

# POLAND CENTRAL SCHOOL DISTRICT

## SUPERINTENDENT'S REGULATION

1002.1

### REQUEST FOR USE OF FACILITIES

Use requests must be submitted at least **14 days prior** to the desired date for use of the Poland CSD facilities. You are not authorized to use the facility until this request has been approved and a copy returned to you.

Name of Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Organization: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Phone: \_\_\_\_\_

#### FACILITIES REQUESTED

**Circle:** Elem. Library/HS Library/Elem. Gym/Trz. Gym/Classic Gym/Classroom # \_\_\_\_/Cafe./Kitchen/Other \_\_\_\_\_

Dates Requested: \_\_\_\_\_  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Time Facilities Needed: \_\_\_\_\_ AM/PM \_\_\_\_\_ AM/PM Time of Event: \_\_\_\_\_ AM/PM \_\_\_\_\_ AM/PM  
(Includes Set-up & Clean-up)

Number of People Expected: \_\_\_\_\_ Equipment Needed: \_\_\_\_\_

There is currently no charge for the use of our facilities. However, activities taking place on days when school is not regularly open (Sundays, Holidays, Summer Evenings) require a custodian or other paid school employee to be present. The cost is \$25 per hour.

#### CERTIFICATE OF INSURANCE

A certificate of general liability insurance (a minimum of \$1,000,000) naming Poland Central School as additional insured must be provided by all non-school organizations. Groups without sponsoring organizations may be asked to provide signed waiver forms. When required, the applicant is responsible for gathering waiver forms from all participants and submitting completed forms to the School Business Office prior to the use of school facilities.

No Sponsoring Organization  COI -Attached  COI - Requested, will be forwarded by Insurance Co.

#### CHAPERONE & APPLICANT SIGNATURES

Applicants are responsible for providing adequate supervision and chaperone coverage. Please list assigned chaperones below:

Chaperone Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Chaperone Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Chaperone Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Chaperone Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**\*\*\*As the applicant of this request, I have read and agree to the rules and regulations on the reverse side of this form.\*\*\***

Signature of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

#### OFFICE USE

Approved  Waiver Forms Required  Fee Required: \_\_\_\_\_  Disapproved

Reason: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Requests will be distributed as follows: Applicant / Office / Maintenance Supervisor / Other \_\_\_\_\_

**SEE OTHER SIDE FOR RULES & REGULATIONS**  
**Facilities Use – Rules & Regulations**

1. Facilities Use Applicants shall read the following Poland CSD policies, which are available on the school website. [www.polandcs.org](http://www.polandcs.org).
  - a. Community Use of School Facilities – Policy #1002
  - b. Code of Conduct – Policy # 1005
2. Applicant may be required to provide photo ID.
3. Facilities Use Applicants are responsible for conveying the Rules and Regulations to all participants and ensuring that they are followed.
4. There shall be no possession or use of tobacco products, drugs or alcohol on school grounds.
5. Any activity conducted in the buildings or on the grounds must not be harmful nor cause undue wear upon the property.
6. The gymnasium or any other facilities or equipment used by the applicant will be examined carefully after use. **The applicant will be responsible for prompt restitution for any loss or damage occurring during the applicant's use.**
7. Proper supervision shall be provided at all times.
8. Only participants involved in your activity should be in the building. Once you let others in, you become responsible for them.
9. Participants should not be in any part of the building except the areas designated on this application. Participants should all enter and leave by one door. Do not leave any doors propped open.
10. School equipment may be used only with approval of school authorities. At the end of your session, check and put away any equipment that was used. Know what you have out so that you will know what has to be put away.
11. Putting up decorations or scenery, or moving pianos or other furniture, is prohibited unless special permission is granted.
12. Only non-marking athletic shoes are allowed on the gym floors.
13. Hard balls and other sports equipment intended for outdoor use are not allowed inside the building.
14. Nothing shall be sold, given, exhibited, or displayed without permission.
15. Clean up after yourself including sweeping, and wiping down areas as needed.
16. If you are not going to use a facility at the time for which you are scheduled, please let a school official know as soon as possible so that another group may have the opportunity to use the facility.
17. Violation of any of the Rules & Regulations may result in loss of future facilities use privileges.