

# Regulation

COMMUNITY RELATIONS

1040.1

## REQUEST FOR USE OF BUILDINGS OR GROUNDS

**Request must be submitted at least 14 days prior to the desired date for use of the building/grounds. You are not authorized to use the facility until this request has been approved & a copy returned to you.**

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

Name of Representative \_\_\_\_\_

Address and Telephone No. \_\_\_\_\_

Date (s) Requested \_\_\_\_\_

Check Days  Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Reason for Use of Building/Grounds \_\_\_\_\_

**Building Requested:** High School ( ) Holland Patent Elementary ( )  
Middle School ( ) Gen. Wm. Floyd Elementary ( )

Area or Room Requested: \_\_\_\_\_

Number of People Expected to be Present: \_\_\_\_\_ Hours Needed \_\_\_\_\_ A.M./P.M. to \_\_\_\_\_ A.M./P.M.

Equipment Requested: \_\_\_\_\_

Chaperones: \_\_\_\_\_

**Certificate of Insurance** A certificate of general liability insurance (a minimum of \$1,000,000) naming HPCS as an additional insured for the scheduled event(s) must be provided by all non-school organizations.

*Certificate Attached*  *Certificate requested; will be forwarded directly by Insurance Co*  *Do not have insurance*

Complete this section for school sponsored events only

Please identify AED Trained Personnel scheduled for this event (See #14 on reverse side): \_\_\_\_\_

**As a representative of the organization, I have read the reverse and agree to the rules and regulations.**

Signature of Person Making Request \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director to complete this section for Use of Pool events only

Certified Lifeguard assigned to event: \_\_\_\_\_

**Approved:** Athletic Director (if required) \_\_\_\_\_ Date \_\_\_\_\_

**Approved:** Building Principal \_\_\_\_\_ Date \_\_\_\_\_

**Approved:** Superintendent \_\_\_\_\_ Date \_\_\_\_\_

REQUEST FOR USE OF BUILDINGS OR GROUNDS**REGULATIONS FOR USE OF BUILDINGS & GROUNDS**

1. Children need to be supervised at all times and limited to the area requested.
2. All school safety and security policies must be followed.
3. All school activities take precedence over outside group activities.
4. Maintenance and cleaning of the building – organization will return to the same condition as when received.
5. Buildings must be vacated no later than 10:00 p.m.
6. Using tobacco, nicotine or e-cigarettes is prohibited in school buildings and on school grounds.
7. Alcoholic beverages are prohibited.
8. Non-school groups will be billed \$50.00 per hour if overtime custodial service is required (i.e. weekends).
9. Use of the building and/or pool is not authorized when school is not in session, ie. Superintendent's conference days, holidays, district vacations, snow days, and days when after school activities have been cancelled.
10. **Cafeteria use** - organization will be required to pay for one employee assigned by the cafeteria manager to supervise use of equipment, assist when necessary in its use, and insure that the area is properly cleaned at the conclusion of the activity.
11. **Auditorium** sound system or stage lighting use – the organization requesting such use will be required to pay for an authorized operator of the equipment.
12. **Pool Use:**
  - a. In accordance with State Health Department regulations, two lifeguards are required, one to oversee the use of the diving board and the other for supervision of the swimmers. You are not authorized to use the pool unless lifeguard coverage has met all requirements. The Athletic Director (Holland Patent High School – 865-7283) will assign the appropriate personnel for the event. Each lifeguard will earn \$15.00 per hour, which you must be prepared to pay at the time you use the pool.
  - b. Swimming alone is prohibited.
  - c. You are not authorized to use the pool beyond the specified hours on your request form. Chemical applications and cleaning are scheduled around pool use. The building request form helps us determine the appropriate times to have this work completed.
13. Please have the approved request with you as proof of authorization to use the facilities.
14. AED Trained Personnel must be scheduled whenever public school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities, or whenever a school-sponsored athletic contest is held at any location. Events include, but are not limited to, dances, concerts, plays, National Honor Society Induction, prom, open houses.

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Holland Patent Central School District

Approved by the Superintendent: 04/17/18

Adopted: 08/2000 Revised: 03/08/07, 12/07/11

***FOR DISTRICT OFFICE USE ONLY***

Approved request will be distributed as follows:

White – District Office

Canary – Bldg. Secretary

Pink – Head Custodian

Goldenrod – Organization

Purple – Supt. Bldgs. & Grounds

Green – Athletic Director

Other:  Cafeteria Manager

Pool Manager

Business Administrator

Theatre Manager

AED Assigned Personnel