

**WILSON CENTRAL SCHOOL DISTRICT  
412 LAKE STREET – P.O. BOX 648  
WILSON, NEW YORK 14172**

## APPLICATION FOR USE OF SCHOOL FACILITY

**RETURN THIS COMPLETED FORM WITH PAYMENT TO THE SCHOOL BUILDING PRINCIPAL**

ORGANIZATION: \_\_\_\_\_ DATES REQUESTED: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_ TIME REQUESTED: \_\_\_\_\_ TO \_\_\_\_\_

High School	Middle School	Elementary School

**FACILITIES REQUESTED**

- \_\_\_\_\_ Auditorium
- \_\_\_\_\_ Zipp Gym
- \_\_\_\_\_ Sr. High Gym
- \_\_\_\_\_ Gym (Elem.)
- \_\_\_\_\_ Café.(Elem.)
- \_\_\_\_\_ Café. A
- \_\_\_\_\_ Café. B
- \_\_\_\_\_ Kitchen
- \_\_\_\_\_ HS Playfields
- \_\_\_\_\_ Elem. Playfields

- \_\_\_\_\_ Girls' Lockers
- \_\_\_\_\_ Girls' Showers
- \_\_\_\_\_ Boys' Lockers
- \_\_\_\_\_ Boys' Showers
- \_\_\_\_\_ Lib/Med Ctr.
- \_\_\_\_\_ Hutch Field
- \_\_\_\_\_ Press Box
- \_\_\_\_\_ Classroom(s)
- \_\_\_\_\_ Multi-Purpose Room
- \_\_\_\_\_ Art Room

**SERVICES REQUESTED**

- \_\_\_\_\_ Cafeteria Supervision
- \_\_\_\_\_ Media Equipment (Specify)  
\_\_\_\_\_
- \_\_\_\_\_ Gymnasium Equipment (Specify)  
\_\_\_\_\_
- \_\_\_\_\_ Athletic Equipment (Specify)  
\_\_\_\_\_
- \_\_\_\_\_ Stadium Lighting

**PLEASE NOTE:**

**It should be understood that when the District or a particular building is closed due to emergency, snow, inclement weather, power outage, etc., no one will be allowed on campus to use facilities.**

**Should staffing or other expenses associated with use be necessary, those expenses will be the applicant's responsibility (i.e. custodial costs).**

**GROUP/INDIVIDUAL USING THE FACILITIES ARE REQUIRED TO CLEAN UP AFTER USE OR BE SUBJECT TO A MAINTENANCE CHARGE FOR CLEANING SERVICE.**

Applicant's Name (PLEASE PRINT) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

**ADMINISTRATIVE APPROVAL**

Principal/Administrator Recommendations \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Principal/Administrator Signature \_\_\_\_\_

**BOARD OF EDUCATION ACTION**

Approval Date \_\_\_\_\_ Denial Date \_\_\_\_\_ Fee \_\_\_\_\_

Comment \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ does hereby covenant and agree to defend, indemnify and hold harmless the Wilson Central School District from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in conjunction with the actual or proposed use of Wilson Central School District property, facilities, and/or services by \_\_\_\_\_ and/or activities, functions, events, affairs proceeding on \_\_\_\_\_.

In addition, someone involved and present at this event is AED/CPR certified and proof of independent liability insurance coverage is either on file with the District or accompanying this request.

Date \_\_\_\_\_ Facilities User Signature \_\_\_\_\_

ALL APPLICATIONS SHALL BE SUBMITTED TO THE BOARD OF EDUCATION FOR APPROVAL AT THE MONTHLY BOARD OF EDUCATION MEETING AND MUST SUBMITTED AT LEAST 10 DAYS IN ADVANCE OF SAID MEETING. GROUP/INDIVIDUAL USING THE FACILITIES ARE REQUIRED TO CLEAN UP AFTER USE OR BE SUBJECT TO A MAINTENANCE CHARGE FOR CLEANING SERVICE.

NOTE: Maintenance work on fields or playing areas by outside agencies, organizations or groups is prohibited without prior approval of the Director of Facilities and Operations.

## **GUIDELINES FOR BUILDING OR FACILITY USE**

The following guidelines were developed to insure that all outside community groups using Wilson Central School buildings or facilities fully understand the School's concern for safety and proper use.

1. All use of School District buildings or facilities by outside groups is contingent upon the Board of Education being held save harmless for injury or damage. Groups are required to provide proof of liability insurance coverage.
2. The designated supervisor must be present at all times. It is the responsibility of the supervisor to identify himself to the building custodian prior to the first activity.
3. It is the supervisor's responsibility to notify the Building Principal in advance if an alternate supervisor is to be in charge and state who that person is to be.
4. Buildings and facilities are only available when the approved supervisor is present.
5. All groups are to leave the premises in original condition. The School reserves the right to charge the outside group for cleaning.
6. It is the responsibility of the supervisor to immediately report any facility or equipment damage to the custodian. Continued abuse of property will result in forfeiture of use privileges.
7. The supervisor shall require that all participants remain in the specific section of the building authorized for use.
8. Outside groups are expected to use their own equipment and supplies unless other permission has been obtained in advance from the Principal.
9. No bottles, cans, food or other such items are permitted unless prior permission has been obtained from the Principal. All alcoholic beverages are strictly prohibited.
10. When school is closed due to weather, holidays, or emergencies, all after-school activities are automatically cancelled.
11. Check with the Principal prior to filing this application so that schedule conflicts may be avoided. School-scheduled activities receive priority consideration in establishing use.

**I have read the above guidelines and will share same with all group members. I clearly understand all conditions stated in the Guidelines for Use of School Buildings or Facilities.**

\_\_\_\_\_  
Signature of Group Supervisor

\_\_\_\_\_  
Date