

**BELLEVILLE HENDERSON CENTRAL SCHOOL DISTRICT**  
**8372 COUNTY ROUTE 75, ADAMS, NY 13605**  
**APPLICATION FOR USE OF SCHOOL FACILITIES**

This form must be submitted to the Superintendent **at least four weeks** prior to use.  
Any questions should be directed at the Superintendent

<b>Name of Group or Organization:</b> _____		<b>Date of Request:</b> _____
<b>Are you a non-profit agency or a profit agency?</b> <input type="checkbox"/> Non-Profit <input type="checkbox"/> Profit		
<b>Name of Contact Person Making Request and Supervisor for Event:</b> _____		
<b>Phone Number:</b> _____		<b>Email Address:</b> _____
<b>Room(s)/Field(s) Requested:</b> _____		
<b>Date(s) of Event (BE SPECIFIC):</b> _____		
<b>Setup Time:</b> _____ <b>Event Time:</b> _____ <b>End Time:</b> _____		
<b>Description/Purpose of Event/Activity:</b> _____ _____		
<b>Activity Open to the Public?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Estimate # of people attending:</b> _____
<b>Admission Charged for Event?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>If "YES"; what will proceeds be used for?</b> _____
<b>List Equipment Needed for Event:</b> _____ _____		
<b>To use BHCS D Facilities you may be required to submit a Certificate of Insurance.</b> <b>If you have a COI please submit with application.</b>		
I have read and agree to the <b>Rules Governing Use of Facilities</b> listed on page two of this application.		
_____		<b>Date:</b> _____
<b>Signature Required (of person making request)</b>		

<b>DISTRICT OFFICE USE ONLY</b>	
<b>Room(s) Available?</b> <input type="checkbox"/> Yes <input type="checkbox"/> Added to Calendar <input type="checkbox"/> Not Available	_____
	District Clerk
<b>Certificate of Insurance:</b> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Required <input type="checkbox"/> Provided	_____
	Business Manager
<b>Approved By:</b>	<b>CC:</b>
_____	<input type="checkbox"/> Athletic Coordinator
Administrative Coordinator (Athletic for related use) Date	<input type="checkbox"/> Head of Maintenance
_____	<input type="checkbox"/> _____
Building Principal Date	<input type="checkbox"/> _____
_____	
Superintendent Date	
_____	
Date Approved by BOE (provided by District Clerk)	

# BELLEVILLE HENDERSON CENTRAL SCHOOL DISTRICT

## RULES GOVERNING USE OF FACILITIES

1. School events come first.
2. No smoking is allowed.
3. No drinking of alcoholic beverages is permitted.
4. Activity is restricted to that area, time, and date for which permission is granted.
5. The activity shall not extend beyond the hours approved in the request.
6. All programs shall be planned so they do not interfere with the regular school day schedule.
7. The organization using the building or grounds shall be responsible for moving its equipment into and out of the building and on and off the grounds.
8. The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
9. In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the building.
10. School authorities must have free access to all rooms at all times.
11. Where custodial or food service assistance must be hired, a charge will be made and must be paid within 30 days.
12. Room(s) or facility used by applicant will be carefully examined after use. The applicant will make good any loss or damage occurring as a result of use of school property.
13. Any special needs or equipment must be recorded in writing on this form. No school property or equipment is to be altered or removed from the premises. All equipment is to be returned in good condition.
14. If the grounds need to be marked, prior approval must be secured from Mr. Adam Passage.
15. The using organization shall be required to furnish public liability and property damage insurance with limits of at least five hundred thousand dollars (\$500,000).
16. A Certificate of Insurance, with proper limits of liability, shall be submitted as evidence of insurance coverage at least seven days in advance of the event and must designate both the using organization and Belleville Henderson Central School District as insureds.
17. No reservation will be made until this application is returned and approved by the school's administrative official.
18. Permission for use of any facility may be withdrawn at any time, with or without cause, at the sole and unreviewable discretion of the Board of Education. Any pre-paid funds will be returned to the sponsoring organization.

I agree on behalf of the above indicated organization that all members and guests will observe the regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to school property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify and defend at its cost, the school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above described facilities by our organization and we will further hold said school district harmless for loss of any kind in connection therewith.

**Page 1 of APPLICATION OF USE OF SCHOOL FACILITIES must be signed stating you have read and agree to these rules.**