



Greenburgh Central
School District
Our Children. Our Focus. Our Future.



REQUEST FOR USE OF SCHOOL FACILITIES

APPLICATIONS MUST BE FILED AT LEAST TEN (10) DAYS PRIOR TO INTENDED USE. PRINT OR TYPE TO PRODUCE LEGIBLE COPY THROUGHOUT. SUBMIT ALL COPIES TO THE BUILDING PRINCIPAL (ONE DULY AUTHORIZED COPY WILL BE RETURNED TO YOUR ORGANIZATION)

Organization			
Building Requested		Area(s) or Room(s)	
<input type="checkbox"/> The Early Childhood Program <input type="checkbox"/> Lee F. Jackson Elementary School <input type="checkbox"/> Highview Elementary School <input type="checkbox"/> Richard J. Bailey Elementary School <input type="checkbox"/> Woodlands Middle/High School <input type="checkbox"/> Central Office (Mansion) <input type="checkbox"/> Other:			
Purpose of Meeting			Fund Raising Activity <input type="checkbox"/> Yes <input type="checkbox"/> No
Estimated Attendance		Number of Adult Supervisors (Minimum of ONE adult per 30 children required)	
Day(s) and Date(s) Requested	Time Requested		
	From: <input type="checkbox"/> AM <input type="checkbox"/> PM To: <input type="checkbox"/> AM <input type="checkbox"/> PM Total: Hours Minutes		
Special Arrangements (parking, stage setup, tables, chairs, etc.)			
Requestors Name		Address	
Telephone			
THE UNDERSIGNED, AN OFFICER OF THE ORGANIZATION REQUESTING USE OF SCHOOL FACILITIES, GUARANTEES OBSERVANCE OF ALL REGULATIONS GOVERNING USE AS LISTED ON THE REVERSE OF ORGANIZATION COPY, 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.			
Signature		Date	
Charges		Make Checks payable to: Treasurer, Greenburgh Central School District	

FOR DISTRICT USE

Building Principal:	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Central Office Official:	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied



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EXTRACT FROM BOARD OF EDUCATION POLICY ON USE OF SCHOOL FACILITIES BY THE PUBLIC

APPLICATION PROCEDURE FOR USE OF DISTRICT FACILITIES

- A. All applications for use of school facilities shall be made in writing and submitted to the Superintendent of Schools at least thirty (30) days prior to the date of the requested use. A use permit application is available in the Director of Facilities Office.
- B. The applicant must clearly and completely describe the intended use of the District facility in the application.
- C. All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board of Education policies and regulations and to use District facilities strictly in accordance with the use described in the application.
- D. All applicants must agree to assume responsibility for all damages resulting from its use of District facilities. Proof of adequate insurance must be provided by the applicant at least ten (10) days before the date of the requested use.
- E. Permits shall be valid only for the facility, use, dates and time specified in the permit. No adjustment to the permit is allowed except with the prior written approval of the Superintendent of Schools. Permits shall not be transferable.
- F. The Superintendent of Schools is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reason.
- G. With regard to scheduling activities, the District retains the right to give preference to groups and organizations, which are associated with or sponsored by the District.
- H. Issuance of a permit shall not limit the right of access to the facility by District staff.

CONDITIONS OF USE FOR DISTRICT FACILITIES

Use of District facilities will only be permitted where the organization provides the District timely evidence of adequate insurance coverage (\$1,000,000 minimum per occurrence to save the District harmless from all liability, property damage, personal injuries and/or medical expenses). The District will exercise complete and unreviewable discretion regarding what constitutes adequate insurance coverage for each proposed use.

ADOPTED: February 10, 2004