Group Name: _______________________________ Activity/ Event: _______________________________

Group Insurance Co. / Phone: _______________________________

Building: (circle) McV CES CMS CHS Start Date: __________ End Date: __________

Day(s) Requested: (circle) M T W TH F Sat Sun Reoccurring: Daily Weekly Bi-Weekly Monthly n/a

Set up Start Time: __________ Event Start Time: __________ Event End Time: __________

Admission price: $ __________ will be charged for the purpose of ______________________________

Location: □ Athletic Fields □ Turf □ Cafeteria □ Media Center
□ Main Gym □ Upper Gym □ Lower Gym □ Auditorium
□ Wrestling Gym □ Volleyball Gym □ Other ______________________________

*All Athletic/Gymnasium requests must be sent to the Athletic Director at CHS for prior approval.

Additional Needs (for school events only):

Lighting: □ General □ Spotlights □ Cues □ Other ______________________________
□ PA System □ Podium □ Microphones #____

Sound: □ Screen □ CD Player □ DVD Player □ Data Projector (w/ sound □ Yes □ No)

Audio Visual: □ Laptop needed □ Will provide laptop

Technology: □ Screen □ CD Player □ DVD Player □ Data Projector (w/ sound □ Yes □ No)

Furniture: □ Tables#_________ □ Chairs#_________ □ Other ______________________________

Volunteer/Chaperone(s): School sponsored events require that AED Certified Staff must be present.

_________________________ AED Certified □ Yes □ No ___________________________ AED Certified □ Yes □ No
(Print Name) (Print Name)

_________________________ AED Certified □ Yes □ No ___________________________ AED Certified □ Yes □ No
(Print Name) (Print Name)

Please submit all athletic field or gymnasium requests to the Athletic Director located at CHS for prior approval. Submit general room requests to the main office of the building requested for processing.

I understand the regulations/requirements on the back of this form and agree to reimburse the school for any damages or costs to the school.

Requestor’s Signature: ___________________________ Phone: ___________________________ Email: ___________________________

Alternate Contact: ___________________________ Phone: ___________________________ Email: ___________________________

School Calendar Free □ Yes □ No School Sponsored Event □ Yes □ No Insurance Certificate on File □ Yes □ No
Law Enforcement Notified □ Yes □ No AED Certified Staff Scheduled □ Yes □ No

Athletic Director Date Building Administrator Date Assistant Superintendent Date

Revised: June 2019 (aw)
CAMDEN CENTRAL SCHOOL DISTRICT
51 THIRD STREET, CAMDEN, NY 13316
(315) 245-1024

BUILDING USE REQUEST

The fee of $___________ will be charged, plus the expenses incurred for custodial services in the amount of $___________ Fees

It is understood that a fee may be charged for building use, plus the additional expense incurred by the school for either additional cleaning needed or for custodial expense if the event takes place when the school normally does not have such personnel on duty. Organizations wishing to use the kitchen facilities must have a school lunchroom person on duty during period of kitchen use.

Supervision

Organizations using school facilities are to be responsible for insuring that no damage, misuse of the building, or equipment, is tolerated, and that the rooms are cleaned and placed in order. All organizations must supply sufficient adult supervision for the facilities requested. Each building principal will stipulate the regulations and supervision required for this building.

Certificate of Insurance

A certificate of insurance naming Camden Central School District as an additional insured on a primary, non-contributory basis is required for all organizations. The certificate must be approved by the District prior to use. The minimum general liability limit required will be $1,000,000 per occurrence and $2,000,000 aggregate, unless additional exposures are presented based upon the use by the Organization. It is recommended that any group that involves minors should have the sexual abuse and molestation coverage in addition to the regular general liability coverage. The certificate must be attached to this form.

School sponsored events do not require additional insurance policies; however AED Certified Staff must be present.

To the fullest extent permitted by law, Outside Organizations shall indemnify and hold harmless Camden CSD, its officers, directors, and employees against claims, lawsuits, suits, judgments, costs and expenses (including but not limited to reasonable attorney’s fees and other liabilities, arising out of or resulting from services provided pursuant to this Agreement, proved that such claim, lawsuit, suit, judgment, cost, expense or other liability is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, with the exception of claims, lawsuit, suit, judgments, cost or expenses caused by negligent acts or omissions of Camden CSD, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, lawsuit, suit, judgment, cost, expense or other liability is caused in part by a party indemnified hereunder.

Prohibits

State law prohibits the use of alcohol on school grounds or in school buildings. This will be strictly enforced and any infraction will mean immediate cancellation of use of school facilities.

Time of Use Conflicts

It is the policy of the Camden Central School District’s Board of Education that school facilities may be used by residents for activities that are educational, cultural, social, recreational, or civic in nature and conducted primarily for the benefit of district residents. However, if there is a conflict between a requested community used and school sponsored activity, the school sponsored activity will be granted use of the requested facility.

Auditorium Requests

Please note that the auditorium is a highly used facility. If your event is approved, it is a highly probable that you will be asked to work with others who need the auditorium in the days before or after your event. Your flexibility and cooperation is appreciated. It is understood that the organization named above will leave the auditorium the way they found it as this applies to chairs, stands, screens, curtains, etc.

Revised: June 2019 (aw)