

Greenbush Public Schools

Facilities Use Request Form

KF-E

“All groups shall have a custodian on site or other school employee as approved by the Superintendent when the facility is in use.”

“If kitchen facilities are used, a member of the food service staff or other school employee as approved by the Superintendent shall be on site when the kitchen is in use.”

Name of Group/Person Making Request _____ Phone _____

Date and Time of Requested Use: _____

Description of Event: _____

Building/Facility/Space Requested: _____

Required Set – Up _____ Required Equipment _____

Will the activity be open to the public? Yes No

Admission will/will not be charged. Proceeds will be used for _____.

Kitchen Used? () YES () NO

If yes, kitchen staff will be notified and kitchen staff/designee will be on sight during use.

I. School facilities may be used under the following conditions:

1. Approval for use is received from the building principal and/or the Superintendent of Schools.
2. Groups or individuals using the facility assume liability for loss and/or damage incurred while they are using the facility. Evidence of insurance may be required.
3. Groups or individuals using the facility may be required to pay the cost of the salary of school personnel required to be on duty for the event.
4. Groups or individuals using the facility may be required to pay the building rental fee specified by the principal and/or the Superintendent of Schools.
5. The possession or use of drugs or alcoholic beverages shall be prohibited on school property at all times.
6. Smoking in the building and grounds is prohibited at all times.
7. Groups must confine themselves to the areas reserved under the rental contract.
8. The kitchen may be used only when there is a Greenbush food services employee or Superintendent’s designee present.

- 9. Activity shall be restricted to that area for which permission has been granted.
- 10. The activity shall not extend beyond the hours approved in this request.
- 11. In the absence of the building principal, or other authorized personnel, the custodian is charged with the responsibility for the facility.
- 12. Areas of the facility used by the applicant will be carefully examined after use. The applicant will make good promptly for any loss, damage or additional clean-up cost occurring as a result of use of school property.
- 13. The using organization may be required to furnish appropriate public liability and property damage insurance.
- 14. No reservation will be made until this application is returned and approved by the school administrative official. Applications are received on a first-come, first-served basis.

II. Care of the Facilities

- 1. Nothing that penetrates the walls may be used. Use tape only.
- 2. Decorations may not be attached to the backboards or supports.
- 3. All decorations must be removed, including tape.
- 4. All trash must be tied in garbage bags and placed in dumpster.
- 5. All garbage containing food must be removed from the premises.
- 6. Climbing on the bleachers when they are closed is STRICTLY prohibited.
- 7. Food and drink are not permitted on the bleachers.
- 8. Floors must be swept or vacuumed. If food and drink has been made available, the gym and hall floors must be mopped.

III. Greenbush Public Schools reserves the right to accept or reject any or all requests to use the school facilities, and to waive and/or modify the fees for Greenbush community groups, civic organizations and public agencies.

IV. This form is () APPROVED () NOT APPROVED

V. Fee to be charged \$_____

Superintendent's Signature _____ Date _____