

# CHAZY CENTRAL RURAL SCHOOL

CHAZY, NEW YORK 12921

PHONE (518) 846-7135



SUPERINTENDENT OF SCHOOLS  
ROBERT E. MCAULIFFE

The individual responsible for the event at school when school is not normally in session (weekends/holidays) should see Kait Breton prior to request day. In the event of an emergency, please contact Troy Tatro at 518-335-5328, or Rob McAuliffe at 518-572-3360.

## Please DO NOT prop outside doors open.

Thank you.

**Chazy Central Rural School**  
609 Miner Farm Road Chazy, NY 12921  
518-846-7135  
**Application for Use of School Facilities**

Today's Date: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_ Supervisor in Charge: \_\_\_\_\_

Facility Requested: Cafeteria\_\_ Auditorium\_\_ Gym\_\_ Pool\_\_ Classroom\_\_

Other: \_\_\_\_\_

**INFORMATION ABOUT GROUP AND INTENDED USE OF SCHOOL DISTRICT FACILITIES**

Name of Organization or Individual: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Night: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Total Participants Expected: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Who will attend: \_\_\_\_\_ (Community, employees, students)

Is equipment required: Yes: \_\_\_\_\_ No: \_\_\_\_\_

If needed, state what type and for what purpose: \_\_\_\_\_

Members of clean-up committee, when applicable, must be listed: \_\_\_\_\_

**Please attach a Certificate of Insurance.** The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/She agrees to be responsible to the Chazy Central Rural School District for the use and care of the facilities. He/She, on behalf of \_\_\_\_\_ does hereby covenant and agree to defend, indemnify and hold harmless the Chazy Central Rural School District from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Chazy Central Rural School District's property, facilities and/or services by \_\_\_\_\_.

**SIGNATURES AND PHONE NUMBERS OF ADULTS WHO WILL ACTIVELY SUPERVISE THIS ACTIVITY AND WHO WILL BE RESPONSIBLE FOR THE CONDUCT OF PARTICIPANTS AS WELL AS FOR THE BUILDING AND EQUIPMENT. FOR SCHOOL SPONSORED EVENTS, AT LEAST TWO ADULTS AND TWO PARENTS OF STUDENTS INVOLVED. FOR NON-SCHOOL GROUPS, FOUR ADULTS.**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

The General chairman or representative is responsible for seeing that proper clean up of facilities is accomplished. Inspection of the facility to be used will be made jointly by the custodian on duty and the chairman or a representative of the requesting organization prior to and immediately following the utilization of said facility. Should it be determined that damage to the building or its contents occurred during utilization by requesting a group, said group will be billed by the school district for the same.

All groups must pay wages for custodian services after 11:00pm and on weekends and/or holidays when one is requested or required. Only approved school district employees may be utilized. I have read this application carefully and agree to comply with the situations contained therein.

Signature of Chairman or Representative \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Availability Verified: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ (8/05)

# CHAZY CENTRAL RURAL SCHOOL DISTRICT

609 Miner Farm Road

Chazy, NY 12921

## FACILITY USE REQUIREMENTS

The use of all District facilities shall be subject to the approval and rules of the Board of Education administered by the Building Principal or other Board designee.

1. Organizations wishing to use District facilities shall first apply to the Building Principal on the prescribed form. The Principal or his/her designee has final authority on approval.
2. In the event of inclement weather, the Principal or his/her designee has the final authority on whether facilities are usable.
3. Intoxicants shall not be brought onto District facilities at any time.
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damage to District facilities shall be promptly repaired at the user's expense. **No exceptions.** If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
7. Organizations using the facilities must clean up afterwards.
8. Permits may be revoked at any time.
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
10. The fee for use is \$ \_\_\_\_\_, payable before use begins.
11. Smoking or other use of tobacco products is not allowed on District property.
12. Facilities are not available if in conflict with school use. No unauthorized vehicles are allowed on school property. No field or building alterations (lining of fields or gymnasium, erecting permanent goal posts or structures, etc.) are allowed without prior approval.
13. The District does not discriminate on the basis of race, color, national origin, physical impairment or sex in its educational programs or employment services.
14. All users must provide the following insurance prior to using facilities.

### **FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT:**

- A. The user hereby agrees to name the District as an unrestricted additional insured on the user's policy.
- B. The policy naming the District as an additional insured shall:
  - be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer;
  - contain a 30 day notice of cancellation;
  - state that the organization's coverage shall be primary coverage for the District, its Board, employees, and volunteers;
  - additional insured status shall be provided with ISO endorsement CG2026 or its equivalent.
- C. The user agrees to indemnify the District for any applicable deductibles.
- D. Required Insurance:
  - **Commercial General Liability Insurance** - \$1,000,000 per occurrence/\$2,000,000 aggregate.
- E. User acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The user is to provide the District with a certificate of insurance, evidencing the above requirements have been met. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.

The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The consultant further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the district but also the NYSIR, as the district's insurer.

15. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, how to respond to a fire alarm, etc.
16. In the event of an accident, please notify the custodian on duty, or call the business office the next morning.



## C.C.R.S. Stage Use Guidelines

### Doors

Please make sure the auditorium doors are locked after use. If you unlock a door make sure that you relock it.

### Lights

Light switches for the stage and apron are located at the stage entries. Use the "Rehearsal 2" setting for most applications. Try to minimize the use of colored border lamps, pole lamps, and house lights. These use a lot of electricity and are expensive/difficult to change. The light board is also available for lighting needs. Contact the music or drama departments for assistance with the lighting board.

### Curtains

Stage curtains should be flown (up position) whenever possible. Move curtain ropes slowly and make sure to engage the safety lock. Curtain ropes must be secured to the floor plates when in the down position. Please do not pin or tape posters, signs or other objects to the curtains.

### Microphones

The school owns handheld, lavalier, and choir microphones for your use. Please contact the music department if you require a microphone.

### Sound System

The school sound system has a radio, tape deck, and a CD player. Turn the system on and off with the red button at the top of the sound console.

### Food and Drink

No food or drink are allowed in the auditorium.

### Trash

There is a large trash container back stage. If you generate a large amount of trash for an activity please roll the trash container to the receiving room, empty it, and bring back the empty container. Check the auditorium seats for programs and trash following an auditorium activity.

### Stage Set-Up

Equipment, scenery and props may be left on stage if they will not interfere with other auditorium activities. Please communicate with others using the stage to determine if you need to clear the stage.

### Sign Out

Sign out use of the auditorium in the Main Office. Try to anticipate your needs for the year.