

**GENESEE VALLEY CENTRAL SCHOOL  
APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES**

*Return completed form to Chris Chamberlain 5 business days prior to event:*

*Genesee Valley Central School, Chris Chamberlain, 1 Jaguar Drive, Belmont, NY 14813 or cchamberlain@gvcs.wnyric.org*

**Organization:** \_\_\_\_\_

**Name/Title:** \_\_\_\_\_

**Contact Person's Address:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Contact Person's Daytime Phone#** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

**Time of Use: From:** \_\_\_\_\_ **a.m./p.m.** **To:** \_\_\_\_\_ **a.m./p.m.**

**Door Unlock Time:** \_\_\_\_\_ **a.m./p.m.** **Door Lock Time:** \_\_\_\_\_ **a.m./p.m.**

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**Facilities/Items Requested (check):**

- \_\_\_\_\_ Elementary Dining Room
- \_\_\_\_\_ Secondary Dining Room
- \_\_\_\_\_ Classroom -Specify \_\_\_\_\_
- \_\_\_\_\_ Elementary Gymnasium
- \_\_\_\_\_ Middle/High School Gymnasium
- \_\_\_\_\_ Athletic Field
- \_\_\_\_\_ Specify Field(s) \_\_\_\_\_
- \_\_\_\_\_ Auditorium Stage
- \_\_\_\_\_ Auditorium
- \_\_\_\_\_ Senior Stand
- \_\_\_\_\_ Swimming Pool

**Needs:**

- \_\_\_\_\_ Tables - # \_\_\_\_\_ Chairs# \_\_\_\_\_
- \_\_\_\_\_ Projector
- \_\_\_\_\_ Screen
- \_\_\_\_\_ Lectern
- \_\_\_\_\_ Microphone
- \_\_\_\_\_ Other (Specify \_\_\_\_\_)

1. Purpose of Meeting: \_\_\_\_\_  
\_\_\_\_\_
2. Expected # in Attendance: \_\_\_\_\_
3. Open to Public? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Will participants pay admission? Yes \_\_\_\_\_ No \_\_\_\_\_
5. If yes, what will net proceeds be used for? \_\_\_\_\_  
\_\_\_\_\_
6. Does the organization plan to use the facility for fundraising? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Check any special user needs:  
\_\_\_\_\_ Cafeteria Service \_\_\_\_\_ Custodian

***Please Note** – there will be a fee charged if facility is used on Saturday or Sunday.  
There will be a fee charged if additional school personnel and/or overtime are required.  
Please provide a brochure/flyer of your event, if one is available.*

**PLEASE NOTE** – Required as a condition of use, the submission at the time the agreement is signed, a liability insurance binder in the amount of \$1,000,000 naming the district as an insured party.

The undersigned representative(s) of the contracting organization hereby agree to the condition permitting use of school facilities stated on the reverse side of this form and made a part of this agreement.

*(Also read and sign back side of this form).*

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Date

**NOTE – APPROVAL IS NOT GRANTED UNTIL ALL SIGNATURES ARE OBTAINED (EMAILS ENCOURAGED).**

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**OFFICE USE ONLY:**

**Request #** \_\_\_\_\_

\_\_\_\_\_  
Maintenance

**Entered on calendar** \_\_\_\_\_

\_\_\_\_\_  
Athletic Director

**Copy to requestor** \_\_\_\_\_

\_\_\_\_\_  
Principal

**Copy emailed to all district staff** \_\_\_\_\_

\_\_\_\_\_  
Superintendent

**CONDITIONS OF SCHOOL FACILITIES USE**

1. All non-district groups or individuals desiring to use District facilities must complete the use of facilities form at least five (5) business days in advance.
2. No applicant may alter, add to, or subtract from the equipment or facilities in place without specific written authorization from the Building Administrator or Superintendent of Schools and under the supervision of a qualified district employee. Staff assistance shall be limited to ordinary day-to-day functions and persons so employed by the district shall not be responsible for the supervision of the participants.
3. No smoking, use of tobacco or alcoholic beverages is permitted on school grounds. School grounds mean any building, structure, and surrounding outdoor grounds within the district's property boundaries.
4. Applicants may charge admission fees to offset cost of facility usage or to be applied toward educational or charitable purposes. No fees may be charged to benefit the purpose of any society, association, or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society organization. Any other admission fees must be approved by a vote of the Board of Education.
5. Two or more adults must directly supervise use of District facilities. The adult supervisors shall be responsible for insuring that all terms of the facilities use contract are fulfilled. The building principal or administrative personnel in charge may terminate at any time, the use of a facility in the event of the terms of the use agreement are not being fulfilled.
6. Special equipment such as that found in auditoriums, cafeterias, gymnasiums, etc. may be operated only by members of the district staff or persons approved by the building administrator or Superintendent of Schools. Gym users must wear gym shoes or sneakers.
7. If employee overtime is necessary, the overtime pay will be charged to the requestor.
8. GVCS reserves the right to charge for a facility or ground use in any circumstance when a supervisor or excess cost is incurred. A fee will be charged for the use of the facility if use is after 2:00 p.m. on Saturdays or any Sunday. Facilities are not available on any holiday without written consent from Superintendent.

I agree on behalf of the indicated organization that all members and guests will observe the above and attached regulations and we, individually, and as an organization, will assume full financial responsibility for any and all damages done to school property during the period of use indicated on this form. We also agree that our organization will at all times, hereafter indemnify the above-named school district against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above described building by our organization and we will further hold said school harmless for loss of any kind of connection therewith.

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Signature of Organization Representative

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Date