

Regulation

COMMUNITY RELATIONS

1002.1

Poland Central School Application for Use of Facility, Grounds

Submit completed form to Main Office *at least 14 calendar days prior* to need. Main Office Fax: **(315) 826-5227**.

Applicant Full Name _____ Phone Number(s) _____

Organization _____ Purpose of Use _____

Mailing Address _____ Preferred Email for Approval or Denial _____

A certificate of general liability insurance, with a minimum coverage of \$1,000,000, naming Poland Central School as additional insured must be provided by all non-school organizations (including Booster Club, FAF, PTA). Groups without sponsoring organizations shall provide signed waivers for activity participants. Applicant named on this form is responsible for attaching proof of insurance, gathering waiver forms from all participants and submitting waivers to PCS Business Office **prior to** use of facilities/grounds.

Certificate of Insurance is attached. Certificate of Insurance will be faxed to Chad Hess (315) 826-7516. Waivers will be faxed.

Date Facilities / Grounds Requested _____

M T W Th F Sat Sun Sundays, holidays, & July-August after 3 PM require school employee presence; cost for use may be \$25/hr.

Event Starts @ _____ : _____ ^{AM}/_{PM} Set-up Begins @ _____ : _____ ^{AM}/_{PM} Event Ends @ _____ : _____ ^{AM}/_{PM} # People Expected _____

INSIDE Library (Elem.) Library (Main) Trzepacz Gym Elem. Multi-Use Gym Auditorium Cafeteria (dining area) Classroom

OUTSIDE Upper Fields Lower Fields Grounds outside Elem Classrooms Other _____

Equipment Needed _____

Chaperone Name _____ Chaperone Name _____

Chaperone Name _____ Chaperone Name _____

As the applicant, I am responsible for securing event supervision for the purposes of safety. I attest the adults listed above are designated as chaperones. All chaperones and I have reviewed Poland CSD Policy #1002, Regulation #1002.1, and Policy #1005.

Applicant's Signature _____ Date _____

SCHOOL USE - BELOW DOUBLE LINE

Approved Denied (explanation) _____ Fee to be charged, if any: \$ _____

Authorized School Employee's Signature _____ Date _____

Original form on file in Poland CSD Main Office. Copies: Applicant, Maintenance Supervisor, and District Office.

Facilities Use – Rules & Regulations

1. The applicant(s) shall read the following Poland CSD policies, which are available on the school website www.polandcs.org Policy #1002 Community Use of School Facilities, Policy #1005 Code of Conduct.
2. The applicant(s) may be required to provide photo ID.
3. The applicant(s) is responsible for conveying Rules and Regulations to all participants and ensuring compliance with Rules and Regulations.
4. The applicant(s) is required to ensure no possession or use of tobacco products in any form, no drugs or alcohol is present on school grounds.
5. The applicant(s) is prohibited from any activity or event in the buildings or on the grounds that may be harmful or cause undue wear upon the property.
6. The applicant(s) is responsible for prompt restitution for any loss or damage occurring during the applicant's use. The facilities or equipment used will be inspected after use.
7. The applicant(s) must provide proper supervision during set-up, during the activity, and until conclusion.
8. The applicant(s) is required to ascertain that participants involved in the activity are limited to those who are eligible to participate. Once others are allowed, the applicant is responsible for them.
9. The applicant(s) is required to ensure only areas designated on the application are used by those participating in the event. Participants shall enter and leave by one door. No doors shall be propped.
10. The applicant(s) may use school equipment only with approval of school authorities. At the end of the activity or event, the applicant is required to itemize, review, and put away any equipment used.
11. The applicant(s) may not place decorations or scenery, move pianos or other furniture, unless this need is noted on the form and permission is granted by the District.
12. The applicant(s) shall ensure only non-marking athletic shoes are used on the gym floors.
13. The applicant(s) shall ensure baseballs or other sports equipment intended for outdoor use are not allowed inside the building.
14. The applicant(s) shall ensure nothing is sold, given, exhibited, or displayed unless this need is noted on the form and permission is granted by the District.
15. The applicant(s) is responsible to clean the site used. This includes removing litter and may include sweeping floors and wiping surfaces used.
16. If the applicant(s) deem facility/grounds will not be used at the time requested, the applicant shall notify school official as soon as possible to allow use by others.
17. Violation of any of the Rules & Regulations may result in loss of future facilities use privileges.