

Do not complete this form without making reference to instructions and information on reserve side. This request must be submitted at least one (1) week in advance of the desired use date. Late requests will not be honored. **DISTRICT OR SCHOOL ORGANIZATION ACTIVITIES SHALL HAVE PRIORITY OVER OTHER REQUESTS FOR USE OF FACILITIES, REGARDLESS OF PRIOR APPROVALS OR THE DATE OF APPLICATION.**

Date(s) needed: _____ Date of Application: _____
 Time(s) needed: _____ Actual time of event : _____

Documentation required: (Please check box.) **Proof of Insurance attached.** **Current updated copy on file.**
 Proof of insurance is required for any area/room requested. If current updated documentation is not on file, please attach updated copies.

HIGH SCHOOL

___ Auditorium	___ Pool (pool coordinator schedules lifeguards)	___ Fitness Center
___ Auditorium lobby	___ Main Gym	___ Weight Room
___ Chorus Room (124R)	___ Auxiliary Gym	___ Football field
___ Band Room (127R)	___ Boys Locker Room	
___ Orchestra Room (128R)	___ Girls Locker Room	
cc: Music Director	___ Track	cc: Athletic Director
	(Athletic Director must approve all gym/field/pool use.)	
___ High School lobby	___ Kitchen	___ Library
___ Teacher’s Lounge (162B)	___ Cafeteria, Rm. 161 (blue/gold)	___ Library classroom
___ Distance Learning (258)	___ Cafeteria, Rm. 163	___ Library computer lab
	cc: Food Service Director	cc: Librarian

MIDDLE SCHOOL

___ Teacher’s Lounge	___ Soccer fields	___ Gym (big)
___ Library	___ Softball fields	___ Gym (wrestling mat side)
___ Cafeteria	___ Music Room	(Athletic Director must approve all gym/field use.)

ELEMENTARY SCHOOL

___ Cafeteria (blue)	___ Music Room	___ Library	___ Gym
___ Cafeteria (gold)	___ Art	___ Teacher’s Lounge	___ Baseball fields
			(Athletic Director must approve all gym/field use.)

Facilities Needed:

___ Projector (short throw)*	___ Handheld microphone/s - (How many?_____)	___ Tables (#requested_____)
___ Projector*	___ DVD player	___ Chairs (#requested_____)
___ Projector Screen*	___ Sound System	___ Podium w/microphone
___ Web Access *	___ Music	___ Risers
___ Laptop*	___ Classroom/s – Specify room/s:	cc: lead custodian
*IT support needed and “Service Now” ticket is required.	_____	___ Other (be specific): _____

Responsibility: I have read the reverse side and understand the rules and regulations concerning building use.

Client (Group) Name: _____ Will there be an admissions charge for this event: ___Yes ___No

Type and/or Purpose of Meeting: _____ Size of Group: _____

Client Representative Responsible for Usage and Supervision:

Name: _____ Address: _____ Phone: _____

Signature: _____ E-mail address: _____

Applicant (if different from above): Name: _____ Address: _____

Phone: _____ Signature: _____ E-mail address: _____

Application Scheduled by: _____ **Application Approved by:** _____

For Office Use Only
 Event scheduled on QueCentre:
 Booked by _____ Date _____
 Date entered on Google Calendar: _____

Building Principal _____ Building Use Coordinator _____

In the event the building must close, (i.e., due to inclement weather), this authorization shall be invalid unless special permission is given by the Building Use Coordinator at 287-4836.
 Revised 01/29/2020

REGULATIONS GOVERNING USE OF BUILDINGS & GROUNDS

Use of buildings and grounds will be granted in strict compliance with the State Education Law. Exclusive use by fraternal, secret or exclusive societies or organizations, and private use will not be allowed.

Damages to property due to vandalism will be charged to the organization or individual assuming responsibility for the building.

Organizations must assume responsibility for adequate supervision for all activities. There are special regulations regarding dances (corridors, exits, basements, etc.), use of gymnasium(s), and use of grounds.

The individual or organization, while using the building requested, agrees to indemnify and save the Gouverneur Central School District harmless from and against any and all claims and demands for, or in connection with, any accident, injury, or damage whatsoever caused to any person or property arising directly or indirectly out of the activities conducted in the buildings or occurring in or about the building or any part thereof or on the sidewalks adjoining the same, or arising directly or indirectly, from the act or omission of the individual or organization, or their respective licenses, servants, agents, employees, or contracts and from and against any and all costs, expenses and liabilities incurred in connection with any such claim or proceeding brought thereon. Certification of insurance coverage is required, unless a current, updated copy is already on file.

AS RECORDED IN BOARD OF EDUCATION POLICY:

The Board of Education reserves the right to rescind permission to use the buildings, once it is granted, if in the minds of the Board members, it is felt it was either a mistake to give permission in the first place or later developments altered the conditions upon which the judgment was based in giving permission.

There shall be absolutely no smoking on school district property.

If, in the judgment of the Building Use Coordinator, the use of the building requires additional expense on the part of the Gouverneur Central School District staff (i.e., custodial or life guards,) the organization (non-educational) will be expected to reimburse the district for the associated costs.