

Portville Central School
ACTIVITY & FACILITY USE FORM

Sponsoring Club/Class* _____ Date(s) of Activity _____

Name of Contact Person(s) _____ Address _____

Activity Planned _____ Telephone # _____

Grade Level(s) Involved _____ Time of Activity ____ to ____
 Hours Facility needed ____ to ____

* Outside organizations must provide District with a Certificate of Insurance prior to use of facility.

Certificate of Insurance submitted? Yes or No

Location(s) Requested

North Gym South Gym Elem. Gym Lecture Hall
 HS Cafeteria Elem. Cafeteria Kitchen Auditorium
 Stage Dubot's Room Room #'s _____ Pool Locker
 Rooms _____
 Other _____
 Outdoor Facilities (describe) _____

Special Needs

Table(s) # _____ Chairs# _____ Podium Microphone
 TV/VCR Spots Risers# _____ Scoreboard
 Bleachers out (describe) _____
 Lifeguard(s) _____
 Other (describe) _____

THIS SECTION TO BE COMPLETED FOR ACTIVITIES REQUIRING CHAPERONES – (Dances, etc.)

Advisor _____ Student Contact _____

Supervisors and Chaperones:

Name (Please print) Signature

1. _____
2. _____
3. _____
4. _____
5. _____
6. ** _____
7. ** _____
8. ** _____
9. ** _____
10. ** _____

Note: Additional supervisors required for 'Open Admission' events. e.g. Battle of Bands

Portville Police Contacted: Telephone 933-8773

Please allow at least 7 days notice, phone and submit a Police Request Form.

(Note: Police pay rate is \$13.00 per hour)

Contacted by: _____ Date: _____

FOR STUDENT COUNCIL USE ONLY:
Reviewed and Approved by: _____

FOR ADMINISTRATIVE USE ONLY:
Reviewed and Approved by: _____

ACTIVITY GUIDELINES

- Chaperone requirements for activities involving primarily Portville students is three staff members and at least two staff or parent/community member over the age of 21, and one police officer for dances. For events which have open admission, such as “The Battle of the Bands” chaperone requirements are at least ten adults with at least five being staff members. The number of police required is at the discretion of the administration.
- Hours for dances are 8:00 pm to 11:00 pm. The Homecoming dance and the Prom times are from 9:00 pm to 1:00 am. Other activity time determined and approved per event.
- Custodians will open facilities only when supervisors arrive and will be secured when supervisors leave following the activity.
- Participants are to remain at the activity. The supervisors have the authority to refuse entrance to anyone who leaves without their consent.
- Regular school dances are open to students in grades 7-12. Homecoming, winter Weekend and the Prom are open to students in grades 9-12. Grade levels for other activities will be governed by the type of activity.
- The rules for dress and conduct will be governed by the type of activity and the school code of conduct will be in effect for all regular school activities.

N O T E : Please contact the school for information regarding charges for non-school use of school facilities.

I have read and agree to the following:

- To provide a Certificate of Insurance prior to use of facility.
- To assure proper use and supervision of all school facilities and that only the areas listed above will be used.
- To be responsible for the return of all school property and for payment of any damage or loss to the building or equipment caused by the group named above. (Please note that sneakers are proper for gym floors)
- To leave facilities in proper order.
- To enforce the no smoking rule in school buildings and school grounds.
- To notify such persons in attendance at the beginning of such program, event or performance of the proper procedures to evacuate the building in an orderly and timely manner in the event of a fire emergency.
- That any violation of any of the above will be sufficient cause for immediate cancellation of this request and will be adequate reason to void, for one full year from the date of violation, any use of school facilities by this organization.

Signature of Person Requesting Use of Facilities

Date

This completed 2-page form has been reviewed and approved by:

Extra-Curricular Activity / Athletic Director _____

Date _____

High School Principal _____

Date _____

Elementary Principal _____

Date _____

Cafeteria Manager _____

Date _____

cc: Supt. of Buildings and Grounds, Building Principal(s), Athletic Director, Student Council Advisor, Class/Club Advisor, Head Custodian, and File