



Lackawanna City School District

Administrative Offices
245 South Shore Blvd.
Lackawanna, NY 14218
Phone: (716) 821-5610 Fax: (716) 821-5625

**(Please submit to Superintendent of Schools)
USE OF SCHOOL FACILITIES**

I. APPLICATION

Name of Applicant: _____

Address: _____ Telephone _____

Building/Space Requested: _____
(please be specific)

Dates Requested: _____

Hours Requested: _____

Type of Activity: _____

Will admission be charged? _____ If so, how will proceeds be used? _____

Certification

I certify that the information provided in this document is accurate to the best of my knowledge. I have also read and understand the *Rules/Regulations (on reverse side)* issued by the Lackawanna City School District. Financial obligation will be determined and must be paid prior to the event.

Signature

Date

II. APPROVAL BY DISTRICT PERSONNEL

Building Principal _____ Date _____

Kenneth Jackson _____ Date _____
Supervisor of Buildings and Grounds

Michael Popek _____ Date _____
Faculty Manager

Keith Lewis _____ Date _____
Superintendent of Schools

III. FINAL APPROVAL BY BOARD OF EDUCATION

(You will be notified after the request has been presented and approved by the Board of Education at a Monthly meeting)

PLEASE REVIEW THE FOLLOWING RULES/REGULATIONS

In consideration for use of school facilities, the organization agrees to abide fully with the following policies and regulations:

1. General

- A. A Certificate of Insurance must be submitted to the Superintendent's Office, as evidence of insurance coverage. The Certificate should name the Lackawanna City School District, 245 South Shore Blvd., Lackawanna, NY 14218 as an ADDITIONAL INSURED with limits of liability equal to \$1,000,000 for each occurrence for bodily injury and property damage. The Certificate should also provide for 30 days advance notice of cancellation. The absence of such a Certificate will preclude the use of the facility.
- B. This permit is revocable at any time by school authorities. Application is made with full knowledge that the Board of Education reserves the right to cancel forthwith any or all permits previously granted, without prior notice upon discovery of any improper use of facilities or misrepresentation of fact.
- C. Admission fees are not to be charged, except when proceeds are to be expended for educational or charitable purposes, except as provided by law.
- D. Meetings and entertainment shall be non-exclusive and open to the public.
- E. No reservations will be made until this application is returned to the Superintendent's Office and approved as noted on the application.

2. Use of Facilities

- A. Activity shall be restricted to that area for which permission is granted.
- B. The activity shall not extend beyond the hours approved in the request.
- C. The District shall be advised of any equipment/materials, which will be brought onto school grounds as a result of the approval of this request.
- D. All programs shall be planned so they do not interfere with the regular school day schedule. School activities will take precedence.
- E. School authorities must have free access to all rooms at all times.
- F. If school is closed, or after-school activities are canceled due to inclement weather, the after-school use of facilities is also cancelled.

3. Care of Facilities

- A. Parking will be permitted only in regularly designated areas.
- B. All facilities must be kept clean, neat and orderly.
- C. No school property or equipment is to be altered or removed from the premises.

4. Order and Discipline

- A. No smoking is allowed on school property.
- B. No drinking of alcoholic beverages is permitted.
- C. Proper supervision is to be maintained at all times.

5. Charges

- A. When custodial assistance must be hired, whether requested or not, a charge will be made and must be paid within 30 days. It is expected that the facility will be left in the condition in which it was found.
- B. Facilities used by the applicant will be carefully examined after use. The applicant will arrange for prompt payment of any loss or damage occurring as a result of the use of school property.

6. Responsibility

- A. The organization using the building shall be responsible for moving its equipment in/out of building.
- B. The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- C. In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the building.
- D. The organization using the facilities shall assume full financial responsibility for any and all damage done to the Lackawanna City School District property during the requested period of use. Additionally, the organization agrees to indemnify and hold harmless the Lackawanna City School District against any loss, damage or expense of any kind.
- E. If this is a school sponsored activity, please make sure an AED is available, and a trained person is available for the entire time your activity is being held. **It is the applicants responsibility to inform the Building Principal of the name of the approved AED provider.**