

**CAIRO-DURHAM CENTRAL SCHOOL**

**Cairo, New York 12413**

**REQUEST FOR USE OF SCHOOL FACILITIES**

DATE: \_\_\_\_\_ **Request must be received two weeks prior to the date/dates being requested**

1. Name of group making request: \_\_\_\_\_

2. Name of person assuming responsibility : \_\_\_\_\_  
**(must have an adult 21 years of age in attendance)**

3. Dates and Times requested: \_\_\_\_\_  
\_\_\_\_\_

4. Purpose of event: \_\_\_\_\_

5. Number of people expected to be present: \_\_\_\_\_

6. If admission is to be charged, (a) How much will be charged? \$ \_\_\_\_\_

(b) For what purpose will proceeds be used? \_\_\_\_\_

7. Building being requested: (circle one)

High School  
Middle school

Cairo Elementary  
Durham Elementary

8. Room(s) or facility being requested:

Auditorium  
Gymnasium  
Fields

Cafeteria  
Library  
Classroom(s) \_\_\_\_\_  
Specify room(s) number(s)

9. List specific instructions and/or equipment that will be needed: \_\_\_\_\_  
\_\_\_\_\_

10. \_\_\_\_\_  
Print Name of Officer of Organization

\_\_\_\_\_  
Signature of Officer of Organization

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address of Organization

**IMPORTANT: PLEASE READ AND SIGN REVERSE SIDE**  
**DO NOT WRITE BELOW THIS LINE**

Approved By:

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Facilities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

Fee to be charged \$ \_\_\_\_\_

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**In consideration for the use of the school facilities/grounds, you are required to abide by the following rules and regulations. Violation will result in denial of future building use privilege**

1. School activities take precedence over request for building use regardless of prior approval. The building principal has the right to modify the agreement for administrative purposes. An example would be for an ongoing activity which has reserved the gym or another area every other Thursday for an extended period may be asked to yield their time.
2. Prior to the use of school facilities you may be required to file in the Business Office Certificate of Insurance which provides for both bodily injury and property damage liability coverage of your organization.
3. Only the facilities/grounds for which permission was granted are to be used, and only at the times designated.
4. Admission fees are not to be charged except where the proceeds are to be expended for educational or charitable purposes except as provided by law.
5. Meetings and entertainment shall be non-exclusive and shall be open to the public.
6. Food and/or beverages are not permitted in the auditorium, library and classrooms.
7. The use of the cafeteria requires the retaining of a cafeteria employee at the organization's expense. The employee will be assigned by Cafeteria Manager.
8. The grounds, building and facilities must be left in an orderly, clean state, as they were found. All props, equipment, etc. must be removed immediately following the event. The use of scotch tape and thumbtacks on the building walls is prohibited. ALL refuse must be placed in the containers provided.
9. Organizations must assume responsibility for keeping discipline while they are using the facilities. Security may be required at the organization's expense. All costs resulting from careless use of school property or damage to school property will be paid by the organization.
10. No vehicles are permitted on the grass. No vehicles will be parked in the fire lanes
11. No one is permitted on the gym floors for athletic purposes unless he/she wears gym shoes or socks.
12. Alcoholic beverages, illegal drugs and gambling are prohibited on school property. Smoking is prohibited in all Cairo-Durham facilities and vehicles.
13. All Cairo-Durham facilities will be closed on holidays and days when the facilities are closed due to weather or other emergencies.
14. Activities which run beyond the assigned hours for maintenance staff may require additional maintenance time. The organization will be billed for those additional hours. NOTE:
  1. If a charge for custodial services is required, a check must accompany the "Building Use Form" when it is sent to the Superintendent's Office.
  2. All checks/money orders should be made payable to the Cairo-Durham Central School District.
  3. Contact the Business Manager for the current per hour charge for custodial services.
  4. First come, first serve is the basis by which we provide free time.

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

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

\_\_\_\_\_ Phone Number