

COXSACKIE-ATHENS CENTRAL SCHOOL DISTRICT

24 Sunset Boulevard
Coxsackie, NY 12051

Application for Use of School Facilities

Applications must be filed at least two (2) weeks prior to intended use. Approval is contingent upon receipt of Certificate of Insurance* and any advance charges due, three (3) days prior to date of use.

Organization _____

Facilities Requested: School _____ **Specific Room(s)/area/fields, etc** _____

Date(s) of Requested Use: Day of Week _____ **Date** _____

If recurrent or regularly scheduled activity/event, list all requested dates: _____

Time Requested: Arrival _____ **Departure** _____ **Total:** _____ **hours** _____ **minutes**

Special Equipment or Furniture Required _____

Special Arrangements: _____

Purpose of Meeting/Activity _____

Estimated Attendance:Adults _____ **Children/Students** _____

Admission Charge: Adults _____ **Children/Students** _____

For what purpose will proceeds be spent? _____

** Insurance requirements for use of School facilities – provide a certificate of insurance together with a copy of the endorsement naming Coxsackie-Athens Central School District as an additional insured for any liability arising out of the use of the property or facilities with a limit of not less than \$1,000,000 reflecting that said insurance coverage is primary and noncontributory from any insurance covering Coxsackie-Athens Central School District.*

Insurance Certificate: _____ **Included with this request** _____ **Previously submitted** _____ **N/A**
(attached) _____ **Confirmed by D.O.** _____ **(CACSD activities only)**

The undersigned is an officer or official of the organization requesting use of school facilities, guarantees observation of all regulations governing use as listed on the reverse of this form, payment of any charges incurred, and states that the organization assumes responsibility for any personal injury or property damage which may be caused by such use. It is further certified that proceeds, if any, shall be used for an education or charitable purpose as required by Education Law.

Name(Please print) _____ **Title** _____

Address _____

Signature _____ **Phone** _____

Email address: _____

Groups using facilities must follow directions issued by any District personnel.

Regulations Governing Building Use

1. School building and grounds may be used only by organizations and for purposes outlined in Section 414, Education Laws of New York State.
2. The individual signing application is responsible for guaranteeing observance of all regulations, payment of any charges incurred, and assumption of responsibility for any damage to school property which may be caused by such use by applicant's organization.
3. The user shall be responsible for providing qualified supervision which shall consist of **at least one adult per twenty-five participants** or in such quantity as may be deemed necessary by the District Administration.
4. **Smoking is not permitted** in school buildings or on school grounds.
5. Gambling and the sale or possession of intoxicating beverages on school grounds are forbidden.
6. The Board reserves the right to cancel the use of school facilities or to change or amend such agreements as may be necessary due to emergency or unforeseen circumstances.
7. Instructional equipment, supplies, cafeteria/kitchen equipment, athletic equipment, etc. shall not be available unless requested in advance on the application form and approved. When supplied, special rules and charges fixed by the Business Office may apply.
8. Permission to use school facilities is neither transferable nor assignable.
9. School buildings may not be used on Sunday without special permission of the Board of Education.
10. The paved path from Washington Avenue to the Coxsackie Elementary playground is a **walkway only**. No vehicles are permitted!
11. AED Locations: HS boiler room office, Athletic Dept. office; MS lobby by library; EJA/CE boiler rooms.
12. All emergencies are to be reported to a custodian and/or staff on duty. Other emergency phone numbers:
Coxsackie-Athens Director of Facilities – Eric Besenfelder: 731-6049/365-4544
Coxsackie Police: 731-8121 Athens Police: 945-1559
Rescue Squad: 731-2611 State Police: 731-2333

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For District Use Only

Routing: Building Principal: (Approve/Deny) _____ Date _____
Signature _____
Athletic Director: * (Approve/Deny) _____ Date _____
*Gym use only Signature _____
Chief Financial Officer (Approve/Deny) _____ Date _____
Signature _____

Calculation of Charges (if any): Custodial fees will be incurred when school is not in session.

\$20 / hour / custodian for actual total time, estimated at ____ hrs for ____ custodians = _____ Total

Additional charges: _____ Total Due: _____

_____ Check payable to **Coxsackie-Athens Central School District** _____ To be billed to the organization

Reviewed by Superintendent of Schools _____ Date _____

Copy Distribution: ____ Organization ____ Building Principal ____ Director of Facilities ____ Business Office