

BUILDING USE FORM

Lyncourt Union Free School District

2707 Court Street, Syracuse, NY 13208
Phone:315-455-7571 Fax:315-455-7573

READ REVERSE SIDE of this Form and RETURN COMPLETED FORM TO THE MAIN OFFICE

Please Print

Organization _____ Date of use _____

Or Series of days/Regular use > From Date _____ To End Date _____

REGULAR USE: __Weekly __Monthly **ON:** __Monday __Tuesday __Wednesday __Thursday __Friday __Saturday __Sunday
USE TIME SCHEDULE (if applicable)

Date	Day of the week	Start time	End Time

Area or Room requested _____

Purpose of use _____

Number of people expected _____ Ages (approx.) of those who will be in attendance _____

RESPONSIBLE ADULT ON-SITE DURING EVENT _____ **Cell#** _____

If more than one person may be the responsible adult on-site, please attach separate list of names and phone numbers

CERTIFICATE OF INSURANCE IS REQUIRED BEFORE REQUEST WILL BE PROCESSED

Attached

On file

Custodial Arrangements (please indicate what equipment you will need)

Table(s)/how many? _____ Chairs/how many? _____ Bleachers pulled out _____ Room set up diagram attached _____
Other (specify): _____ Will food be served? _____

I agree on behalf of the above indicated organization that all members and guests will observe the regulations governing use of the school property and will confine use to the area designated. I agree to be responsible to the district for the use and care of the facilities and any fees associated with the terms of use. I will assume full financial responsibility for any and all damages to district property during the above indicated period of use.

I, on behalf of the organization herein, 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's fees) for bodily injury and/r property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of District property, facilities and/or services.

Signature of Group Rep: _____ Date: _____

Printed Name: _____ Phone: _____ E-mail: _____

Billing Address _____ City _____ State _____ Zip _____

For Office Use Only

Available: Yes No

After Hours: Yes No

School Sponsored: Yes No

Fee for use: Yes No

___APPROVED *Principal's Signature _____ Date _____

___DENIED – Reason _____

Building Fees: _____ / Hour Day Term Additional Fees: _____ Total: _____

COPY TO: __Requestor __Superintendent __Dir. of Facilities __Athletic Dir. __Business Office __INVOICED and File

CUSTODIAL REPORT: _____ Cleared, OK and/or NOTE: _____

RETURN TO THE BUSINESS OFFICE

BUILDING USE REGULATIONS

Any group desiring use of school property must submit a request form to the Building Principal at least one week in advance.

Firearms, Tobacco, Alcohol, Illegal Substance, Profanity, and/or any Disorderly Conduct is Strictly Prohibited on School Property and Grounds.

Persons using or presumed to be under the influence of drugs or alcohol are not allowed on school property. Assistance should be obtained from law enforcement agencies when assistance in enforcing this is warranted.

At the start of any event or use an announcement should be made to your attendees regarding the emergency exit locations and procedures.

SUPERVISION AND CARE OF THE FACILITY

Adequate adult supervision and security is to be provided by the sponsoring organization. The group's designated on-site responsible person must be indicated on the use form and must be on-site and accessible by cell phone during the authorized time of use. The person or organization requesting use of our facilities will be held strictly responsible for the conduct of all people in attendance. If proper adult supervision is not provided at any time of use, the custodian assigned as night supervisor, with permission of the Building Principal, has the authority to refuse permission of the use of the building on that particular date.

No parts of the school shall be used except those specifically requested and authorized, during the hours indicated. Changes in hours, dates, and facilities will be arranged in advance with the principal.

School equipment will be used only with approval or assistance of school personnel.

The custodians on duty will not be responsible for the moving of equipment unless previously approved by the Building Principal.

Decorations, displays, and non-school equipment must conform to fire code regulations and will not be used without prior consent.

No food or drink is allowed in the Gymnasium or Auditorium without school district consent. Water is permissible.

Gymnasium use is allowed for athletic activities only, unless given consent for a different purpose. Use of gym shoes with rubber soles is required.

Organizations using the facilities must clean-up afterward. Gum discarded onto the floor is prohibited. An additional fee may be assessed for the damage from or cleaning of any miss-use, gum or excessive debris left behind.

The liability for any damaged property or equipment rests solely with the group or individual that has signed the request form seeking building use. Damage will be repaired to the satisfaction of the Board of Education and Superintendent of Schools, or the cost of required repairs will be accepted as a charge and payable to the school by the organization.

Any incidents should be reported to the custodian on duty immediately or called in to the Business Office the following morning.

CANCELLATION

In the event a group or individual decides to terminate its activities before the expiration date as specified on the building use form, the Building Principal must be notified in writing. Cancelling the same day of the event will result in a minimum charge of 2-hours.

WHEN SCHOOL IS CLOSED DUE TO WEATHER OR OTHER EMERGENCY CONDITIONS, ALL USE OF THE SCHOOL FACILITIES IS CANCELLED.
Users are responsible for notifying their group and attendees.

The Building Principal, Superintendent, or Board of Education may withdraw permission to use school property by any group or individual for any reason.

FEES

Additional fees will be charged for the use of the facilities beyond the time requested and approved.

TERM/APPLICATION

Long-term commitments shall be limited through the end of the school calendar year and must be re-applied for annually.

INSURANCE

User shall provide a CERTIFICATE OF LIABILITY INSURANCE with Lyncourt Union Free School District named as unrestricted additional insured. Standard building use requires a minimum Commercial General Liability of \$1,000,000 per occurrence/\$2,000,000 aggregate coverage and must state that the organization's coverage shall be primary and non-contributory coverage for the district, it's Board, employees and volunteers. The user agrees to indemnify the District for any applicable deductibles. If the organization has employees that will be working on our facilities the certificate must also show evidence of Workers Compensation coverage.

User agrees to hold harmless and indemnify Lyncourt UFSD with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to school property.

User agrees to comply with Safety Regulations, Code of Conduct, and Policies of the Lyncourt UFSD, Fire Department, and Police.

User has checked that all adults associated with their organization that will be on school property do not appear on the Public Registry of Sex Offenders.