

# HOLLEY CENTRAL SCHOOL FACILITY USAGE APPLICATION

The following form must be filled out by the proper authority of the group requesting the use of the Holley Central School Facility. Please fill out completely and accurately. Proof of Insurance must be submitted along with this form or it will not be considered. All forms must be submitted 30 days prior to event. Please return to the appropriate Building Principal.

Organization/Individual Name _____	Phone (Day) _____
Contact Name _____	Phone (Night) _____
Address _____	
City _____ Zip _____	
Attending Supervisor of Group _____	Phone (Day) _____
	Phone (Night) _____
Status or Purpose of Organization: (Check all that apply) ____ For Profit ____ Not-for-profit	
Is your organization a school-related or Holley community organization (specify)? _____	

Number of people attending: \_\_\_\_\_  
Will admission fee be charged? \_\_\_\_ If so, amount: \_\_\_\_\_  
Purpose of proceeds from admission \_\_\_\_\_  
If fields are requested, will fields need marking? \_\_\_\_\_  
Will food be served/available? Circle - **Yes** or **No** Organization preparing \_\_\_\_\_

## INSURANCE (required for Non-School Organizations)

Proof of Insurance provided: \_\_\_\_ Yes **Attach a copy of the insurance certificate to this application.**  
Type of Coverage: General Liability with HCSD named as additional insured  
Amount of Coverage: **Required \$1,000,000**

**SCHOOL BUILDING:** \_\_\_\_ Elementary \_\_\_\_ High School \_\_\_\_ Parking Lot \_\_\_\_ Fields/Grounds

Specify Room type , Field or Facility needed: \_\_\_\_\_

If additional set up or break down time is needed, please incorporate this with your time

\_\_\_\_ Specific Date(s) \_\_\_\_\_ Reserved Start Time \_\_\_\_\_ Reserved End Time \_\_\_\_\_  
\_\_\_\_ Block (Day of Week) \_\_\_\_\_ Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
\_\_\_\_ Pattern (i.e. Every 3<sup>rd</sup> Tuesday of the Month) \_\_\_\_\_

Detailed Description of the Event:  
\_\_\_\_\_  
\_\_\_\_\_

*Education law requires public school districts to provide and maintain on-site automated external defibrillator (AED) for use during emergencies. A map showing the location of AED units are posted inside the entryway to the building. Only a trained AED responder may operate an AED.*

Name AED/CPR Certified person: \_\_\_\_\_ \*Attach proof of certification

## EQUIPMENT AND SET UP REQUEST (Check all that apply)

General Use	Kitchen Use	Athletic Use	Auditorium Use	
____ VCR	____ Dish Machine	____ Bleachers	____ # of microphones	____ Front stage curtain closed
____ DVD	____ Oven	____ Mats	____ Lighting Board*	____ Stage cleared
____ Projector	____ Steamer	____ Volleyball net	____ Sound Board*	
____ Tables, Chairs	____ Warmer	____ Scoreboards	____ Podium	* District Staff may be required
____ # of tables	____ Serving Line	____ Fields Marked	____ Risers	(There may be a charge for this)
____ # of chairs	____ Refrigeration			
____ size of tables				

Additional details for equipment / set up:  
\_\_\_\_\_  
\_\_\_\_\_

## KITCHEN REQUEST

Kitchen use of any kind requires the paid services of a food service employee. Food Service workers shall be on duty at all times when kitchens inside a school building are in use. Food service employees will be charged as follows: Evenings & Saturdays: \$20.00 per hour. All groups using the kitchen MUST contact the Business Administrator or designee 10 working days prior to your event at (585) 638-6316 or you will not be allowed to use the kitchen even with an approved application.

## SECURITY

Each application will be reviewed by the District to determine if security is needed. Should we determine security to be necessary, the cost for providing security will be charged as follows: Evenings & Saturdays: \$30.00 per hour

**CUSTODIANS** shall be on duty at all times when facilities inside a school building are in use. If your activity takes place outside the normal operating hours of the building, the cost for providing custodial supervision will be charged as follows: Evenings & Saturdays: \$36.00 per hour

*I have read the HCSD Guidelines for Use of Facilities and do hereby certify that I have been duly authorized by the above-named organization which I represent, to enter into this agreement, and that the activity which the organization is sponsoring fully meets the conditions set forth herein and that we agree to observe all rules and procedures as stated. I understand that the total cost estimate may vary due to damage incurred or additional labor or personnel such as security workers, field markings, etc.*

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

***Below this line to be completed by School Personnel***

### **COST ESTIMATE (to be completed by the Business Office)**

Custodial Time Anticipated: estimated hours \_\_\_\_\_ x \$\_\_\_\_\_ (cost per hour) \$\_\_\_\_\_

Security Workers Time Anticipated: \_\_\_\_\_ # of Workers x Estimated Hours \_\_\_\_\_ x \$\_\_\_\_\_ (cost per hour) \$\_\_\_\_\_

Food Service Employee Time Anticipated: Estimated hours \_\_\_\_\_ x \$\_\_\_\_\_ (cost per hour) \$\_\_\_\_\_

Lighting & Sound board needed: \_\_\_\_\_ # of hrs x \$\_\_\_\_\_ (cost per hour) \$\_\_\_\_\_

**Estimated Total Cost** \$\_\_\_\_\_

## FINAL APPROVAL

Permission is granted to the use of school property as attached in accordance with the application dated \_\_\_\_\_. Please follow the Guidelines for Use of Facilities which can be found on the website ([www.holleycsd.org](http://www.holleycsd.org)).

### APPROVALS

\_\_\_\_\_  
Building Principal \_\_\_\_\_ (Required on all Applications)  
Date

\_\_\_\_\_  
Director of Facilities \_\_\_\_\_ (Required on all Applications)  
Date

\_\_\_\_\_  
Business Administrator \_\_\_\_\_ (Required on all Applications)  
Date

\_\_\_\_\_  
Athletic Director \_\_\_\_\_ (Required for Athletic/Field Use)

**XC: Requestor, Building Administrator, Building Custodian, Facilities, and: (check appropriate)**  
\_\_\_\_ Athletics \_\_\_\_ Cafeteria \_\_\_\_ Technology \_\_\_\_ Security Office

**This permit must be brought with you to your event.**

When you arrive, please check in with custodian. He/she will be responsible for monitoring your activity and providing assistance as needed.

## HCSO Guidelines for Use of Facilities

When not in use for school purposes or school-sponsored organizations, school buildings and facilities may be used for educational, civic or recreational purposes by the community in accordance with Section 414 of the Education Law, Board Policy and the following:

### GENERAL

1. School buildings and grounds may be used by non-school community organizations for meetings, lectures, recitals, classes, competitions, and other educational, recreational, civil or entertainment purposes, provided such meetings are open to the general public and consistent with the policy of the Board of Education.
2. A sponsoring organization shall be considered to be a community organization if:
  - a) a majority of those who constitute the group or a majority of those participating in or attending the activity are residents of the District, pupils or families of pupils who attend District schools, or employees of the District, or
  - b) the organization's purpose is directly related to a school activity
3. School district use of facilities and buildings will in all events, take precedent over all outside functions, no matter the hardship incurred.
4. The Superintendent or his/her designee is the guardian of the building and all property, and as such, is in authority to see that all rules and regulations are carried out. Organizations using the building must abide by his/her decisions and those to whom the designee may delegate authority.
5. In the event school is closed for inclement weather or any other emergency, all outside activities will be automatically canceled. Specific notification to any scheduled group will not be given. The District reserves the right to cancel events not occurring on school days.
6. The president or other responsible representative of the organization requesting to use the facility shall sign the application and submit it to the Building Principal at least 30 days before the requested date.
7. The Board reserves the right to reject any and all applications for use of facilities as deemed to be in the best interest of the school district. The District reserves the right to revoke the use of facilities privilege at any time.
8. Application for Use of School Facilities submitted must include a copy of all planned advertisement/promotional literature about your planned event. Outside organizations must include "This event is not sponsored by Holley Central School District" on all literature. **DO NOT PUBLICIZE THIS EVENT PRIOR TO GAINING APPROVAL FROM THE DISTRICT.**
9. No political signage / campaigning permitted on school property or on school equipment.
10. At meetings where the general public is invited, the organization should confer with the Superintendent or his/her designee about the advisability of police and fire protection.
11. Irrespective of the foregoing, the use of facilities shall be in accord with the rules and restrictions as may be from time to time set forth by the Board of Education.

### APPLICATION LIMITATIONS AND RENTING ORGANIZATION RESPONSIBILITIES

12. Smoking is prohibited on school grounds and school buildings, including athletic fields. **The presiding officer of public gatherings held in any school building shall announce publicly that smoking is not permitted on school grounds.**
13. Alcohol may not be brought onto or consumed on school grounds or in school buildings.
14. The premises shall be used for the purpose stated in the application and for no other purpose.
15. No one should arrive earlier than fifteen minutes prior to the time requested for usage. The person requesting the usage must be present in the building prior to all participants and must remain until after all participants have left the building. He/she must also check in immediately upon arrival and again before leaving with the Custodial staff responsible for monitoring the activity.
16. The organization and any visitors shall enter at the designated door only and shall confine its activities and presence to the area of the building granted to them for use.
17. All property shall be left exactly as found. Any cost incurred to return said equipment to its original condition will be charged to the individual/organization using the facility. Do **NOT** alter any stage equipment including acoustic panels.
18. The organization granted permission to use the building is responsible for any damages incurred during occupation of the same.
19. If food is to be ordered through the District, three weeks advance notice will be required.
20. No food of any kind is allowed on the premises without prior approval.
21. The preparation and servicing of food in the kitchen proper and the servicing of the kitchen shall be carried out exclusively by certified and trained persons.
22. All decorations must be flameproof and they must be removed after the event is over.
23. The use of open flames such as candles in school facilities shall not be permitted.
24. If for any reason you will not be using the facilities on the date you applied for, the Business Office must be informed a minimum of 48 hours in advance. This 48 hour minimum cancellation policy is strictly adhered to.
25. Only HCSO personnel are permitted to line / prep fields.

## **APPROVAL FOR USE OF FACILITIES**

- A. All applications must be received in the desired Building Office at least 30 days prior to the date of requested use. Summer usage requests must be submitted by May 15. Applications received after this time period may be denied, but will be considered.
- B. Requests for use of facilities by telephone will not be accepted.
- C. Facility will not be permitted until all the conditions of the agreement are fulfilled, i.e. insurance certificate, deposit, etc.
- D. Use of the facility may not begin until final approval for the application is issued.

## **PRIORITY FOR THE USE OF FACILITIES WILL BE AS FOLLOWS:**

- A. School District Sponsored Activities
  - 1. Instructional Programs including: interscholastic athletic competitions and practices, intramural activities and official HCSD extracurricular clubs. Building Principals or their designees will record all instructional program usage of their building facilities and outdoor facilities. Instructional programs have first priority for all facilities from 7:00 a.m. – 5:00 p.m. Monday through Friday at the secondary level and from 8:00 a.m. – 5:00 p.m. at the elementary level, for HCSD students only. Each facility usage should be approved for appropriate usage only. Any conflicts in usage will be resolved by the Building Principal.
  - 2. Athletic Extension Programs Grades 7-12 (Holley students only) – Building Principal or his/her designee will record all athletic programs for students within their building in grades 7-12.
- B. Outside Group Sponsored Activity (in priority, comes after ALL school sponsored activities)
  - 1. PTO/Booster Club events and other district sponsored parent groups
  - 2. All other outside users or users not listed above must be recorded by the Building Principal or his/her designee. Outside groups will be considered in the following order:
    - Local community sponsored groups and civic groups including Girl/Boy Scouts
    - All other groups

## **NO DISCRIMINATION CLAUSE**

The Holley Central School District may not aid or perpetuate discrimination on the bases of race, creed, color, country of national origin, religion, sex, sexual orientation, age, marital status or disability. Community groups and organizations should review their use of school facilities request for conformity. However, in accordance with law, the District will not discriminate in its community use of school facilities against any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United State Code. Nor will the District deny such access or opportunity for reasons based on the membership or leadership criteria or oath of allegiance to God and country. However, such use must be in accordance with the District's community use of school facilities guidelines.

The application may be found on the district website under district documents at [www.holleycsd.org](http://www.holleycsd.org).