

1	Building Principal		Date		3	Main & HS Bldg. Super		Date	
2	Music Director		Date		3	EL Bldg & Grounds Super		Date	
2	Athletic Director		Date		4	Custodial Super PM		Date	
2	Cafeteria Manager		Date		5	Supt. of Schools (if outside organization)		Date	
2	Classroom Teacher		Date						



Candor Central School

REQUEST FOR USE OF FACILITIES

(72 Hours Required for Processing)

Date filled out _____

Name of Club/Class/Organization _____

Type of Activity _____ Date(s) _____

**** Separate form needed for each month requested****

Time of Event _____ Total time facility needed (set up, clean up) _____ to _____

Name/Address of Contact Person _____

Contact Phone Number _____

If admission or fee is to be charged, purpose for which proceeds will be used _____

Please check building/facilities/AV equipment needed:

- | | | | |
|--------------------------------------|--------------------------------------------|-------------------------------------|-----------------------------------------|
| <input type="checkbox"/> High School | <input type="checkbox"/> Elementary School | <input type="checkbox"/> Bus Garage | <input type="checkbox"/> Outside Fields |
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Classroom # _____ | <input type="checkbox"/> Gymnasium | (specify) _____ |
| <input type="checkbox"/> L.M.C. | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Kitchen ** | <input type="checkbox"/> Other _____ |

**** If requesting the kitchen, please call the cafeteria manager at 659-7227 after your request has been approved.**

- | | | | |
|-------------------------------------------------------|------------------------------------------|---------------------------------------------|---------------------------------|
| <input type="checkbox"/> P.A. System | <input type="checkbox"/> Portable Podium | <input type="checkbox"/> LCD Projector | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Laptop Computer | <input type="checkbox"/> VCR/TV | <input type="checkbox"/> Overhead Projector | |
| <input type="checkbox"/> Other (please specify) _____ | | | |

Conditions of Approval

_____ Sponsoring Organization is required to contact a deputy sheriff as soon as possible to be on duty for the event.
(Expenses to be paid by organization)

_____ In addition to the advisor, there must be at least _____ chaperones.

_____ Organization is required to have a clean-up committee of at least _____ members.

_____ A custodian will NOT be on duty and additional custodial services are needed. However, expenses to the sponsoring organization will be waived if a school official has volunteered his/her time to clean the facilities used. Please contact the school at 659-5020 one week prior to the activity to inform us of the name of the volunteer school official. If a volunteer is not obtained, the organization will be billed for custodial services.

_____ Energy Cost (if necessary)

PLEASE NOTE: The administration has the authority to cancel the scheduled event if the above responsibilities have not been met.

**** PLEASE READ AND SIGN CONTRACT ON BACK ****

For High School events/activities please email completed form to kanderson@candor.org

USE OF FACILITIES CONTRACT

Name of Organization _____ Date _____

The following conditions and guidelines will be observed by all organizations who have been given permission to use school facilities. School activities are given priority when scheduling.

1. School sponsored events and activities will take precedence for use of facilities in all cases. Outside organizations can be bumped for rescheduled practices, contests, or school events.
2. Activities must not start after 9:00 p.m.
3. All organizations must have a minimum of eight participants to justify usage.
4. The sponsoring organization will confine its activities to the areas authorized by their request. They will remain out of offices, classrooms, and other parts of the building.
5. The sponsoring organization will list dates of use on their request. For the use of the gymnasium, upon approval a key will be issued from the Athletic Director's office. A meeting between the Athletic Director, Buildings & Grounds, and a key signer will take place before keys are issued. Keys must be returned within a week of the event concluding.
6. Outside groups/sponsoring organizations may be required to furnish a Certificate of Insurance to cover the specific event they are having. Individuals of sponsoring organizations must assume the financial responsibility for any injuries that are incurred while on school property.
7. The sponsoring organization will be responsible for the actions of spectators and visitors.
8. If school is closed or canceled (early dismissal due to unforeseen conditions) all sponsoring organization activities are canceled.
9. If dates requested fall during a school recess (i.e Columbus Day, Thanksgiving Break, Christmas Break, etc.), there will be no activities without approval of the Superintendent of Schools.
10. All participants are to use the parking lot. Vehicles parked incorrectly will be towed.
11. It will be the responsibility of the signers below to be in charge at each meeting of the group. In the case of the first signer cannot be present, he/she must specifically designate the second signer to take over.
12. This agreement is subject to cancellation at any time subject to Energy Control regulations.
13. All doors are to be locked, lights turned out and areas left in a reasonable clean condition. DO NOT assume that another group will follow you unless they are there.
14. All groups using the High School gymnasium are asked to use the rear entrance. Groups using the Elementary School gymnasium are asked to use the glass door entrance.
15. The sponsoring organization will report any damage that occurs while they are in the building to the Director of Operations (659-5010, Bern Smith).
16. Outside groups or organizations using the kitchen area equipment must have a school employee familiar with the kitchen equipment on duty and approved by the Cafeteria Manager.
17. Sponsoring organizations will be limited to residents of the Candor Central School District.
18. There will be no smoking or use of tobacco of any kind. No participants may use, possess, or be under the influence of drugs or alcohol.
19. Please read and follow the maintenance agreement below.

WE ACCEPT THE CONDITIONS ABOVE: _____ Primary Signer
 _____ Secondary Signer

MAINTENANCE AGREEMENT

For activities held on weekends:

1. Dust the floor upon completion of your time. Please dispose of collected dust in the garbage can.
2. Dispose of all garbage.
3. Mop up all spills.
4. Please flush all toilets, pick up waste papers, and turn off lights-both in the locker rooms and the public restrooms.
5. The dust mop, dust pan, and mop are located in the custodial closet. Please return them when you are finished.
6. If when you arrive the facility was left unsuitable, please let the Athletic Director know. (Steve Frye 659-5020) We will contact those groups and a cleaning fee will be charged.
7. Weekend tournaments will be required to hire a custodian.