

REQUEST FOR USE OF FACILITIES

Return to Canajoharie Central School

District Office: 136 Scholastic Way, Canajoharie, NY 13317 FAX 673-3177

Date of Request: _____ (a request is not approved until signed by Superintendent)

Name of Organization: _____

Date(s) of Event: _____ Time: _____ to _____

Activity to be Held: _____

Facilities Needed (CHECK ALL THAT APPLY)

- | | |
|---|--|
| _____ EH Classroom (Rm#): _____ or Library | _____ High School Classroom (Rm#): _____ |
| _____ East Hill Gymnasium | _____ High School Library |
| _____ East Hill Great Room | _____ High School Gymnasium |
| _____ East Hill Lobby | _____ High School Auditorium |
| _____ East Hill Cafeteria | _____ High School Lobby |
| _____ East Hill Kitchen | _____ High School Cafeteria |
| _____ MS Classroom (Rm#): _____ or Library (Circle One) | _____ High School Kitchen |
| _____ Middle School Gathering Space | _____ High School Conference Room |
| _____ Nellis Gymnasium | _____ Athletic Field (specify) _____ |
| _____ Nellis Pool | |

Audio-Visual Equipment Needed? _____ Yes _____ No (If yes, please list): _____

Other Equipment Needed: _____ Yes _____ No (if yes, please check: _____ tables _____ chairs) _____

Person In Charge at the event: _____ Phone/Cell Number: _____

Position/Title: _____

REGULATIONS FOR USE OF BUILDING

- School groups are given first choice.
- Activity shall be restricted to area for which permission is granted.
- Person designated as in charge must be present before the activity begins and remain until all have left. Custodian is in charge of the building.
- DRINKING OF ALCOHOLIC BEVERAGES IS NOT PERMITTED ON SCHOOL PROPERTY.**
- SMOKING IS NOT PERMITTED ON SCHOOL PROPERTY.**
- Custodial service is required when gym, cafeteria, or auditorium is used. When the kitchen is used, a cafeteria worker must be assigned. The cost for personnel will be billed to the sponsoring organization.
- All meetings must be open to the public.
- The sponsoring organization must provide adequate liability insurance.**

FOR OFFICE USE ONLY

ROUTING:

Gym/Pool or Athletic Field

- _____ Athletic Director
- _____ Building Principal
- _____ Head Custodian
- _____ Gary May
- _____ Other _____

Cafeteria or Kitchen

- _____ Head Cook
- _____ Building Principal
- _____ Head Custodian
- _____ Gary May
- _____ Other _____

Great/Gathering Room/Auditorium

- _____ Bldg. Principal
- _____ Head Custodian
- _____ Dir. of Inst. Music
- _____ Gary May
- _____ Other _____

Classroom or Library

- _____ Bldg. Principal
- _____ Head Custodian
- _____ Classroom Teacher
- _____ Gary May
- _____ Other _____

Date of Approval: _____

Approved: _____