

**REQUEST FOR USE OF BUILDING/GROUNDS**  
**(This form must be returned to the District Office)**

- 1) Date(s) Facility Desired \_\_\_\_\_
- 2) What Facility is Being Requested \_\_\_\_\_
- 3) Who will use the Facility?  
Name of Organization \_\_\_\_\_ Number of People \_\_\_\_\_
- 4) Purpose for this request \_\_\_\_\_
- 5) Ages (approx.) of those who will be in attendance \_\_\_\_\_
- 6) Entry Time \_\_\_\_\_ AM PM                      Departure Time \_\_\_\_\_ AM PM

I STATE THAT OUR USE WILL BE IN COMPLIANCE WITH THE SCHOOL DISTRICT'S POLICY FOR COMMUNITY USE OF SCHOOL FACILITIES.

Community Resident Responsible \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

Superintendent's Approval \_\_\_\_\_ Date \_\_\_\_\_

**Note: For custodial arrangements, keys, special needs, equipment, etc. please contact Mr. Gene Snyder at 607/276-6566 or E-mail - [gsnyder@aacs.wnyric.org](mailto:gsnyder@aacs.wnyric.org)  
Please make arrangements with Gene Snyder at least one week prior to the date of the event.**

\_\_\_\_\_

**For Office Use only:**

Custodial use needed                       Name of Custodian \_\_\_\_\_

Estimated hours needed: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**NOTICE –** The group is responsible for any excessive and unusual damage to the facility, equipment, supplies, etc. that is incurred during the use of the school facilities.

## **GENERAL GUIDELINES**

Non-school community groups and organizations may use the school buildings and grounds when not in use for regular school purposes subject to the following regulations:

- 1) All meetings, entertainment or occasions held in the school must be non-exclusive and open to the public.
- 2) No organization may use the facilities if admission fees are charged unless the net proceeds are to be devoted to an educational or charitable purpose.
- 3) In approving the Use of School Facilities by non-school groups, discretion will be exercised by the administration as to the appropriateness of the activity. The administration may refer requests to the Board of Education if it deems it advisable to do so.
- 4) The Use of School Facilities is prohibited for merchandising or commercial purposes.
- 5) The school facilities are not to be used for political meetings or by political groups, except when non-partisan organizations may wish to sponsor public meetings involving debate or discussion by at least two political groups.
- 6) Equipment may not be loaned for use outside the school building or off the school grounds without the authorization of the Superintendent.
- 7) Use of alcoholic beverages and other drugs are prohibited on school grounds.
- 8) The school district is absolved of all liability in the use of all facilities.

Chapter 9 of the Laws of 1991 in New York State require the teacher or person in charge of any after-school program, event or performance which takes place in a school and which is attended by persons who do not regularly attend classes within the school, to notify such persons in attendance at the beginning of such program, event or performance of the proper procedures to evacuate the building in an orderly and timely manner in the event of a fire emergency.

The required notification shall be given to the attendees at any single occurrence and at each occurrence where the same presentation is given to a different audience. Where a program such as an adult education class runs several weeks, the notice shall be given at least at the first meeting.

### **Guidelines for Fundraising Activities by Non-School Sponsored Groups**

- A. Use of the School facilities must conform with the Board of Education Policy #3280.
- B. There should be a clearly stated use for the funds raised which will benefit the school district as determined by the Board of Education.
- C. These guidelines are designed to prevent the exploitation of students and the disruption of their education by commercial activities which are unrelated to their instruction.

### **DIRECTIONS** – Please Announce

If a fire emergency arises, please proceed in an orderly, efficient manner to the nearest fire exit. All exits are clearly marked in RED. (Visibly demonstrate where these exits are by pointing and verbally describe the location of these exits.)