



## **SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES**

All organizations wishing to use school facilities must submit this form to the District Office on or before the following dates:

<b>August 1, 2011</b>	<b>February 1, 2012</b>
<b>September 1, 2011</b>	<b>March 1, 2012</b>
<b>October 1, 2011</b>	<b>April 1, 2012</b>
<b>November 1, 2011</b>	<b>May 1, 2012</b>
<b>December 1, 2011</b>	<b>June 1, 2012</b>
<b>January 1, 2012</b>	<b>July 1, 2012</b>

\*The Request is subject to the approval of the Albion Board of Education and the availability of the building.

No applications will be accepted prior to **August 1** for the Fall Semester, **November 1** for the Spring Semester and **May 1** for the Summer Semester. This schedule is needed to permit school activities to be scheduled first.

The organization/designee is responsible for completing the necessary forms.

The following regulations shall be in force:

1. The applicant in charge of this activity shall assume full responsibility for proper supervision and shall agree to assume responsibility for payment of costs of any damages sustained in facility usage.
2. Smoking is not permitted inside building or on school property at any time.
3. Only the room or designated area granted in the original request shall be used.
4. Classroom materials and/or equipment are not to be used without specific permission, and media equipment shall not be used unless operated by school personnel.
5. All rooms and areas are to be left in an orderly condition after usage.
6. Outside groups must provide a certificate of insurance with minimum liability of \$1,000,000 each occurrence and \$2,000,000 aggregate and naming the Albion Central School as the additional insured at the time of the application. The certificate holder should be the Albion Central School District. Approved Booster Groups that support or enhance the interests of the District may sign a waiver of insurance to use the facility for a meeting. A certificate of insurance must be obtained, however, when the Booster Group is using school facilities to raise money, holding physical activities, selling food products or holding meetings of more than 100 people.
7. If the Board of Education approves an Application for Use of School Facility, noncompliance with any of the foregoing regulations may, in the discretion of the Board of Education, result in the immediate revocation of such approval and the denial of further use of school facilities by the applicant.
8. The Superintendent, after consulting with the Superintendent of Buildings and Grounds and/or the Board President, has the authority to close the school buildings and/or grounds, should conditions be inappropriate for community use and/or continued use, and place an unfair burden on the tax payers.

**Proof of insurance shall be provided and fees paid prior to the use of the building.**

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_