

Edwards-Knox Central School District Rules and Regulations for Building Use

The Board of Education recognizes the benefit of granting permission to recognized groups/organizations for the use of district building facilities and/or grounds for educational or recreational use, and may grant such approval upon the submission of a written request form. The Board believes that such use of a district facility or grounds shall not interfere with the daily school routine or any school-sponsored student activity. Please examine this information before completing the request form.

- This form must be completed and approved prior to any activity being conducted on the premises.
- All requests should be submitted with **a minimum of two weeks advance notice** so every department can prepare for your request or notify you of any conflict.
- School activities take precedence to outside groups for building use. The location and/or date of a previously approved activity may need to be changed.
- *All private for-profit groups/organizations must attach a current Certificate of Insurance (\$1,000,000 policy) to this completed form on which Edwards-Knox Central School is listed as additional insured. Not-for-profit groups/organizations may be asked to provide a current Certificate of Insurance, depending on the nature of the activity.*
- The activity shall be restricted to the area for which permission was granted.
- The activity shall not extend beyond the hours approved in this request.
- All programs should be planned so they do not interfere with the regular school day.
- The supervisor (name on request form) in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- If the time requested does not overlap with the normal workday of the custodial staff a fee of \$20 hour may be applicable and must be paid before the event. Your group/organization is responsible for cleaning up after the event.
- Any organization using school facilities shall be responsible for damages to the school.
- No property shall be stored in the school by outside groups unless prior authorization has been granted.
- When Edwards-Knox Central School is closed because of weather conditions or other emergencies, all scheduled organization events are canceled.
- Users must comply with New York State Education Law 414, which regulates the use of schoolhouses and grounds.
- Events personal in nature are strictly forbidden.
- The Edwards-Knox Central School Code of Conduct governs the behaviors of all individuals on school property.
- To review available dates please consult the school website calendar's page at <http://ekcs.schoolwires.net/Page/2>
- Return this completed form to the District office.

Edwards-Knox Central School District Building Use Request Form

1. Club/organization: _____
2. Name of event: _____
3. Starting on the following date(s) _____ and Ending date _____
4. Event Days ___ Mon ___ Tues ___ Wed ___ Thu ___ Fri ___ Sat ___ Sun
5. Describe activity or event: _____
6. Area(s) requested: ___ main gym ___ elementary gym ___ auditorium ___ downstairs cafeteria
___ upstairs cafeteria ___ kitchen ___ cafeteria serving line ___ concession stand
___ media center ___ library ___ pool ___ other specify: _____
(Use of kitchen and/or serving line requires Food Handler Certification)
Name of certificate holder: _____
7. Start time of event: _____ End time: _____
8. Club/organization is: ___ not-for-profit organization (IRS Tax Exempt # _____)
___ for-profit organization
___ Club has liability insurance (certificate attached naming school as additional insured)
9. Entrance/other related fees charged (if applicable) _____
10. Equipment needed: ___ chairs ___ tables ___ microphone ___ lights ___ podium
11. Personnel needed for event: ___ AV Coordinator ___ IT Technician
12. Other (list) _____
13. Individual completing application: _____ Phone: _____
14. Email: _____

Non-School Groups Complete This Section:

Name _____ Address _____

I agree on behalf of the above-named organization that all members and guests will observe the rules and regulations as set forth by the Board of Education Policy 3280 and 3410. I, the undersigned, agree to defend, indemnify, and hold Edwards-Knox Central School District, the Board of Education, and their officers and agents, harmless from injury, loss, costs, claims or damages to any person or property arising from, related to, or in any way connected with the use of Edwards-Knox Central School District by the above named organization unless cause of such loss, damage or expense is due to the negligence of the Edwards-Knox Central School, its officers, trustee, agents and/or employees.

Signature _____ Date _____

Administrative Section:

1. Calendar Clearance (initial):
Athletic Director _____ District Calendar _____ Administrative Approval _____
2. Department Notification:
Building & Grounds _____ I.T. _____ A.D. _____

Updated by: _____ Date: _____

Please return this form to the District Clerk in the Superintendent's Office.