

Camden Central School District
 51 Third Street, Camden, NY 13316
 (315) 245-1024
BUILDING USE REQUEST

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:**
- | | | | |
|--|---|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Athletic Fields | <input type="checkbox"/> Turf | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Media Center |
| <input type="checkbox"/> Main Gym | <input type="checkbox"/> Upper Gym | <input type="checkbox"/> Lower Gym | <input type="checkbox"/> Auditorium |
| <input type="checkbox"/> Wrestling Gym | <input type="checkbox"/> Volleyball Gym | <input type="checkbox"/> 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 _____
- Sound:** PA System Podium Microphones # _____
- Audio Visual:** Screen CD Player DVD Player Data Projector (w/ sound) Yes No
- Technology:** Laptop needed Will provide laptop
- Furniture:** Tables# _____ Chairs# _____ Other _____

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

_____ AED Certified <input type="checkbox"/> Yes <input type="checkbox"/> No (Print Name)	_____ AED Certified <input type="checkbox"/> Yes <input type="checkbox"/> No (Print Name)
_____ AED Certified <input type="checkbox"/> Yes <input type="checkbox"/> No (Print Name)	_____ AED Certified <input type="checkbox"/> Yes <input type="checkbox"/> No (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
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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.