

ARLINGTON CENTRAL SCHOOL DISTRICT
144 Todd Hill Road
LaGrangeville, NY 12540
(845) 486-4460

USE OF FACILITIES REQUEST FORM

NAME OF ORGANIZATION		
PERSON MAKING APPLICATION		
ADDRESS		
CITY	STATE/ZIP	E-MAIL
HOME PHONE	BUSINESS PHONE	
BUILDING REQUESTED		
NOT FOR PROFIT TAX ID NUMBER		

IF YOU ARE REQUESTING MONTHLY USE PLEASE LIST <u>SPECIFIC</u> DATES BELOW:			
	DAY & DATE	ROOM/AREA	START/END TIME
BEGINNING DATE			AM/PM
ADDITIONAL USE			
ADDITIONAL USE			
JAN	APR	JULY	OCT
FEB	MAY	AUG	NOV
MAR	JUNE	SEPT	DEC

PURPOSE FOR WHICH FACILITY IS DESIRED _____

NUMBER EXPECTED _____

INSURANCE CARRIER _____

***LATEX BALLOONS, LATEX RUBBER BANDS AND LATEX GLOVES ARE PROHIBITED IN ALL ARLINGTON CENTRAL SCHOOL DISTRICT BUILDINGS AND RELATED PROPERTIES.**

****THE ENTRY PROTOCOL MUST BE CONVEYED TO ALL SUPERVISING ADULTS**

CHECK SPACE(S) REQUESTED BELOW

COST		COST	
AUDITORIUM <input type="checkbox"/>	\$ /NIGHT	GYM (HIGH SCHOOL) (ELEM/MIDDLE SCHOOL) <input type="checkbox"/>	\$ /NIGHT
CAFETERIA <input type="checkbox"/>	\$ /NIGHT	Audio/Visual SETUP <input type="checkbox"/>	\$ TBD
CLASSROOMS(S) <input type="checkbox"/>	\$ /NIGHT	P.A. SYSTEM <input type="checkbox"/>	\$ TBD
KITCHEN <input type="checkbox"/>	\$ TBD	OVERTIME CUSTODIAN	\$51.00/HOUR

PLEASE MAKE CHECK PAYABLE TO: *ARLINGTON CENTRAL SCHOOL DISTRICT* **TOTAL COST**

NOTES: _____

\$

PRINCIPAL SIGNATURE _____ DATE APPROVED _____

SEPARATE APPROVAL MUST BE THROUGH FOOD SERVICE DEPARTMENT 486-4491

FOOD SERVICE DIRECTOR SIGNATURE _____ DATE APPROVED _____

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Rules Regarding Use of Facilities

1. A certificate of Insurance naming Arlington Central School District as additionally insured, in the description box it needs to state that "coverage is primary and non-contributory" and a copy of the Additional Insured Endorsement CG2026 Form or broader must be provided to the District BEFORE the start of an activity.
2. The use of tobacco, alcoholic beverages and illicit drugs is prohibited anywhere in/on school property. **Latex balloons, latex rubber bands and latex gloves are prohibited in all Arlington Central School District buildings and related properties.** Any individuals found violating this policy will be asked to leave the school premises. If an individual does not comply, the authorities will be contacted to remove such individual. Repeated violations will also result in the revocation of the use of the facility by the group or organization.
3. Use will be confined to the spaces or rooms reserved. Use of other spaces and rooms is prohibited.
4. No use of building space will be permitted without the presence of a District employee. Groups will not be allowed in a building when it is closed and otherwise unoccupied.
5. Requests for use of any building during hours when a custodian is not normally on duty are subject to an hourly custodial fee, including ½ hour prior to the event and one hour after the event at a charge of \$51.00 per hour. Usage is dependent on the availability of a custodian.
6. Equipment requests (audio visual) is subject to availability/approval. The organization or person(s) using the equipment is fully responsible. Assistance cost for Arlington School District personnel is \$51.00 per hour.
7. All use of facility requests are subject to change/cancellation if they conflict with school/District events. **School district needs take priority.**
8. During inclement weather or early dismissal, all use of facility events are canceled.
9. Parking will be in designated areas only. Access to fire exits must be maintained.
10. The District will not be held liable for any damages, direct or consequential, if for any reason the facilities agreed upon are not made available.
11. Previous use of school district facilities does not guarantee the same time and place for future requests. A Use of Facility Request Form must be received at the Arlington Central School District Administrative Office before space can be approved.
12. Use of school facilities will not be approved if the individual or group has an outstanding balance due from previous use.
13. The user group will not sublet the space to another organization or group and merely act as an agent for what might otherwise be a non-permitted use.
14. Failure to observe these rules will result in suspension of the use privilege.
15. Children must be properly supervised and no group will be admitted that does not have adequate adult supervision for the given number of children. All guests bringing non-participating children are responsible for their supervision and keeping them in the designated event spectator area.
16. The applicant agrees to convey the Entry Protocol to other adults responsible for child supervision
17. When there are multiple groups using a building and the source of damage or violation of rules cannot be identified, the groups will share the responsibility.

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(NAME OF FACILITY USER) does covenant and agree to defend, indemnify and hold harmless the Arlington Central School District from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of Arlington Central School District property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of (FACILITY USER).

(FACILITY USER) understands and agrees that its use of Arlington Central School District property and facilities includes, but is not limited to, all areas identified in the application and/or permit, and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as "incidental areas"). (FACILITY USER) agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

BY MY SIGNATURE, I ATTEST THAT I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE RULES LISTED ABOVE.

Applicant's Signature

Date