

GOUVERNEUR CENTRAL SCHOOL DISTRICT
BUILDING USE REQUEST FOR **OUTSIDE** ORGANIZATIONS

Do not complete this form without making reference to instructions and information on reserve side. This request must be submitted at least one (1) week in advance of the desired use date. Late requests will not be honored.

BUILDING TO BE USED: _____ DATE OF APPLICATION: _____

DATE(S) NEEDED: _____

TIME(S) NEEDED: _____

DOCUMENTATION REQUIRED: (Please check box.) Proof of Insurance attached. Current updated copy on file.

Proof of insurance is required for any area/room requested. If current updated documentation is not on file, please attach updated copies.

ROOMS NEEDED: (Please check box.)

- Chorus Room (124R) Band Room (127R) Orchestra Room (128R)
 Music Suite (124R, 127R, 128R) Auditorium Auditorium lobby

(cc: Music Director)

- Main Gym* Auxiliary Gym* Boys Locker Room* Pool*
 Fitness Center* Weight Room* Girls Locker Room*

(cc: Athletic Director) * Prior approval is needed from Athletic Director.

- Kitchen HS Cafeteria MS Cafeteria

(cc: Food Service Director)

- Library Library classroom Library computer lab

(cc: Librarian)

- High School lobby Homemaking Suite (126R) Teachers' Lounge (Rm. 162B) Distance Learning (Rm. 258)

Classroom(s) – Specify room number(s) _____

Other – Specify: _____

FACILITIES NEEDED: (Please check box.)

- P.A. System
 Microphone
 IT Support needed
 Projector
 Projector screen
 DVD Player
 Laptop
 Other _____

(cc: S. Besaw and IT Department)

Tables - # Requested (_____)

Chairs - # Requested (_____)

Podium

(cc: S. Hays, Custodial)

Client (Group) Name: _____ Size of Group: _____

Type and/or Purpose of Meeting: _____

Will there be an Admission Charge for this event? Yes No

RESPONSIBILITY: I have read the reverse side and understand the rules and regulations concerning Building Use.

Client Representative Responsible for Usage and Supervision

Name: _____

Address: _____ Phone # _____

Signature: _____ E-mail address _____

Applicant (if different from above): Name _____ Phone # _____

Address: _____ Signature: _____

APPLICATION SCHEDULED BY:

APPLICATION APPROVED BY:

Building Principal

Building Use Coordinator

For Office Use Only

Event scheduled on QueCentre:
 Booked by _____
 Date _____
 Entered on Google calendar:
 Date _____

In the event the building must close, (i.e., due to inclement weather), this authorization shall be invalid unless special permission is given by the Building Use Coordinator at 287-4836.

REGULATIONS GOVERNING USE OF BUILDINGS & GROUNDS

Use of buildings and grounds will be granted in strict compliance with the State Education Law. Exclusive use by fraternal, secret or exclusive societies or organizations, and private use will not be allowed.

Damages to property due to vandalism will be charged to the organization or individual assuming responsibility for the building.

Organizations must assume responsibility for adequate supervision for all activities. There are special regulations regarding dances (corridors, exits, basements, etc.), use of gymnasium(s), and use of grounds.

The individual or organization, while using the building requested, agrees to indemnify and save the Gouverneur Central School District harmless from and against any and all claims and demands for, or in connection with, any accident, injury, or damage whatsoever caused to any person or property arising directly or indirectly out of the activities conducted in the buildings or occurring in or about the building or any part thereof or on the sidewalks adjoining the same, or arising directly or indirectly, from the act or omission of the individual or organization, or their respective licenses, servants, agents, employees, or contracts and from and against any and all costs, expenses and liabilities incurred in connection with any such claim or proceeding brought thereon. Certification of insurance coverage is required, unless a current, updated copy is already on file.

AS RECORDED IN BOARD OF EDUCATION POLICY:

The Board of Education reserves the right to rescind permission to use the buildings, once it is granted, if in the minds of the Board members, if it is felt it was either a mistake to give permission in the first place or later developments altered the conditions upon which the judgment was based in giving permission.

There shall be absolutely no smoking in any indoor areas of the school district.

If, in the judgment of the Building Use Coordinator, the use of the building requires additional expense on the part of the Gouverneur Central School District staff (i.e., custodial or life guards,) the organization (non-educational) will be expected to reimburse the district for the associated costs.