

REGULATION

COMMUNITY RELATIONS

1040.1

HOLLAND PATENT CENTRAL SCHOOL DISTRICT
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 _____

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

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REGULATIONS FOR USE OF BUILDINGS & GROUNDS

As you know, the district has experienced major construction this year. The work is on-going and may prompt cancellation of your event for the safety of all participants.

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. Smoking is prohibited in school buildings and on school grounds.
7. Alcoholic beverages are prohibited.
8. Non-school groups will be billed \$30.00 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 \$8.00 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 Adopted: 08/2000 Revised: 03/08/07

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Approved request will be distributed as follows:

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|--------------------------|---------------------------------|---|---|
| White – District Office | Goldenrod – Organization | Other: <input type="checkbox"/> Cafeteria Manager | <input type="checkbox"/> Theatre Manager |
| Canary – Bldg. Secretary | Purple – Supt. Bldgs. & Grounds | <input type="checkbox"/> Pool Manager | <input type="checkbox"/> AED Assigned Personnel |
| Pink – Head Custodian | Green – Athletic Director | <input type="checkbox"/> Business Administrator | |