsoring organization and the responsible adult to be in charge.
4. Organizations using the school's facilities on more than one occasion per request (such as town recreation programs, etc.) shall submit in writing the complete schedule of dates involved. School-scheduled events must take priority over non-school events.
5. **GROUPS MUST PRESENT a Certificate of Liability Insurance NAMING the Letchworth Central School District at Gainesville, its Board members, Administrators, Employees and Volunteers. as additional insured.** Sponsoring groups shall indemnify and hold the District harmless for all claims arising from the sponsoring group's use of District facilities, except for claims arising from the District's negligence.

NO APPROVAL WILL BE GIVEN WITHOUT THE PROPER INSURANCE ON FILE.

(E-mail: jjohncox@letchworth.k12.ny.us or FAX to: 585-493-2762)

This certificate is subject to the approval by the District's legal and insurance counsel.

6. Confirmation of the building use approval will be given in writing to the person making the request.
7. Charges for the use of school facilities will follow the Board of Education approved Building Use Rates. Rates for non-profit community groups will be determined upon programming. The sponsoring group shall be billed for such use or work at the rates determined by the Board of Education to compensate the district for the cost of the wages and benefits. These rates may be obtained on the school WEB site.
8. In the case of the use of the cafeteria-kitchen for a dinner or when kitchen equipment is used, personnel must be retained from the Sodexo Corporation and the sponsoring group is billed for such work as designated by Sodexo Corporation to compensate them for the cost of the service. Specific arrangements should be made with the cafeteria manager.
9. Sponsoring groups will be held financially responsible for damage done to school buildings and equipment, and be liable for accidents, which happen under their sponsorship. Groups using school facilities shall be charged for damages whether such were incurred by members of the group or by their guests. Any person in attendance who is not a regular member of the sponsoring group shall be considered as a guest of that group.
10. A custodian must be on duty whenever buildings are in use.
11. Smoking is not permitted on school property. No Alcoholic beverages are to be brought on school-owned properties.
12. In the case of use of the gyms for dances, proper footwear is to be worn by dancers as not to cause destruction or undue wear to the floors.

The Board of Education set the following rates for when the District is on a Voter Approved budget: All rates are subject to change without advance notice.

BUILDING USE RATES

All rates are based on a 4 hour block of time.

For organizations using multiple 4 hour periods, each additional 4 hour period or portion thereof will be at the same rate.

Classrooms, Library, or Cafeteria (no Kitchen) ----- \$50

Cafeteria with Kitchen ----- \$75

Gym with locker rooms ----- \$100

Pool with locker rooms ----- \$100

Pool time requested should include the locker room use also. State the time you enter the locker room and time you will exit the building, not just the time in the pool.

Auditorium:

House lights & Stage lights ----- \$125

An operator of lights and sound will be provided to you at your cost. ----- \$30/hr

Supervisor / Custodial Charge ----- \$30/hr ♦

♦Following ANY Building Use event, clean up may be required. Custodial Charges are in effect Monday–Friday at 11:00 PM, Saturday at 3:00 PM, and full day on a Sunday or Holiday.

Plowing (If needed)----- \$200

ATHLETIC / FIELD RATES

Two (2) weeks' notice is required for any line work.

RATES and PROCEDURES for marking athletic fields for outside group use.

Maintenance Charge:

To Line A Field ----- \$20/Hr

Paint Charge:

Four Small Soccer Grids ----- \$50

Soccer Grid ----- \$50

Baseball Field ----- \$35

Soccer Field----- \$50

Football Field----- \$100

Mowing Charge ----- \$20/hr

Request and payment for a field to be re-marked shall be submitted to the Buildings & Grounds Office 493-3550. Requests must be made no less than 3 DAYS (72 hours) in advance. If previous field markings have almost completely disappeared an additional charge will be added to the above amounts. These additional amounts will not exceed the actual costs of marking the field.