

PUBLIC USE OF SCHOOL FACILITIES EXHIBIT

Pawling Central School District
515 Route 22, Pawling, N.Y. 12564

Application for Use of Facilities

The Administration is responsible for the use of all school facilities. In order that they may consider your request for the use of school facilities, kindly complete this form. It is to be submitted to the Director of Operations and Maintenance at least 30 days prior to the desired date of use.

To be completed by the applicant:

A. Organization Date of Use
Name \_\_\_\_\_ Date \_\_\_\_\_ Day of week \_\_\_\_\_
Address \_\_\_\_\_ Time (from) \_\_\_\_\_ To \_\_\_\_\_
Phone \_\_\_\_\_ Purpose \_\_\_\_\_

B. Facility Desired
1. Building \_\_\_\_\_ Room #/Location \_\_\_\_\_
2. Equipment or Furniture to be used \_\_\_\_\_
3. Attach Special Arrangements \_\_\_\_\_
4. Kitchen Facilities (Yes) \_\_\_\_\_ (No) \_\_\_\_\_
5. Will Activity be Open to Public \_\_\_\_\_ Yes \_\_\_\_\_ No
6. No. Children Expected \_\_\_\_\_ Adults \_\_\_\_\_ Chaperones \_\_\_\_\_
Admission Charge (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

C. Insurance Information:
Do you (the requesting organization), have an in-force public liability policy
\_\_\_\_\_ Yes \_\_\_\_\_ No
Attach copy of insurance listing The Pawling Central School District as additional insured.

D. Person in Charge:
Name \_\_\_\_\_
Address \_\_\_\_\_
Phone \_\_\_\_\_
Email: \_\_\_\_\_
Date \_\_\_\_\_
Signature \_\_\_\_\_

The undersigned has read and agrees to abide by the Rules and Regulations for Community Use of School Buildings and to be responsible for the proper use and care of school property, and to guarantee payment of any charges made for the requested use

To Be Completed By Administrator
Date Received \_\_\_\_\_
Principal/Supervisor Notified \_\_\_\_\_

Additional Custodial Services Needed
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

FEES FOR USE ACCORDING TO THE FEE SCHEDULE MAY APPLY
Adoption date: March 8, 2010
Revised: February 10, 2015

Director of Operations and Maintenance

