



TONAWANDA CITY SCHOOL DISTRICT
600 Fletcher/555 Fletcher Street
Tonawanda NY 14150

REQUEST TO USE DISTRICT FACILITIES

Person Requesting (PRINT) _____ Organization _____

Phone No. Cell/Work: _____ Profit _____ Non-Profit _____

Day(s) & Date(s) Needed _____

Time of Building Usage _____ Specific time for Set Up to be completed by _____

Facilities Needed: HS/MS or Elementary

Equipment/Set Up Needed:

- ☐ Gym HS/MS/WG/TES
- ☐ Cafeteria HS/MS/TES
- ☐ LMC HS/MS/TES
- ☐ Auditorium HS/TES
- ☐ Pool
- ☐ Parking Lot HS/TES
- ☐ Classroom _____ # of Occupants _____
- ☐ Other _____

- ☐ Internet Access
- ☐ Access to Laptop or Computer
- ☐ Projector
- ☐ Screen
- ☐ Speakers
- ☐ DVD Player
- ☐ Cable Connectors for Laptop
- ☐ Microphone and Sound System
- How many microphones _____
- ☐ Document Camera
- ☐ Webcam
- ☐ Podium
- ☐ Interactive Panel
- ☐ Clicker

Purpose of Usage _____

Additional Comments or Specifications _____

SPECIAL CONDITIONS

- 1) A custodian must be on duty during building use. If a special custodial assignment is necessary to accommodate the activity, A CHARGE WILL BE ASSESSED AT THE RATE OF \$50/HOUR (clean-up time: 1/2 hr. before & after will be included).
- 2) Use of swimming pools requires AT LEAST TWO (2) lifeguards to be on duty. It is the responsibility of the organization renting the facility to provide a qualified lifeguard. **LIFEGUARD & CPR CERTIFICATION DOCUMENTS MUST BE RECEIVED AT BUILDING BEFORE APPROVAL CAN BE GIVEN.**
- 3) Charges will be assessed for any damage to district property.
- 4) **Proof of Insurance** with TONAWANDA CITY SCHOOL DISTRICT LISTED AS ADDITIONAL INSURED using an ISO endorsement CG2026 or equivalent is required of all groups. The coverage must state that it is primary and non-contributory and **MUST BE RECEIVED BEFORE APPROVAL OF USAGE.**
- 5) Failure to adhere to the above requirements will result in revocation of requested permit.
- 6) **Approval is subject to change due to school event conflict.** Priority is considered the following: school functions, school affiliated groups, other government agencies, community youth, school employee groups, other groups.
- 7) The City of Tonawanda Schools is not responsible for accidents or medical injury to any individual using district facilities.
- 8) Form must be **Signed & Dated** (on back) after reading regulations and Original (approved) form must be brought to event.
- 9) **Must stay in designated area during ENTIRE TIME OF EVENT -No wandering**
*A **three week** lead time is needed for processing when submitting this form*

RULATIONS/AGREEMENT FOR USE OF SCHOOL FACILITIES

1. Purpose for use and certain regulations are included in the official Board of Education Policies and must be complied with. (See copies of Board of Education Policy 3280/3281)
2. Application for use, available at the school buildings or Business Office, must be made by a district resident **with three weeks** advance notice in order to schedule the facilities and staff needed. Cancellations: 5 days prior to the event. **Failure to notify will incur a charge for staff scheduled.**
3. Adult supervisors of an activity must be present before and during all the time members of an organization are using a building area. If it is a co-ed gym or swimming activity, there must be supervision for both male and female locker rooms. Supervisors must remain until all members have left the building.
4. Building permit time begins when the first person from the organization is admitted into the building until the last person leaves. Only authorized members of groups are allowed unless visitors/spectators are noted on the request.
5. Special detailed regulations are to be strictly enforced while using the auditorium/stage and swimming pool facilities and will be issued with the building permit.
6. **SMOKING IS PROHIBITED IN BUILDINGS & ON SCHOOL GROUNDS.** No food/drink except in designated areas.
7. The use of school building facilities refers only to the area designated and does not include equipment or supplies unless specifically stated and approved.
8. If fire or emergency drills are conducted while the school is in use, everyone is expected to participate. The supervisor of the group is responsible to be aware of fire alarm box locations and exits and to give members proper instructions.
9. Where there is damage to the building, grounds, or equipment (or loss of) there is a dual responsibility of reporting the damages (or loss of) to the building principal and paying for the cost of repair or replacement.
10. In the event of an **EMERGENCY SCHOOL CLOSING**, a building permit will be void for that time or day only.
11. Use of the building requires the presence of school personnel regardless of the activity. Likewise, use of kitchen facilities requires presence of food service personnel. Food may NOT be prepared or served at activities unless kitchen and/or food service personnel have been arranged, or other arrangements have been made in advance with the building principal. All special requests involving movement of equipment or furniture, opening of locked doors, etc. must be made under the direct supervision of the assigned or authorized school personnel.
12. **VEHICLES MUST PARK IN APPROPRIATE LOTS** or run the risk of being towed or receiving a traffic ticket.
13. When regulations are not followed, the Building Principal/Facility Director is authorized to warn, suspend, or revoke a building permit and/or prevent the organization from using the facilities in the future.
14. Invoices will be sent when fees are involved. Checks should be made out to:
Tonawanda City Schools
Attn: District Treasurer
100 Hinds Street, Tonawanda, NY 14150
15. **AGREEMENT:** I/My organization does covenant and agree to defend, indemnify and hold harmless the Tonawanda City School District from and against any and all liability, loss, damages, claims or actions (including attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of district property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of the requestor. I/My organization understands and agrees that its use of district property and facilities includes, but is not limited to, all areas identified in the application, sidewalks, walkways, parking lots, entrances, stairs and all other areas incidental to and/or connected with the use of the premises. I/My organization agrees that its indemnity and insurance obligations extend to the areas identified in the application and any and all incidental areas as listed previously.

I HAVE READ THE ABOVE RULES AND AGREE TO ABIDE BY THEM

Applicant Signature _____ E-Mail Address _____ Date _____

OFFICE USE ONLY: Date Rec'd _____ Bldg Calendar Checked _____ Approval by Principal _____ Approval by Facilities _____
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