

# AGREEMENT

## For Use of School Facilities of the Frontier Central School District by Non-School Organizations

Name of Organization \_\_\_\_\_

Name of Representative \_\_\_\_\_ Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_ Town/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person (if different) \_\_\_\_\_ Phone \_\_\_\_\_

Requests use of the following facilities at  High School  Middle School  Frontier Ed. Center

Big Tree  Blasdell  Cloverbank  Pinehurst

Grounds \_\_\_\_\_

Room(s) \_\_\_\_\_  \*Gym  Cafeteria  Kitchen  Auditorium  Library  Conference Room

Equipment  TV  VCR  Screen  Overhead  Other: \_\_\_\_\_

Supplies \_\_\_\_\_

Other \_\_\_\_\_

Date(s) \_\_\_\_\_ Time: Start \_\_\_\_\_  AM  PM End \_\_\_\_\_  AM  PM

Please describe activity \_\_\_\_\_

\_\_\_\_\_

---

---

*It is mutually agreed that only the facilities listed above are to be used by the above named organization and only for the time and date(s) requested.*

Date \_\_\_\_\_ Signature of Organization Representative \_\_\_\_\_

Remarks \_\_\_\_\_

*Note - It may become necessary to displace a group/activity due to unforeseen circumstances. School district activities will at all times take priority over non-school activities.*

---

---

### ***Building Principal Authorization***

Signature of Building Principal \_\_\_\_\_ Date \_\_\_\_\_

\***Gym** use also requires Signature of Athletic Director \_\_\_\_\_ Date \_\_\_\_\_

Insurance Certificate Required  YES  NO Certificate Provided  YES  NO

51% Residency Requirement Verified?  YES  NO

Remarks \_\_\_\_\_

---

---

### ***Central Office / Board of Education Authorization***

Date \_\_\_\_\_ Signature – ***Asst. Supt. for Finance & Operations*** \_\_\_\_\_

Approved at \_\_\_\_\_ BOE Meeting\* *Prior Approval required by Superintendent* \_\_\_\_\_

**In consideration for the use of the school facilities, the aforementioned organization on this form agrees to abide by the following rules and regulations established by the Board of Education:**

1. Admission fees are not to be charged except when the proceeds are to be expended for educational or charitable purposes as prohibited by law.
2. Meetings and entertainments shall be non-exclusive and shall be open to the public.
3. Grounds and buildings must be kept clean, neat, and orderly.
4. Organizations must assume responsibility for keeping order while they are using the facilities.
5. All costs resulting from careless use of school property or damage to school property will be assessed against the organization.
6. Only the facilities provided in this agreement are to be used. They must be used only at the time designated.
7. Federal and State Education Department regulations prohibit the use of tobacco in / on school property at all times.
8. Alcoholic beverages are not allowed at any time in district buildings or on school grounds.
9. No one is ever to be permitted on gym floors for athletic purposes unless he / she wears gym shoes or socks.
10. Skateboards, rollerblades and similar items may not be used inside any school building.
11. No one is to sit on the edge of the stage.
12. All schedules must be completed and approved by the principal, and no charges are to be made without his/her approval.
13. In case of athletic organizations using the building, a complete list of all members (a roster of members which includes their address and the school district in which they reside) must be filed with this request.
14. Bicycles, wagons, etc. are not to be taken inside a school building.
15. No food or drink is allowed in the gymnasium or auditorium.
16. In case the person in charge is changed, the organization must report that fact in writing immediately to the Board of Education.
17. In case of an accident resulting in injury to any person or damage to any property, it must be immediately reported to the building representative in charge, nurse or building principal. All reports must be in writing.
18. In order for a non-school organization to use school property and equipment not less than 51% of the participants (active members) must reside within the Frontier Central School District. See # 13.
19. The Board of Education reserves the right to alter or change any or all provisions of this agreement or to cancel it in its entirety at any time providing that notice of such action be given in writing to the organization concerned.
- 20. The Board requires a Certificate of Insurance** for the organization with the Frontier Central School District as the certificate holder on the sponsoring group's liability policy, along with a signed release (see Rules and Regulations and General Announcement forms) from the group. In the description of operations box the following must be included:
  - a) The group name and activity
  - b) The school must be named as Additionally Insured on a primary and non-contributory basis by including the following statement: *"Frontier Central School District and its employees, interim administrators, authorized volunteers and committee members, student teachers, auxiliary instructors and members of the Board of Education are hereby named as Additional Insured."*and it must be affixed to this application before this application will be considered.
21. Activities involving the use of the kitchen facilities require a kitchen staff employee to be hired during that time. All labor costs are to be paid by the organization when billed.
22. Groups will be required to enter / exit the school building promptly at the time designated and approved.