

Watervliet City School District
APPLICATION FOR USE OF BUILDINGS AND/OR GROUNDS

(Submit to respective principal a minimum of 10 school calendar days prior to date of use)

Person Making Request	Name of Organization
Address	Telephone Numbers (Day and Evening)
Date(s) Requested	Hours of Use
Approximate number of attendees	Person in Charge of Facility When In Use
Admission Charge? Yes or No	Any Profit-Making Activities? Describe
Area or room requested:	
Brief description of activity:	
Equipment/Support needed (i.e. AV equipment, sound system, podium, kitchen equipment, custodians):	
Refreshments served? Yes or No	

A certificate of insurance with the district listed as "additional insured" is required by outside groups. User is responsible for all damage incurred. Area must be left clean.

I agree on behalf of the above indicated organization that all members and guests will observe the regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to district property during the above indicated period of use. We also agree that our organization will, at all times, hereafter indemnify the district against any loss, damage or expense of any kind which the district may sustain or incur because of use of the above described building by our organization and we will further hold the district harmless for loss of any kind on connection therewith.

Signature: _____ Printed Name: _____

Approval and Notification

Available: Yes No After Hours: Yes No School Sponsored: Yes No

If a school function, list chaperones by name: _____

Custodian Needed: Yes No Staff Supervisor: _____

Equipment Needed: AV _____ Sound _____ Kitchen _____

Other: _____

Approval is GRANTED for facilities requested on indicated dates: Yes No

Approval is DENIED because: _____

Approved by: _____ Date: _____

Building fees: _____ Custodial Fees: _____ Total: _____

Route to (initial and forward):

Building Principal: _____	Athletic Director: _____	Superintendent: _____
Business Office: _____	Custodians: _____	Individual Concerned: _____
Fire Department: _____	Police Department: _____	Other: _____

Regulations for the Use of School Facilities

1. Those using school facilities shall comply with all relevant state, federal and local laws, regulations, policies and regulations of the Board of Education and the Superintendent of Schools, including Policy 1520 and Regulation 1520-R, Public Conduct on School Property.
2. School building and play fields shall be used by non-school groups outside of school hours only with written permission of the Superintendent of Schools and/or the Board of Education. School clubs and organizations may use the school buildings and play fields with the written permission of the building principal and have preference.
3. No parts of the school shall be used except those specially requested and authorized, during the hours indicated. Changes in hours, dates, and facilities will be arranged in advance with the principal. Special set-up or clean-up arrangements are to be made with the building principal.
4. Adequate supervision and security personnel will be provided by the sponsoring organization as a condition for using the facility. A responsible adult with necessary assistance will be appointed to supervise the activity and maintain order. The building principal will be notified of the appointment in advance of the date, and the person so appointed will notify the custodian on duty of his arrival and departure from the activity.
5. The person or organization requesting use of the facilities will be held strictly responsible for the conduct of all people in attendance. The person supervising is responsible for keeping the attached "Guest After School Emergency Procedure Card" on their person and following its instructions during times of emergency.
6. A certificate of liability insurance is held, and the district is named as "additional insured" is held by the sponsoring organization and must be received by the Business Office prior to the use or event.
7. No smoking on campus.
8. Persons using or presumed to be under the influence of intoxicating drinks or illegal drugs will be excluded from the buildings and grounds, and loitering will not be tolerated. Assistance in the enforcement of this regulation should be obtained from law enforcement agencies when such assistance is warranted.
9. Vehicles will be parked in proper areas as provided, and due respect for shrubs and lawn will be insured by the sponsoring group.
10. Accidents resulting in injury to any person or damage to any property will be reported as soon as practicable, but no later than the next school day. A written report of the accident will be filed on forms provided for the purpose. Damage to school property, buildings, and equipment will be repaired to the satisfaction of the building principal, or the cost of required repairs will be accepted as a charge to the group and paid to the district business office.
11. When use of the school kitchen is required, the Food Service Supervisor or a member of the cafeteria staff selected by him/her, will be assigned to duty. (A service charge will be based on the hourly rate of the employee and paid by the organization or group using the kitchen.)
12. School equipment will be used only with approval or assistance of school personnel.
13. Decorations, displays, and non-school equipment must conform to fire code regulations and will not be used or installed without prior consent of the building principal.
14. If refreshments will be sold or consumed, prior approval from the principal is required. All refreshments must be consumed in approved designated areas.
15. If the gym or multi-purpose room is used for athletic activities, all participants are to use gym shoes with rubber soles.
16. School facilities may be used on weekends and during vacation periods with prior approval, if adequate supervision is present and the costs for required custodial and/or cafeteria coverage while the facility is in use, or the cleaning necessary due to the use, is paid by the organization or group using the building.
17. On a day when school is closed due to weather or other emergency conditions, the use of school facilities is cancelled.