

FABIUS-POMPEY CENTRAL SCHOOL DISTRICT
Fabius, New York 13063
APPLICATION FOR USE OF BUILDINGS AND GROUNDS

2014

3280F
1 of 2

____ Elementary School ____ Middle School ____ High School
____ Auditorium ____ Cafeteria ____ Gym ____ Library ____ Other (_____)

1. Check with Building Principal's Secretary concerning availability of accommodation(s).
2. Obtain signature of supervisors and chaperones.
3. Submit Certificate of Insurance
4. Submit form to Building Principal at least 10 days prior to the day of the activity.
5. Building Principal will notify organization of approval or disapproval.

SPONSORING ORGANIZATION _____

ACTIVITY _____

DAY(S) AND DATE(S) OF USE _____

TIME OF ACTIVITY _____ WHO WILL ATTEND _____

SET UP DATE _____ CLEAN UP DATE _____

SPECIAL PREPARATIONS (i.e. chairs for event moved in and taken out) **: _____

EQUIPMENT NEEDS (i.e. microphone, lighting, podium, coffee, pizza warmer: _____

Inspection of the facility to be used will be made jointly by the custodian on duty and the Chairperson or a representative of the requesting organization prior to and immediately following the utilization of said facility. Should it be determined that damage to the building or its contents occurred during utilization by requesting group, said group will be billed by the School district for same.

****All groups must pay wages for custodial services anytime there is not a scheduled custodian on duty (i.e. after 11:00 p.m. and on weekends, summer time and/or holidays) at the current rate of \$10.00 per hour or the prevailing wage rate of that employee, whichever is greater. Only Approved School District employees may be utilized. Any special preparation will also be at this rate as well as cafeteria fees.**

The General Chairperson or representative hereby obligates the sponsoring group to accept responsibility for the building and equipment and for the supervision of all who attend this event. In addition, the Chairperson or representative is responsible for seeing that proper clean up of facilities is accomplished.

Signatures needed of adults who will actively supervise this activity and who will be responsible for the conduct of participants as well as for the building, equipment, and clean up. For school-sponsored events, at least two teachers and two parents of students involved. For non-school groups, four adult signatures are needed.

(Print Name)	(Signature)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Date Submitted _____ Availability Verified by Secretary _____

☐ Certificate of Insurance on file with Fabius-Pompey CSD listed as an additional issued. (check with the Business Office)

I have read this application and the Evacuation Procedures for Fire Emergencies and agree to comply with the stipulations contained therein.

Signature of Chairperson or Representative _____

Address _____ Phone # _____

APPROVED BY BUILDING PRINCIPAL _____ SUPERINTENDENT: _____

☐ Principal ☐ Business Administrator ☐ Head/Building custodian ☐ Person's room/area being used ☐ Rep. of sponsoring org. ☐ Tech Advisor (if needed)

Governor Cuomo has signed into law Chapter 9 of the Laws of 1991. Effective September 1, 1991, the principal or other person in charge of any public or private school or education institution (other than colleges or universities) shall require the teacher or person in charge of any after-school program, event or performance which takes place in a school and which is attended by persons who do not regularly attend classes within the school, to notify such persons in attendance at the beginning of such program, event or performance of the proper procedures to evacuate the building in an orderly and timely manner in the event of a fire emergency.

The required notification shall be given to the attendees at any single occurrence, and at each occurrence where the same presentation is given to a difference audience. Where a program such as an adult education class runs several weeks, the notice shall be given at least the first meeting.

Every principal or other person in charge of the school should carefully review the written evacuation procedures required by Section 1195.1© of the New York State Uniform Fire Prevention Code, to assure that such procedures are up to date and conspicuously posted.