



Request for Use of Facilities

Enlarged City School District of Troy

Submit request *and* Certificate of Insurance at least TWO WEEKS PRIOR TO USE to:

Email: zautnert@troycsd.org (Preferred), Fax: (518) 271-7692, or

Mail: TCSD Business Office, 475 First Street, Troy, NY 12180

Requests submitted without a Certificate of Insurance will be returned. Specific insurance requirements can be found on page 2, Use of Facilities Guidelines and Responsibilities. Approval notification will be by *Email.

Contact Name:

Date of Request:

First Last

Organization Name:

***Email:
Phone:**

Address:

Street City, State Zip

Building Requested:

Room Requested:

Start and End Dates of use:

Days of the week of use:

Time(s) of use:

Description of Use:

The following information MUST be completed by the requestor:

Is this an outside organization requesting use of the facility? Yes No

Total number of participants expected:

of Adults # of Children # of Residents # of Non-Residents

Is there an admission fee charged? Yes No

Does the organization charge the participants to belong to the organization? Yes No

Have you received the Fee Schedule? Yes No

If no, have you reviewed the Fee Schedule posted on the District website? Yes No

Have you attached a copy of the Certificate of Insurance as outlined in the Guidelines? Yes

Please note that charges may apply for the following:

Is the use of facilities on a weekend? Yes No

Is the use of facilities after normal hours? Yes No

Will additional staff be required? Yes No

If yes, how many staff will be required?

How many hours per person?

The following information MUST be completed by the Building Principal/Coordinator:

Does the written request meet the intent of the District's Policy? Yes No

Would any State/Federal or other regulations be violated? Yes No

Will there be adequate supervision? Yes No

Do we know the background(s) of the individual(s) who will be supervising the program? Yes No

Is the facility free at the time/date requested? Yes No

Do you recommend this group be approved to use the facility requested? Yes No

Is this a District Sponsored activity? Yes No

Did you provide the Fee Schedule to the requestor as required? Yes No

I hereby acknowledge that I have read and understood the Use of Facilities Guidelines and Responsibilities listed on Page 2 of this request:

Signature of Requestor/Contact

Date

Signature of Building Principal/Coordinator

Date

FOR OFFICE USE ONLY:

Request Granted Request Denied

Signature of Assistant Superintendent for Business

Date

Estimated Invoice Amount: _____

Use of Facilities Guidelines and Responsibilities

Enlarged City School District of Troy

Use of Facilities may be granted under the following conditions:

- Request for Use of Facilities completed in its entirety.
- **A Certificate of Insurance naming The Enlarged City School District of Troy and the Board of Education as the Certificate Holder and an Additional Insured on a primary and non-contributory basis for the amount of \$1,000,000 for each occurrence/\$2,000,000 per aggregate of bodily injury, liability and death; and \$150,000/\$300,000 for property damage. This Certificate of Insurance, including the additional insured endorsement (CG 20 26 or equivalent) MUST be attached to the Request for Use of Facilities.**
- **Requests submitted without a Certificate of Insurance will be returned.**
- The following Use of Facilities Fees will be charged to non-District Sponsored programs
 - Gym, Auditorium, Field, Cafeteria, Pool, Parking Lots, or any District facility other than classrooms: \$30 per hour
 - Classrooms: \$15 per hour
 - Staff – Monday through Saturday: \$35 per hour
 - Staff – Sunday: \$40 per hour (this fee is also charged if additional staff are required or requested)
 - Charges for staff are required on weekends and outside of normal hours.
 - If the facility is closed due to a holiday or school emergency (snow day), activities for that day are automatically cancelled.

It is the responsibility of the organization and/or individual requesting the use of the facility to:

- Provide adult supervision to maintain order and discipline.
- Make sure that the facility is left clean.
- Observe all fire laws.
- **ABSOLUTELY NO SMOKING IN SCHOOL BUILDINGS. NO ONE SHALL POSSESS, USE OR TRANSFER TO ANOTHER, ALCOHOLIC BEVERAGES OR ANY OTHER INTOXICANT OF ANY KIND ON SCHOOL PROPERTY.**
- Observe all health laws.
- Cooperate with District staff members in utilizing only those sections of the building covered by the permission.
- Make sure that no equipment or materials are left on the premises. Anything left on the premises is done so at the owner's risk. The District takes no responsibility for equipment or materials left on the premises.

The Principal of the building(s) utilized is expected to inspect the facility and report conditions following usage. Principals are authorized to exercise temporary sanctions for any abuse of facilities.

The Board of Education through the Superintendent reserves the right to withdraw permission at any time, although it is hoped that will not be necessary. The Board of Education firmly and sincerely believes that schools belong to the community and should be utilized by them, providing no additional costs are incurred by the District. The Board of Education believes just as firmly that abuse of the buildings cannot be tolerated.