

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

| | | | |
|---|--|--|--------------------------|
| Name of Group or Organization: _____ | | Date of Request: _____ | |
| Are you a non-profit agency or a profit agency? <input type="checkbox"/> Non-Profit <input type="checkbox"/> Profit | | | |
| Name of Contact Person Making Request: _____ | | Phone Number: _____ | |
| Mailing Address: _____ | | | |
| Email Address: _____ | | | |
| Room(s) Requested: _____ | | | |
| Date(s) of Event: _____ | | Setup Time: _____ | Event Time: _____ |
| | | End Time: _____ | |
| Description/Purpose of Event/Activity: _____ | | | |
| | | | |
| Activity Open to the Public? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Estimate # of people attending: _____ | |
| Admission Charged for Event? <input type="checkbox"/> Yes <input type="checkbox"/> No | | If "YES"; what will proceeds be used for? _____ | |
| List Equipment Needed for Event: _____ | | | |
| To use BHCS D Facilities you may be required to submit a Certificate of Insurance. If you have a COI please submit with application. | | | |
| I have read and agree to the Rules Governing Use of Facilities listed on subsequent pages of this application. | | | |
| DISTRICT OFFICE USE ONLY | | | |
| Room(s) Available? <input type="checkbox"/> Yes <input type="checkbox"/> Added to Calendar <input type="checkbox"/> Not Available | | _____ | |
| | | District Clerk | |
| Certificate of Insurance: <input type="checkbox"/> Not Applicable <input type="checkbox"/> Required <input type="checkbox"/> Provided | | _____ | |
| Approved By: | | CC: | |
| _____ | | <input type="checkbox"/> Athletic Coordinator | |
| Administrative Coordinator (Athletic for related use) Date | | <input type="checkbox"/> Head of Maintenance | |
| _____ | | <input type="checkbox"/> _____ | |
| Building Principal | | <input type="checkbox"/> _____ | |
| _____ | | _____ | |
| Superintendent | | | |
| _____ | | | |
| 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 shall be restricted to that area 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. David Kiblin.
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.

BELLEVILLE HENDERSON CENTRAL SCHOOL DISTRICT

RULES GOVERNING USE OF FACILITIES

ADDENDUM for COVID-19 GUIDELINES

The following rules are guidelines from the NYS Department of Health and must be followed for use of all school facilities and school vehicles (any transportation).

SCHOOL FACILITIES:

1. Masks must be worn at all times.
2. Must maintain 6 feet social distancing.
3. In the event that Jefferson County Public Health needs to review those in attendance, contact tracing information must be gathered and maintained by the contact person listed on page 1 of this form. Please see the attached Contract Tracing form.
4. Health screening questionnaire and temperature must be taken for all participants upon arrival of the event. Temperature must be below 100.0 degrees to attend and/or participate in event.
5. No food or drinks can be served or sold at the event.

Use of Playground Equipment/Outside Basketball and Tennis Courts:

1. All parties must wash hands or use hand sanitizer before and after use.
2. Masks must be worn at all times.
3. Must maintain 6 feet social distancing when possible.

Transportation/Use of School Vehicles:

1. Masks must be worn at all times.
2. One person per seat. If from the same household, up to 3 per seat.
3. No eating or drinking in vehicles.
4. Contact tracing information must be gathered and maintained by the contact person listed on page 1 of this form.
6. Health screening questionnaire and temperature must be taken for all passengers must be conducted before entering vehicle. Temperature must be below 100.0 degrees to enter vehicle.

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

HEALTH SCREENING QUESTIONNAIRE

For use with Use of School Facility Request

Health screening questionnaire and temperature must be taken for all participants upon arrival of the event. Temperature must be below 100.0 degrees to attend and/or participate in event. Health screening questionnaire must be gathered and maintained by contact person listing on the Application for Use of School Facilities Form.

[illegible]

Make more copies as needed

Contact Tracing Form

In the event that Jefferson County Public Health needs to review those in attendance, contact tracing information must be gathered and maintained by contact person listed on the Application for Use School Facilities Form.

[illegible]

Make more copies as needed