

**CHURCHVILLE-CHILI CENTRAL SCHOOL
FACILITY USAGE APPLICATION FOR ALL OUTSIDE GROUPS**

The following form must be filled out by the proper authority of the group requesting the use of the Churchville-Chili School Facility. Please fill out completely and accurately. Proof of Insurance must be submitted along with this form or it will not be considered. All forms must be submitted 21 days prior to event. Summer auditorium usage requests must be submitted by June 15th; prior to the summer it will be used. Please return to the Director of Operations & Maintenance, 145 Fairbanks Rd., Churchville, NY 14428.

Organization / Individual Name _____	Date _____
Contact Name _____	Phone (Day) _____
Email Address _____	(Night) _____
Address _____	
City _____ Zip _____	Phone (Day) _____
	(Night) _____
Attending Supervisor of Group _____	

Status or Purpose of Organization: (Check all that apply) ___ For Profit ___ Not-for-profit ___ Religious ___ Other (Describe): _____

Request is made for the following use (check whichever box is applicable):

- A. Instruction in a branch of education, learning or the arts. Specify (for example, mathematics, history, science, philosophy, character/morals, music, painting, speed reading, etc.). _____
- B. Social, civic or recreational meetings or entertainments or other uses pertaining to the welfare of the community (activity must be open to the general public and be sponsored by an organization whose membership consists primarily of citizens living within the Churchville-Chili Central School District). _____
- C. Meetings, entertainments and occasions where admission fees are charged (but proceeds must be used for an educational or charitable purpose).
Specify the meeting, entertainment or occasion: _____
Specify the education or charitable purpose for which the proceeds will be used: _____
- D. To provide childcare services during non-school hours.

SCHOOL BUILDING: ___ CES ___ CRS ___ FRS ___ MS North ___ MS South ___ NGA ___ SHS ___ Field ___ Parking lot
Room, Field or Facility Requested: _____ <i>(If additional set up or break down time is needed, please incorporate this with your time.)</i>
___ Specific Date(s) _____ Reserved Start Time _____ Reserved End Time _____ Event Start Time _____ Event End Time _____
___ Block (Day of Week) _____ Starting Date _____ Ending Date _____
Detailed Description of Use or Event: _____

If group or persons are applying for a type B event, what is the % of those participating in event that are Churchville-Chili School District residents? _____

Estimated attendance _____ Will food be served / available? _____

Materials, supplies, equipment or other items to be brought by user: _____

If fields are requested, will fields need marking? _____

PLEASE NOTE: AS PER STATE REGULATION, NO ADMISSION FEES MAY BE CHARGED FOR YOUR EVENT/ACTIVITY

INSURANCE Proof of Insurance provided: Yes **(If not provided, application will not be processed).**

Insurance Carrier _____ Agency _____ Phone _____
Policy # _____ Contact _____
Type of Coverage: General Liability with CCCSD named as additional insured
Amount of Coverage **Required \$1,000,000** Expiration Date: _____

EQUIPMENT AND SET UP REQUEST (Check all that apply)

<p>General Use <input type="checkbox"/> VCR <input type="checkbox"/> DVD <input type="checkbox"/> Visualizer <input type="checkbox"/> Tables, Chairs</p>	<p>Kitchen Use <input type="checkbox"/> Dish Machine <input type="checkbox"/> Oven <input type="checkbox"/> Steamer <input type="checkbox"/> Warmer <input type="checkbox"/> Serving Line <input type="checkbox"/> Refrigeration * * No Food Service employees needed</p>	<p>Athletic Use <input type="checkbox"/> bleachers <input type="checkbox"/> volleyball net <input type="checkbox"/> control panel (gym/pool)* basketball hoop height: <input type="checkbox"/> 10' (ages 13 & up) <input type="checkbox"/> 8'6" (ages 10-12) <input type="checkbox"/> 7'6" (ages 5-9) * District Staff required at an additional cost of \$16.25 / hr</p>	<p>Technology Use <i>(non-auditorium usage)</i> <input type="checkbox"/> # of microphones <input type="checkbox"/> projection screen <input type="checkbox"/> VCR player <input type="checkbox"/> DVD player <input type="checkbox"/> visualizer /projector <input type="checkbox"/> video overflow into cafeteria* * IT technician required at an additional cost.</p>
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Additional details for equipment/set up: _____

MS AUDITORIUM, FORUM & CCPAC STAGE EQUIPMENT AND SET UP REQUEST (Check all that apply)

<p>Stage Setup <input type="checkbox"/> # Chairs <input type="checkbox"/> # Tables <input type="checkbox"/> # Music Stands <input type="checkbox"/> Stage Cleared <input type="checkbox"/> Podium w/mic <input type="checkbox"/> Upright Piano <input type="checkbox"/> Grand Piano*</p>	<p>Pit Level* <input type="checkbox"/> Stage <input type="checkbox"/> Orchestra <input type="checkbox"/> Pit Installation <input type="checkbox"/> Marley Dance Floor* <input type="checkbox"/> Acoustic Shells* <input type="checkbox"/> # Choral Risers</p>	<p>Stage Dressing* <input type="checkbox"/> Downstage curtain closed <input type="checkbox"/> Midstage curtain closed <input type="checkbox"/> Upstage curtain closed <input type="checkbox"/> Legs in* <input type="checkbox"/> Cyclorama/lights* <input type="checkbox"/> Curtain/fly op. during event</p>	<p>Audio/Video/Lighting <input type="checkbox"/> # microphones <input type="checkbox"/> Laptop Presentation <input type="checkbox"/> DVD Playback <input type="checkbox"/> CD/MP3 Playback <input type="checkbox"/> Stage Monitors* <input type="checkbox"/> Lighting/Sound Board</p>
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**only available in Performing Arts Center*

Additional details for equipment/set up: _____

POOL REQUEST

Lifeguard(s)

Certifications for lifeguard, CPR and AED must be submitted with this form. A ratio of one lifeguard per 25 participants is required. If you do not have sufficient lifeguards, the District will provide them at a cost of \$25 per hour. All approved applicants must sign the Agreement for Community Usage of the Pool (form3280F.1). Please note that an additional custodial/security fee may apply.

Cost: Evenings & Weekends: \$57 per hour

Approximate number of participants _____

Lifeguard(s) provided by group _____ If so, Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Individual trained in CPR & AED equipment Name _____ Phone _____

KITCHEN REQUEST

Kitchen use of any kind requires the paid services of a food service employee.

Food Service workers shall be on duty at all times when kitchens inside a school building are in use. The cost for providing food service employees will be charged as follows:

Evenings & Saturdays: \$15.00 per hour Sundays: \$25.00 per hour

All groups using the kitchen MUST contact Director of Nutritional Services Roberta D'Agostino 10 working days prior to your event at (585) 293-1800, ext. 3330 or you will not be allowed to use the kitchen even with an approved application.

SECURITY: Each application will be reviewed by the Director of School Security to determine if security is needed. Should the Director of School Safety & Security determine security to be necessary, the cost for providing security workers will be charged as follows:

Evenings & Saturdays: \$20.00 per hour Sundays: \$30.00 per hour

If you feel your group does not require security, please indicate why: _____

CUSTODIANS: shall be on duty at all times when facilities inside a school building are in use. If your activity takes place outside the normal operating hours of the building, the cost for providing custodial services will be charged as follows:

Evenings & Saturdays: \$20.00 per hour Sundays & Holidays: \$30.00 per hour

GROUNDS CREW: The district will determine whether grounds crew is needed for your event and the price structure will be the same as for custodians.

COST ESTIMATE (FOR OFFICE USE ONLY)

Facility rental fee (see Regulation 3280R.1 at www.cccsd.org) _____

Pool time anticipated: hrs _____ x **\$57** (cost per hour) = _____

lifeguards needed: # _____ x hrs _____ x **\$25** (cost per hour) = _____

aquatics supervisor: hrs _____ x **\$30** (cost per hour) = _____

Food Service Employee Time Anticipated: Estimated Hours _____ x **\$15** (cost per hour) = \$ _____

_____ x **\$25** (cost per hour) = \$ _____

Security Workers Time Anticipated: _____ # of Workers x Estimated Hours _____ x **\$20** (cost per hour) = \$ _____

_____ # of Workers x Estimated Hours _____ x **\$30** (cost per hour) = \$ _____

Technical theater support needed (\$65 per every 4 hours): _____ hrs/4 = _____ x **\$65** (cost per hour) x #people _____ = \$ _____
(minimum charge is for 4 hours)

Control Panel (for gym or pool) _____ hrs x **\$16.25** (cost per hour) = \$ _____

Custodial Time Anticipated: estimated hours _____ x \$ **\$20** (cost per hour) = \$ _____

estimated hours _____ x \$ **\$30** (cost per hour) = \$ _____

Grounds Crew Time Anticipated: estimated hours _____ x \$ **\$20** (cost per hour) = \$ _____

estimated hours _____ x \$ **\$30** (cost per hour) = \$ _____

Estimated Total Cost \$ _____

Performing Arts Center applicants: cost estimate will be provided separate from this application.
For Performing Arts Center Rental Fees, see Regulation #3280R.3 at www.cccsd.org.

Refer to Pages 4-6 for Policy Regulating Conditions

When not in use for school purposes or school-sponsored organizations, school buildings and facilities may be used for the purposes specified in Policy 3280 subject to the following conditions:

GENERAL

1. School buildings and grounds may be for (A) the purpose of instruction in any branch of education, learning, or the arts; (B) social, civic, and recreational meetings and entertainments, and other uses pertaining to the general welfare of the community (but only if the event is open to the general public and the event is sponsored by an organization whose membership consists primarily of citizens living within the District); (C) for meetings, entertainments, and occasions where admission fees are charged (so long as the proceeds are to be used for an educational or charitable purpose); and (D) to provide childcare services during non-school hours.
2. In no event shall any use be permitted in violation of any applicable law or regulation, Constitutional provision, or Section 414 of the New York Education Law.
3. School district use of facilities and buildings will in all events, take precedent over all outside functions.
4. The Superintendent or his/her designee is the guardian of the building and all property, and as such, is in authority to see that all rules and regulations are carried out. Organizations using the building must abide by all rules, regulations and practices established for the use of school buildings and grounds.
5. In the event school is closed for inclement weather or any other emergency, all outside activities will be automatically canceled. Specific notification to any scheduled group will not be given. The District reserves the right to cancel events not occurring on school days. Should additional snow plowing services be provided, other than routinely performed, the organization will be billed for the cost of such service.
6. The president or other responsible representative of the organization requesting the use of school buildings or grounds shall sign the Application and submit it to the Director of Operations and Maintenance at least 21 days before the requested date.
7. The Board reserves the right to reject any and all applications for use of facilities as deemed to be in the best interest of the school district. The District reserves the right to revoke the use of facilities privilege at any time.
8. The Facility Usage Application For All Outside Groups must include a copy of all planned advertisement/promotional literature about your planned event. Outside organizations must include "This event is not sponsored by the Churchville-Chili Central School District" on all literature. **DO NOT PUBLICIZE THIS EVENT PRIOR TO GAINING APPROVAL FROM THE DISTRICT.**
9. At meetings where the general public is invited, the organization should confer with the Superintendent or his/ her designee about the advisability of police and fire protection.
10. All use shall be in accord with the rules and restrictions as may be from time to time set forth by the Board of Education

APPLICATION LIMITATIONS AND RENTING ORGANIZATION RESPONSIBILITIES

11. Smoking is prohibited on school grounds and school buildings, including athletic fields. **The presiding officer of public gatherings held in any school building shall announce to the group or persons using the buildings or grounds that smoking is not permitted in any school building or on school grounds.**
 12. Alcohol may not be brought onto or consumed on school grounds or in school buildings.
 13. The premises shall be used for the purpose stated in the application and for no other purpose.
 14. The presiding officer or responsible person of the user must arrive no earlier than fifteen minutes prior to the Reserved Start Time, must be present at the use location prior to arrival of participants and must remain until after all participants have left the building or grounds. He/she must also check in immediately upon arrival and again before leaving, with the Operations & Maintenance staff responsible for monitoring the activity.
 15. The organization and any visitors shall enter at the designated door only and shall confine their activities and presence to the area of the building or grounds granted to them for use.
 16. All District property shall be left exactly as found. Any cost incurred to return said equipment to its original condition will be charged to the individual/organization using the facility. Do **NOT** alter any stage equipment including acoustic panels.
 17. The organization granted permission to use the building or grounds is responsible for any damages incurred during occupation of the same.
 18. If food is to be ordered through the Nutritional Services manager or building cook, **ten** days advance notice will be required.
 19. No food of any kind is allowed on the premises without prior approval.
 20. The preparation and servicing of food in the kitchen proper and the servicing of the kitchen shall be carried out exclusively by certified and trained members of the Nutritional Service Department.
 21. All decorations must be flameproof and they must be removed after the event is over.
 22. The use of open flames such as candles in school facilities shall not be permitted except with special prior permission at functions such as dinners where proper precautionary measures are taken.
 23. Fees for Use of Facilities:
 - a) Fees for the use of facilities are set by the Board of Education and contained in Regulation 3280.1 which can be found on our website at www.cccsd.org.
 - b) If for any reason you will not be using the facilities on the date you applied for, the Director of Operations and Maintenance must be informed a minimum of 48 hours in advance, otherwise you will be charged for that date regardless of use.
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CHURCHVILLE-CHILI PERFORMING ARTS CENTER, FORUM & MIDDLE SCHOOL AUDITORIUM RULES (FOR ADDITIONAL EXPECTATIONS, SEE FORM 3280F.2)

- 24. There is no food or drink permitted in the theater at any time.
- 25. Use of the Scene Shop and Scene Shop tools and materials is not permitted at any time.
- 26. Only performers, crew, and production staff are allowed on the stage.
- 27. Access to the pit area is restricted to musicians, sound technicians and district personnel only.
- 28. Installation and/or removal of the acoustic shell and/or Marley dance floor is to be performed by District personnel only.

CHURCHVILLE-CHILI POOL RULES (FOR ADDITIONAL EXPECTATIONS, SEE FORM 3280F.1):

- 29. Showers must be taken before entering the pool.
- 30. No running or horseplay will be allowed.
- 31. Pool paraphernalia will not be allowed in the pool unless approved by the lifeguard/instructor.
- 32. Children that are not participating in a program cannot be left unattended.
- 33. No diving in the shallow end or off sides of the pool (unless during instructional program).
- 34. No playing on or around the ramp or starting blocks.
- 35. Misuse of pool equipment will not be tolerated.
- 36. Be aware of your own ability level and limitations.
- 37. Any individual that does not comply with the above rules or the request and authority of the lifeguard(s), will be asked to sit for a period of time or if appropriate, be required to leave the premises.
- 38. The required number of certified lifeguards must be present and on duty for the entire duration the pool is in use.
- 39. An individual trained in CPR and the use of AED equipment must also be present for the entire duration the pool is in use.
- 40. Certifications for lifeguard, CPR and AED must be submitted with this form.

Education law requires public school district to provide and maintain on-site automated external defibrillator (AED) for use during emergencies. A map showing the locations of AED units are posted inside the entryway to the building. Only a trained AED responder may operate an AED.

I have read the application guidelines and do hereby certify that I have been duly authorized by the above-named organization which I represent, to make this application and enter into this agreement, and that the activity which the organization is sponsoring fully meets the conditions set forth herein and that we agree to observe all rules and procedures as stated. I understand that the total cost on page two of this application is an estimate only and may vary due to damage incurred or additional labor or personnel such as security workers, field marking, etc.

Signature: _____ Date: _____

Performing Arts Center applicants:

All approved applicants must sign *Performing Arts Center Rental Contract. (Form 3280F.2)*

Below this line to be Completed by School Personnel

APPROVALS

Director of PE, Health & Athletics	Date	(Required for Athletic Use)
Director of Fine Arts	Date	(Required for Stage Use)
Director of Nutritional Services	Date	(Required for Kitchen Use)
Director of Security or his/her designee	Date	(Required on All applications)
Director of Facilities or his/her designee	Date	(Required on All applications)

Turn over for Final Approval

FINAL APPROVAL

Permission is granted for the use of school property as attached in accordance with the application dated _____, 20____ for the _____ Quarter(s). To gain approval for use of a facility for another quarter, please follow the submission date guidelines found on the Facility Usage Timelines chart which can be found on the website, contact Maria Rivera at (585) 293-1800 ext. 2360 and refer to this application. **This permit must be brought with you to your event.**

Evening O&M Supervisor can be reached at 402-6791. When you arrive, please check in with the O&M Department employee responsible for monitoring your activity:

Phone _____

Please use door # _____

Signed _____
Superintendent or Designee

- C: Director of Physical Education, Health & Athletics
- Director of School Safety & Security
- Business Office
- Director of Fine Arts
- Director of Nutritional Services