

USE OF SCHOOL FACILITIES

The Board believes that the school facilities should be available to the community for educational, recreational and/or entertainment purposes. In allowing the use, however, the Board will comply with all restrictions outlined in Education Law. All requests for use of school facilities will require the completion of the Facilities Use Request form available on the school website at sharonsprings.org. The Board of Education has absolute discretion in refusing a use request and in prescribing the terms, if the use is allowed. This policy will be reviewed annually at the re-organizational meeting.

Use of the building by not for profit community groups, continuing educational groups, and Sharon Springs Central School Groups, during hours when custodians are on duty, may be approved by the Superintendent, the Business Manager, or Principal at no charge.

Individuals or groups not covered above, wishing to utilize the school, must apply for, and receive, prior approval from the Superintendent, Business Manager, or Principal.

Room charges are as follows:

Classroom	\$20.00
Gymnasium(old)	\$30.00
Gymnasium(new)	\$50.00
Auditorium	\$100.00
Cafeteria	\$30.00
Kitchen	\$50.00
Library	\$30.00

Any groups or individuals wishing to utilize the building during hours when custodians are not on duty (for example from Friday 12:00 midnight through Monday, 5:00 a.m.) or on holidays and some vacations, will be required to pay actual cost to the district including fringe benefits for custodial services. That fee will vary depending on the rate the custodian earns while on duty. Assignment of custodial services will be at the discretion of the administration.

All groups and individuals must understand that school sponsored activities will have first priority. All groups shall submit a School Facilities Use Request form in advance to the administration for consideration and approval.

Section 414 (1) NYS Ed. Law
Federal Equal Access Act (20USC section 4071)

SHARON SPRINGS CENTRAL SCHOOL
SCHOOL FACILITIES USE REQUEST FORM
(Requests should be processed at least two weeks prior to the date of use).

CUSTODIAN _____
CALENDAR _____

Person Making Request _____

Name of Organization _____

Date(s) of Use _____

Start Set Up _____ End Clean Up _____
Event Begins at _____ and ends at _____.

Purpose/Type of Activity _____

Admission Charge? Yes or No

Any profit making activities Y/N Describe

CHECK AREA(S) NEEDED:

_____ Auditorium	_____ Place on District Calendar	_____ Hallway/Atrium
_____ Gymnasium(New)	_____ Boys' Locker Room	_____ Library
_____ Gymnasium (Old)	_____ Girls' Locker Room	_____ Parking Lot
_____ Soccer Field	_____ Cafeteria	_____ Music Room
_____ Other _____	_____ Classroom (indicate if specific room) _____	

Name of School Staff member/Chaperones who will be present during the entire use of the building: _____

The requesting organization and its agent and/or the person signing this form agrees to be responsible for the condition and cleanliness of the premises upon departure. The requesting organization further agrees to notify the Main Office immediately should any damages to the building or other property be sustained during the event.

By: _____ Address : _____
Signature _____
Telephone _____ Today's Date: _____

ADMINISTRATIVE REVIEW:

_____ School Group	_____ Non-School Group
_____ None	_____ Custodial
_____ Cafeteria	_____ Administrative

Evidence of Insurance? _____ Yes _____ No _____ Not Applicable

If yes, attach supporting document. If no, has B.O.E. waived the requirement of insurance?
(_____ Yes _____ No) – B.O.E. Meeting Approval Date: _____

CHARGES: Check here if all charges have been waived: _____ If not:

Custodial Help: # of personnel: _____	Total Hours: _____	Total Salary: _____
Cafeteria Help: # of personnel: _____	Total Hours: _____	Total Salary: _____

Room Charges:

_____ Classroom (\$20)	_____ Old Gymnasium (\$30)	_____ New Gymnasium (\$50)
_____ Cafeteria (\$30)	_____ Kitchen (\$50)	_____ Other (Describe)
_____ Library (\$30)	_____ Auditorium (\$100)	

Total Room Charges: \$ _____
Total Charges: \$ _____

Approved & Scheduled: Building Principal _____

_____ Date

Business Manager _____

_____ Date

Superintendent of Schools _____

_____ Date