

REQUEST FOR USE OF FACILITIES
Return to Canajoharie Central School
District Office: 136 Scholastic Way, Canajoharie, NY 13317 FAX 673-3177

Date of Request: _____ (a request is not approved until signed by Superintendent)

Name of Organization: _____

Date(s) of Event: _____ Time: _____ to _____

Activity to be Held: _____

Facilities Needed (CHECK ALL THAT APPLY)

- | | |
|---|--|
| _____ EH Classroom (Rm#): _____ or Library (Circle One) | _____ High School Classroom (Rm#): _____ |
| _____ East Hill Gymnasium | _____ High School Library |
| _____ East Hill Great Room | _____ High School Gymnasium |
| _____ East Hill Lobby | _____ High School Auditorium |
| _____ East Hill Cafeteria | _____ High School Lobby |
| _____ East Hill Kitchen | _____ High School Cafeteria |
| _____ MS Classroom (Rm#): _____ or Library (Circle One) | _____ High School Kitchen |
| _____ Middle School Gathering Space | _____ High School Conference Room |
| _____ Nellis Gymnasium | _____ Athletic Field (specify) _____ |

Audio-Visual Equipment Needed? _____ Yes _____ No (If yes, please list): _____

Other Equipment Needed: _____ Yes _____ No (if yes, please check: ___ tables ___ chairs) _____

Person In Charge at the event: _____ Phone/Cell Number: _____

Position/Title: _____

REGULATIONS FOR USE OF BUILDING

1. School groups are given first choice.
2. Activity shall be restricted to area for which permission is granted.
3. Person designated as in charge must be present before the activity begins and remain until all have left. Custodian is in charge of the building.
4. **DRINKING OF ALCOHOLIC BEVERAGES IS NOT PERMITTED ON SCHOOL PROPERTY.**
5. **SMOKING IS NOT PERMITTED ON SCHOOL PROPERTY.**
6. Custodial service is required when gym, cafeteria, or auditorium is used. When the kitchen is used, a cafeteria worker must be assigned. The cost for personnel will be billed to the sponsoring organization.
7. All meetings must be open to the public.
8. **The sponsoring organization must provide adequate liability insurance.**

FOR OFFICE USE ONLY

ROUTING:

<u>Gym or Athletic Field</u>	<u>Cafeteria or Kitchen</u>	<u>Great/Gathering Room/Auditorium</u>	<u>Classroom or Library</u>
_____ Athletic Director	_____ Head Cook	_____ Bldg. Principal	_____ Bldg. Principal
_____ Building Principal	_____ Building Principal	_____ Head Custodian	_____ Head Custodian
_____ Head Custodian	_____ Head Custodian	_____ Dir. of Inst. Music	_____ Classroom Teacher
_____ Gary May	_____ Gary May	_____ Gary May	_____ Gary May
_____ Other _____	_____ Other _____	_____ Other _____	_____ Other _____

Date of Approval: _____

Approved: _____