

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 -

JR-SR HIGH SCHOOL -

Bus Garage

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

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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 (M,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.

HOLD HARMLESS: I/We agree to and do hereby indemnify and hold harmless the Duanesburg Central School District, its officers, agents, and employees from every claim or demand made from every liability, loss, damage, or expense of any nature whatsoever, which maybe incurred.

I/we agree to the terms as described above and 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: _____

Duanesburg Central School District

Central Office
133 School Drive
Delanson, NY 12053
518-895-2279

Elementary School
165 Chadwick Road
Delanson, NY 12053
518-895-2580

Jr./Sr. High School
163 School Drive
Delanson, NY 12053
518-895-2355

Mission Statement: "To be a socially responsible school community where learning and the pursuit of excellence are valued."

Dear Community Members Using the District Buildings:

As a service to our community, we offer the use of our buildings for meetings and practices. We require that each agency complete a building use form for such events. Our number one priority is the safety of our students and all those who enter our building. We work very hard to establish clear expectations in regard to conduct to prevent possible accidents from occurring. Due to recent misuse of the buildings and/or equipment, we felt the need to outline some important procedures regarding the use of the building.

1. Please make sure that your group follows the safety guidelines set by the school. Rules are posted in each room regarding the expectations for conduct.
2. Entrance doors are not allowed to be propped open for any length of time. The school needs to be kept secured and open doors are a safety hazard.
3. The building use form specifies which rooms will be used and the activities that will be taking place. You are not allowed to use rooms other than those specified (and approved) on the building use form. Students are not allowed to use equipment belonging to the school unless specified (and approved) on the building use form.
4. Students in the building after hours must be supervised at all times by an adult in the room designated on the building use form.

We appreciate your adherence to these guidelines when using our facilities. If you have any questions or concerns, please contact the building principal.

Sincerely,

Jodi L. Marwin
HS Principal

Andrea Conover
ES Principal