

**MALONE CENTRAL SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL FACILITIES**

PLEASE NOTE: Form must be turned in at least 14 days before requested date with signed Guidelines for use of Facilities attached. The form must be approved by all necessary persons/parties prior to use.

Application date: _____

Name of Organization/Contact Person: _____				
Address: _____				
	Street	City	State	Zip
Telephone Number: _____				
Email address: _____				

Status or Purpose of Organization: (Check all that apply)

- For profit
 Not-for-profit/Non-profit
 Religious
 Other (Describe): _____

School Building: <input type="checkbox"/> Franklin Academy <input type="checkbox"/> Middle School <input type="checkbox"/> G.B. Davis <input type="checkbox"/> Flanders <input type="checkbox"/> St. Joseph's <input type="checkbox"/> Harison Gym <input type="checkbox"/> Bus Garage				
Room or Facility Requested: _____			<input type="checkbox"/> FEH Field	<input type="checkbox"/> Willow St. Field
Day of Week _____	Date(s) & Time Requested: _____	From: _____	To: _____	
	Date(s)	Time in	Time out	
Detailed Description of Use or Event: _____				

Is your organization a school-related or Malone community organization? : _____

Will admission fee be charged? _____ If so, amount: _____ Number of Participants: _____

For what purpose will proceeds from admission fee be used? _____

Materials, equipment, furniture requested: _____

Materials, equipment or other items to be brought by user: _____

For Office use only:	
<input type="checkbox"/> Insurance/Hold Harmless Agreement Required	<input type="checkbox"/> Est. Building Use Fee \$ _____ <input type="checkbox"/> Est. Custodial Fee \$ _____

The undersigned, on behalf of the above-named organization, has read this form and the attached guidelines and agrees that the organization and activity fully meet the conditions set forth and agrees to observe all rules, regulations, guidelines and procedures. It is further agreed that the organization will be fully responsible for the care of the District facilities and equipment and the supervision of all persons coming into the building in connection with this activity. It is further agreed that the organization will immediately reimburse the District in full for any damages to District facilities, grounds or equipment resulting from the use requested herein.

The undersigned, on behalf of the organization, agrees to defend, indemnify and hold harmless the District against any and all liability, damages, claims 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 the District's facilities and equipment.

Signature of Applicant	Date	Custodian Signature	Date
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The above-requested facilities are available, and the nature of the use is appropriate for this building.

Principal's Signature	Date	Other Signature as Necessary (E.g., Athletic Director, Director, IT Coordinator)	Date
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I approve the use of the above-requested facility.

Business Administrator Signature	Date	Director of Facilities Signature	Date
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____ Applicant
 ____ Principal/Director
 ____ Custodian
 ____ Director of Facilities
 ____ Business Administrator

MALONE CENTRAL SCHOOLS GUIDELINES FOR USE OF FACILITIES*

When not in use for school purposes or school-sponsored organizations, school buildings and facilities may be used for educational, civic or recreational purposes by the community in accordance with Section 414 of the Education Law, Board Policy and the following:

1. School buildings and grounds may be used by non-school community organizations for meetings, lectures, recitals, classes, competitions and other educational, recreational, civil or entertainment purposes, provided such meetings are open to the general public and consistent with the policy of the Board of Education.
2. A sponsoring organization shall be considered to be a community organization if:
 - a) a majority of those who constitute the group or a majority of those participating in or attending the activity are residents of the District, pupils or the families of pupils who attend District schools, or employees of the District; or
 - b) the organization's purpose is directly related to a school activity, e.g., Section 10 Athletic Officials.
3. The president or other responsible representative of the organization requesting to use the facility shall sign the Application and Guidelines forms and submit them to the office of the building Principal at least 14 days before the requested date.
4. In general, school facilities may be used free of charge. However, a fee may be charged to cover additional costs when the use of the facility requires the District to incur extra expenses such as custodial or supervisory help.
5. If the organization charges an admission or any other fee for its event, the proceeds must be expended for an educational or charitable purpose. School facilities may **not** be used where admission fees are charged and the proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or for a fraternal, secret or exclusive organization other than organizations of veterans or volunteer firemen. School buildings **may not** be used by any individual or group for their personal profit.
6. School facilities may be used for polling places during primaries and elections and for holding meetings of political organizations.
7. When school facilities are used for events where admission fees are charged, a charge may be imposed for the use. The following is a schedule of minimum charges which may apply for each facility. The charge may be greater depending upon the nature or the length of the use. Charges below are based on a **per hour fee**:

	<u>Auditorium</u>	<u>Gymnasium</u>	<u>Classrooms</u>	<u>Cafeteria</u>
a) Davis Elementary School	N/A	\$25.00	\$15.00	\$25.00
b) Flanders Elementary School	N/A	\$25.00	\$15.00	\$25.00
c) Malone Middle School	\$ 25.00	\$25.00	\$15.00	\$25.00
d) Franklin Academy High School	\$ 25.00	\$25.00	\$15.00	\$25.00
e) St. Joseph Elementary School	N/A	\$25.00	\$15.00	\$25.00
f) Harison Gym	N/A	\$25.00	N/A	N/A

8. Where extra custodial help is required based on the discretion of the district, a charge will be made to the organization at the overtime rate for each custodian on duty. Custodians will then be paid by the Board of Education.

9. Any equipment, material or property of the District requested for use in conjunction with the facility may be subject to an additional charge. All athletic equipment must be used in the gymnasium only.

10. Any organization using a school facility must agree to enforce all rules and regulations in effect to ensure proper safety, sanitation and protection of school property. Oral instructions given by school personnel in charge of the facility concerning safety and sanitary procedures must also be observed.

11. If equipment, apparatus, scenery, decorations, animals or other unusual materials are to be brought into a school facility, it must be stated on the application. The District cannot be held responsible for any damage to equipment or supplies left in the building.

12. Smoking or the use of open flames such as candles in school facilities shall not be permitted except with special permission at functions such as dinners where proper precautionary measures are taken. **The presiding officer of public gatherings held in any school building shall announce publicly that smoking is not permitted on school grounds.**

13. No alcoholic beverages shall be brought or served in any school facilities or on school property.

14. A Certificate of Insurance may be required depending upon use. If required "Commercial General Liability Insurance \$1,000,000 per occurrence/ \$2,000,000 aggregate, with coverage for athletic participants.

15. Application for Use of School Facilities submitted must include a copy of all planned advertisement/promotional literature about your planned event. Outside organizations must include "This event is not sponsored by the Malone Central School District" on all literature.

16. The Board of Education reserves the right to refuse use of facilities to any organization falsely promoting the content or intent of any non-school program to members of our community.

17. Irrespective of the foregoing, the use of all facilities shall be in accord with the rules and restrictions as may be from time to time set forth by the Board of Education, Superintendent of Schools, Business Administrator or the Superintendent of Buildings and Grounds. The approved requestor is responsible for the supervision of all participants at all times during the event. Failure of the requestor to provide proper supervision may result in future revocation of facility use.

****18.** Final district approval of a facility request will culminate with the scheduling of the event. Should the requestor need to change event details after final approval, including, but not limited to time, date, duration or cancellation, the requestor must notify the main office secretary of the school building where the event is to take place. Failure to notify the district of changes, especially where custodial help is scheduled, will result in charges to the group or individual.

Applicant Signature

Date

***A signed copy of these regulations must be attached to the Application Form.**