

### BUILDING USE REQUEST FORM

**Fort Edward UFSD**  
**220 Broadway**  
**Fort Edward, NY 12828**

**Attn:** HS Office (M. Gregory)  
**Phone:** 518/747-4529 X3111  
**Email:** mgregory@fortedward.org

#### IMPORTANT INFORMATION

1. All rooms and equipment must be left in good condition, ready for school use. Groups will be responsible to the school district for any damage to school property.
2. If necessary to cancel activity, please notify school involved as soon as possible, or you may be billed for custodial services requested.
3. This application must be accompanied by a liability insurance certificate in the amount of \$1,000,000 each occurrence and \$1,000,000 holidays aggregate for bodily injury and property damage, naming the school district and the Board of Education as insured parties.
4. All agreements for use of school facilities are subject to change or cancellation to accommodate needs of the of the educational program.
5. School facilities are unavailable during school and vacations and on days when school is cancelled or dismissed early.

Type of Activity\_\_\_\_\_

Date of Activity\_\_\_\_\_

Building Requested\_\_\_\_\_

Hours Requested\_\_\_\_\_

# of People\_\_\_\_\_ # of Rooms\_\_\_\_\_

Type of Room

|                 |                |
|-----------------|----------------|
| Auditorium_____ | Cafeteria_____ |
| Classrooms_____ | Other_____     |
| Gymnasium_____  |                |

Special Equipment Requested\_\_\_\_\_

\_\_\_\_\_

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**Description of Activity:** \_\_\_\_\_

**Will Admission fees be charged?** \_\_\_\_\_ **Will funds be raised during event?** \_\_\_\_\_

**Percentage of Participants that are Fort Edward Residents?**       0-49%       50-74%

Over 75%

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**Date of Request:** \_\_\_\_\_ **Person Making Request:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Organization Making Request:** \_\_\_\_\_

**Name of Person In Charge of Event:** \_\_\_\_\_

**Home Phone Number** \_\_\_\_\_ **Cell Phone Number** \_\_\_\_\_

**Business Phone** \_\_\_\_\_

**Please Check a Class below that Describes Participants:**

**Class I – School Groups and Non Profit Organizations (IRS Section 501 (c) (3) organizations) and Fort Edward Youth Sports Programs**

The facility/field is being used by district residents only. The facility/field is being used free of charge to residents.

**Class II – Non-School Related Community Groups**

The facility/field will be used by district and non-residents. Admission, participation or registration fee will be charged. A minimum of 50% of users must be district residents.

**Class III – Mixed Community Use**

The facility/field will be used by district residents and non-residents. Admission, participation or registration fee will be charged.

**FEE SCHEDULE – DOES NOT INCLUDE CUSTODIAL FEES**

| FACILITY              | CLASS I   | CLASS II      | CLASS III     |
|-----------------------|-----------|---------------|---------------|
| Classroom             | No Charge | \$ 5.00/hour  | \$ 10.00/hour |
| Auditorium            | No Charge | \$ 10.00/hour | \$ 20.00/hour |
| Cafeteria w/o kitchen | No Charge | \$ 10.00/hour | \$ 20.00/hour |
| Cafeteria/kitchen     | No Charge | \$ 15.00/hour | \$ 30.00/hour |
| Gym – Main            | No Charge | \$ 15.00/hour | \$ 30.00/hour |
| Gym – Small           | No Charge | \$ 12.50/hour | \$ 25.00/hour |
| Baseball Field        | No Charge | \$ 10.00/hour | \$ 20.00/hour |
| Football Field        | No Charge | \$ 12.50/hour | \$ 25.00/hour |
| Library               | No Charge | \$ 10.00/hour | \$ 20.00/hour |
| Lobby Area            | No Charge | \$ 2.50/hour  | \$ 5.00/hour  |

- All groups will incur fees for additional costs for custodial services and may incur additional fees for weekend events and for larger events at a rate of \$30.00/hour (when a custodian is assigned)
- Payment is due, in full, two weeks prior to scheduled event. The school district reserves the right to cancel an event or activity if payment is not made two weeks prior to the event.
- Refunds will only be provided if event is cancelled by the school district.
- Only fifty percent (50%) of fee will be refunded for failure to cancel event at least 24 hours in advance of event.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

| Office Use Only                              |   |
|--|---|
| Insurance Certificate _____                  | Total Charges: Rental Fee: _____ x hour(s) _____ = _____    |
| Custodial Fee: _____ x hour(s) _____ = _____ | <b>Total Amount Due:</b> _____                              |
| Amount Received: _____                       | Date: _____   |
| Approved: _____                              | Disapproved: _____ Date: _____ Signature of Approver: _____ |

**NO TOBACCO PRODUCTS ALLOWED IN ANY SCHOOL BUILDING OR ON SCHOOL GROUNDS**

**RULES GOVERNING USE OF FACILITIES**

1. NO SMOKING IS ALLOWED IN ANY SCHOOL BUILDING OR ON SCHOOL GROUNDS.
2. ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON SCHOOL GROUNDS.
3. ALL FIRE LAWS MUST BE OBSERVED. FULL EVACUATION MUST OCCUR IF A FIRE ALARM RINGS. APPLICANT AGREES TO FAMILIARIZE ALL PARTICIPANTS WITH EMERGENCY EXIT PROCEDURES.
4. ACTIVITY SHALL BE RESTRICTED TO THAT AREA FOR WHICH PERMISSION IS GRANTED.
5. THE ACTIVITY SHALL NOT EXTEND BEYOND THE HOURS APPROVED IN THE REQUEST.
6. ALL PROGRAMS SHALL BE PLANNED SO THEY DO NOT INTERFERE WITH THE REGULAR SCHOOL SCHEDULE.
7. THE ORGANIZATION USING THE BUILDING SHALL BE RESPONSIBLE FOR MOVING ITS EQUIPMENT INTO AND OUT OF THE BUILDING. THE DISTRICT TAKES NO RESPONSIBILITY FOR EQUIPMENT AND MATERIALS LEFT ON THE PREMISES.
8. THE SUPERVISOR IN CHARGE OF THE ACTIVITY SHALL BE PRESENT BEFORE THE ACTIVITY IS DUE TO START AND REMAIN WITH THE GROUP UNTIL ALL HAVE LEFT. THAT PERSON IS RESPONSIBLE FOR ENSURING THAT APPROPRIATE AND SUFFICIENT SUPERVISORY PERSONNEL ARE PROVIDED.
9. IN THE ABSENCE OF THE BUILDING PRINCIPAL OR ADMINISTRATIVE PERSONNEL, THE CUSTODIAN IS CHARGED WITH THE RESPONSIBILITY OF THE BUILDING.
10. NO SCHOOL PROPERTY OR EQUIPMENT IS TO BE ALTERED OR REMOVED FROM THE PREMISES.
11. THE PERMIT IS REVOCABLE AT ANY TIME BY SCHOOL AUTHORITIES.