

**PUBLIC USE OF SCHOOL FACILITIES EXHIBIT
Edinburg Common School**

The Board of Trustees is responsible for the use of all facilities. Please complete the form below:

- I. SCHOOL RELATED - Fill out section A & C only**
- II. NON-PROFIT ORGANIZATION/INDIVIDUAL - Fill out section A, B, & C**
- III. EMERGENCY WORKERS AND VETERANS - Fill out section A&C**
- IV. FOR PROFIT ORGANIZATION/INDIVIDUAL- Fill out Section A, B, & C**

Section A.

- Teacher/Staff member present _____
- CPR/AED Certified - Name _____ (submit copy of certification)
- Use of Kitchen needed (hourly fee applies)
 - Fill Out 1500-E-2 Form
- Paid or Volunteer cleaner (if needed, must have worked for ECS for more than two years)
_____ (applicant must contact employee)

Section B.

- Is there an admission charge or fee? YES / NO
 - If yes, 25% of the proceeds will go to what school group? _____

Section C. BUILDING USE REQUEST

The _____ requests the use of the school _____
(ORGANIZATION/INDIVIDUAL) (ROOM/ AREA)

for the purpose of _____ on _____ from _____ to _____
(DAY) (TIME)

***SUPERVISOR IN CHARGE OF ACTIVITY:** _____

V. INSURANCE INFORMATION

Do you (the requesting organization/individual) have an in-force general liability policy (\$1,000,000) on file in our district? _____ YES _____ NO (PLEASE ATTACH POLICY)

▶ **RULES GOVERNING USE OF FACILITIES:**

- A. The supervisor in charge of the activity shall be present before the activity is to start and shall remain until everyone has left school property.
- B. No use of these substances in building or on school property: alcohol, tobacco, steroids or any illegal substance.
- C. The activity will be restricted to that area for which permission is granted.
- D. The activity shall not extend beyond the hours approved in the request.
- E. All programs will be scheduled so that they do not interfere with the regular school program.
- F. The organization/individual shall be responsible for getting equipment in and out of the building.

- G. A school district food service employee will be present during the time kitchen appliances are used.
- H. In the absence of administrative personnel, the custodian is charged with the responsibility of the building.
- I. The building is to be left in the same condition it was found. If not, a fee will be charged for cleanup costs.
- J. Any loss or damage occurring to property shall be a charge against the using organization/individual.
- K. No school property or equipment is to be altered or removed from the building or premises.
- L. The using organization/individual is required to have proof of general liability insurance in the school file.
- M. Building use permission is revocable at any time without notice.
- N. The organization/individual shall be responsible for making the provisions for a CPR/AED certified operator to be present with a copy of the certification attached to this form.
- O. Profanity & smoking are prohibited on school property as per policy.
- P. Prior to the start of any event, an announcement must be made regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, use of fire alarms, etc.

VI. AGREEMENT

I, _____, on behalf of _____ (Organization Name) do hereby covenant and agree to defend indemnify and hold harmless the District from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of District's property, facilities and/or services by Organization.

My signature below indicates that I have received a copy of Edinburg Common School District's policy on "Use of School Facilities" and that I and my organization agree to abide by all the provisions, rules and regulations contained therein.

Signed _____ Date _____

Address _____ Telephone _____

(Work)

(Home)

OFFICE USE

DOCUMENTATION: (check all information received)

a. CPR/AED Certification - _____ Name of CPR/AED Certified Person _____

b. General Liability Policy (\$ 1,000,000) - N/A _____

c. Cafeteria Form (1500-E-2) - N/A _____

- d. Required Staff Assigned _____
- e. No Conflict with School Activity Schedule _____
- f. School Use Release Form 1500-E-3

DENIED: _____ REASON: _____

APPROVED: _____

SIGNED: _____ DATE: _____
(Superintendent)

Rate For: Custodian- as per contract \$ _____
Rate For: IT/AV operator- as per contract \$ _____
Rate For: Food Service Employee- as per contract \$ _____
Fee For: Kitchen Use: \$10 per hour

Adoption Date: December 10, 1998
Revised: December 2002
Revised: October 11, 2005
Revised: February 13, 2007
Reviewed: September 25, 2013
Revised: August 9, 2017

SIGNED: _____ DATE: _____
(Business Manager)

Edinburg Common School District

1500- E.3

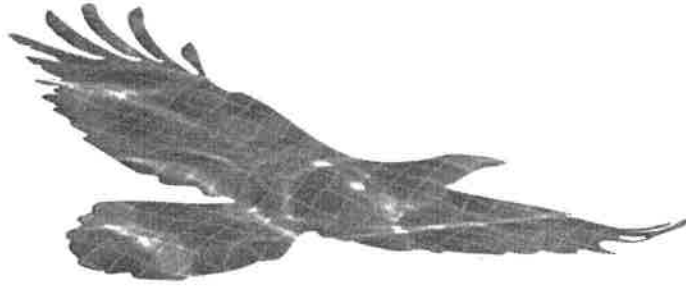
SCHOOL USE RELEASE

**Edinburg Common School District
4 Johnson Road
Edinburg, NY 12134**

I, _____,
Understand and agree that, in consideration for being granted access to and the use of the property and facilities of Edinburg Common School District, I assume any and all risk with respect to such access and use, and hereby release said Edinburg Common School District, its representatives, agents, servants, and employees from liability for any injuries sustained or damaged incurred in the course of such access and use resulting from any cause whatsoever which may be sustained.

_____ Dated: _____, 20 _____

Note: Prior Exhibit, School Use Release 1330(e)



EDINBURG COMMON SCHOOL
4 Johnson Rd.
Edinburg, New York 12134

The Edinburg Common School Board of Trustees hereby establishes the following guidelines for all Organizations that use the district building or grounds for meetings as well as the planning and implementation of events taking place on school property.

- Swearing and yelling are not permitted in the school or on school grounds.
- Concerns or complaints are to be shared privately with the Superintendent or Board of Trustees after first being addressed with the individual staff member (s).
- The Organization's cannot conduct business during the hours that school is in operation except for implementation events that are scheduled and approved by administration.
- All Organizations need to fill out a Cafeteria request two weeks in advance of any cafeteria needs.
- Events will be added to the activity book and district calendar by the District Secretary following administration approval of the written request.
- All correspondence to staff and families must be approved by the Superintendent and distributed to classrooms by the district office - the Organization must provide the paper for copying to the District Secretary and he/she will copy and distribute to classrooms following Superintendent approval.

We very much want to continue to work together and support our Organizations such as Scouts, (boys and girls), PTO, and Youth Sports, so that you can continue to provide these extra experiences for our students. In return, we ask nothing less than the Organization's support of our students, staff, and district.

If an Organization fosters negativity and is unable to follow the guidelines above, the Organization will no longer be able to use the district building, grounds, or have access to the student's during the day.

Board President's Signature Date

Organization's Signature Date