

DUANESBURG CENTRAL SCHOOL - BUILDING USE FORM

ALL ACTIVITIES MUST BE COMPLETED BY 9:00 PM

The following priority list has been developed to schedule building activities. The list will be consistently followed. All school events (such as sports and drama productions) will take precedence. All requests must be approved by the Building Principal/Administrative Staff Assigned, and requests for a specific building will be forwarded to that location for approval. (All doors at the elementary school are locked at 4:00 p.m. Access is gained through the back door in the cafeteria.)

(circle the appropriate location/type of activity)

ELEMENTARY SCHOOL -

1. Elementary School Program
2. Jr-Sr HS Program
3. Elementary non-school related
4. Adult organization

JR-SR HIGH SCHOOL -

1. Jr-Sr HS Program
2. Elementary School Program
3. Jr-Sr HS non-school related
4. Adult organization

Bus Garage

1. Elem School Program
2. Jr-Sr HS Program
3. Non-school related
4. Adult organization

ORGANIZATION MAKING REQUEST/PERSON IN CHARGE _____

CONTACT PERSON(S) PHONE NUMBER: _____

CHAPERONES: _____

Dances / Class Events – one parent every 12 students / one district employee for every 25 students - must have at least 3 district employees for dances / concerts / productions etc. not including administrators

TYPE OF REQUEST: _____ One Time Event (single date) DATE(S) Requested: _____

_____ Year-long Activity include day (,T,W,Th,F) and (mo, day, yr)

_____ Classroom Request TIME Requested: _____

No. of PEOPLE INVOLVED: _____

LOCATION/Rm Requested: _____

WHAT ACTIVITY WILL BE CONDUCTED?

START DATE: _____

END DATE: _____

KITCHEN USE: ____ No ____ Yes CUSTODIAN NEEDED: ____ No ____ Yes (If YES, a fee will be charged.)

SPECIAL NEEDS (if any; i.e. sound, chairs, tables, etc.): _____

**PLEASE CONTACT THE BUILDING OFFICE IF THERE IS ANY CHANGE IN YOUR SCHEDULE DURING THE YEAR:
Elementary Office 895-2580; High School Office 895-2355; Bus Garage 895-2511**

All organizations requesting Building Use must submit a copy of their Insurance Rider for \$1,000,000.00 coverage with this application. All rooms and/or fields must be left in the same condition as originally found. Trash must be disposed of in proper containers and must be carried out by the group. Duanesburg Central School District reserves the right to revoke the Building Use request anytime in the event that there is a breach of the aforementioned guidelines.

I/we agree to the terms as described above with understand that use of this building requires me to leave the facility in good condition and my group will abide by the health and safety rules as established by Duanesburg Central School.

O.K.'d by Athletic Director: ____ Yes ____ No

Signature of Person in Charge

O.K.'d by Building Principal: ____ Yes ____ No

O.K.'d by Transportation Dept.: ____ Yes ____ No

Date Submitted: _____

All rules, including health and safety guidelines, and the no smoking on premises rule, established by Duanesburg Central School District must be enforced during all events.