

Hartford Central School District
Request for Use of Building and/or School Grounds

Please complete the following form and return to:

Middle/High School Principal
Hartford Central School District
PO Box 79
Hartford, NY 12838

1. Organization or Group Making the Request: _____
2. Name of Contact Person: _____ Contact Number: _____
4. Type of Activity (i.e. Dance): _____
5. Total Number of Participants: _____
6. Date / Time Requested: _____ / _____
 - Actual Time of the Event: _____
 - Ending Date: _____
7. All events require a custodian to be on duty, unless an alternative is requested and approved. Do you wish to request an alternative? Yes No
 - If you indicated "Yes", please describe why you do not need a custodian: _____
8. Please identify the specific facility requested:
____ Gym ____ Library ____ Classroom ____ Cafeteria/Auditorium
____ Chairs: How Many? ____ ____ Cafeteria Tables: How Many? ____
____ Sound System ____ Podium ____ Kitchen
Other (Please list): _____

If there is a cancellation, please contact Kevin Lovely and Mrs. Getty at 632-5222 as soon as possible.

For Office Use Only

Permission is NOT granted

Reasons: _____

Permission is hereby granted for the use of the requested facilities subject to the general provisions state on the back of this form and any such provision(s) indicated below:

Middle/High School Principal

Athletic Director

Date

CC: Kevin Lovely
Athletic Director
Cafeteria Manager

Board of Education Policy #605 – School Facility Use By Non-School Organizations

The buildings and grounds of the Hartford Central School District represent a significant investment by the residents of the school district and are an important community resource. Although their main purpose is for the education of the students within the district, the public is encouraged to use the district's facilities in order to benefit the general welfare of the community educationally and recreationally.

The Board of Education has sole power, within the law, to grant or deny the use of school facilities and to fix regulations and reasonable fees when necessary for said use. The Board of Education delegates this authority to the Superintendent of Schools who may delegate it to his designee.

So that its use as an educational institution may not be impaired, groups not directly connected with the school should be aware of the following general provisions:

1. It is the desire of the Board of Education to grant the privilege of using the school's building and facilities to those organizations or groups that are eligible within the Education Law to use said facilities and whose actions will benefit the general welfare of the community educationally and recreationally.
 - 1A. Groups and/or organizations that are not sponsored by the school or community-based who wish to use the district's facilities must submit:
 - ❖ A certificate of insurance naming the Hartford Central School District as the additional insured and,
 - ❖ A copy of a Form 501(c) 3, Federal Tax Certificate indicating 'Not for Profit' status.
2. Student and school functions have priority over community or civic events. Approved use may be canceled temporarily or permanently if the facility is needed for school purposes.
3. The request for building use shall be submitted for approval on a prescribed form to the Middle/High School Principal at least two weeks prior to the anticipated date of usage. Prior to gaining approval, the requesting party must verify with the Middle/High School Principal the availability of the desired facility for the proposed dates.
4. Facilities where sophisticated equipment or power tools exists (e.g. the kitchen and machine shop) shall require a trained staff person to be on duty during periods of public use. The person shall be paid by the school district at the staff person's normal rate of pay (chaperoning rate for teachers) plus fringe benefits; and the district will bill the user for reimbursement. No charge shall be made if a staff person is willing to donate his or her time.
5. One or more custodians may, at the discretion of the school district, be required to be on duty at all activities. The user(s) of the activity shall reimburse the district for payment plus fringe benefits for the custodian's time at his normal rate of pay. No charge will be made if the custodian is willing to donate his or her time.
6. Movement of equipment requires a custodian and therefore should not be moved without first consulting the Director of Building and Grounds. The use of school equipment requires the approval of the Middle/High School Principal after consultation with the Director of Building and Grounds.
7. The sponsoring organizational person using the school facilities shall be responsible for cleaning, for building security, for any damage to the facility used, and for reimbursement to the school district for any loss or damage which occurs during use.
8. Adequate adult supervision, as determined by the administration, must be provided at all times and is the responsibility of the user(s).
9. Smoking, the use of alcoholic beverages and controlled drugs is strictly prohibited all on school grounds.
10. The school district reserves the right to deny the use of school facilities to anyone, if in the opinion of the district; use would not be in the best interest of the school district.
11. In the event of an austerity budget, regulations governing austerity budgets and the use thereof the school facilities will be followed.
12. A facilities use fee will be charged for the use of school facilities and grounds. The specified fees shall be developed and proposed by the Superintendent of Schools and adopted by the Board of Education. Organizations and/or individuals sponsoring activities on school facilities or on school grounds, and exempt from paying facilities use fees if they meet one or more of the following criteria:
 - A. Volunteer firemen and organizations of veteran's of the Armed Forces of the United States of America
 - B. Organizations and/or individuals whose primary purpose is to provide educational and/or recreational activities for resident school age children and youth; or to provide funds for scholarships for resident students.

Organization Signature

Date