

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT FACILITY USE REQUEST FORM

INSTRUCTIONS:

- 1) Review the attached School District policies and regulations regarding community use of school facilities.
- 2) Completely fill out this form.
- 3) Submit the completed form to the Director of Operations and/or the Superintendent at least two (2) weeks before the date of the activity.
- 4) After receiving confirmation that the activity may take place as scheduled, and prior to using the facility, submit payment of any relevant fee and/or proof of liability insurance listing the District as an additional insured to _____.

PLEASE NOTE: The School District reserves the right to require that the organization obtain liability insurance naming the District as an additional insured. Whether such a requirement is imposed and the terms of such policy will be determined by the District in consultation with its attorneys.

NAME OF SPONSORING ORGANIZATION: _____

ADDRESS: _____

TYPE OF ORGANIZATION: _____ PHONE: _____
(civic, social, recreational, etc.)

ACTIVITY SUPERVISOR: _____ TITLE: _____

ADDRESS: _____ PHONE: _____

E-MAIL ADDRESS: _____

NAME OF BUILDING/FACILITY REQUESTED: _____

Aud. Gym. Classroom Cafe. Locker Room Kitchen Athletic Fields Other _____

DATES: From _____ To _____ Days of the Week: M TU W TH F SA SU

HOURS: From _____ To _____ Estimated No. of Participants: _____

OTHER FACILITIES/EQUIPMENT REQUESTED:

Table(s) Chair(s) Lights Microphone Spotlight Projector Kitch. Equip. TV/DVD/VCR

(Continued)

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT
FACILITY USE REQUEST FORM (Cont'd.)**

FEE SCHEDULE:

The following fees will be assessed, when applicable, to cover the costs associated with maintaining District facilities. Curricular and co-curricular programs of the District, as well as school related groups are exempt from these fees.

For community groups and not-for-profit organizations:

	Elementary School Weekday/Weekend	Middle School Weekday/Weekend	High School Weekday/Weekend
Auditorium	/	/	/
Classroom	/	/	/
Gymnasium	/	/	/
Other	/	/	/

For outside groups and/or for-profit organizations:

	Elementary School Weekday/Weekend	Middle School Weekday/Weekend	High School Weekday/Weekend
Auditorium	/	/	/
Classroom	/	/	/
Gymnasium	/	/	/
Other	/	/	/

The above rates are exclusive of fees for the use of District personnel. Additional charges for the use of District personnel may be assessed to reflect the actual cost to the District.

PURPOSE FOR WHICH FACILITY WILL BE USED: _____

WILL AN ADMISSION OR PARTICIPATION FEE BE CHARGED?: Yes ___ Amount _____ No ___

(Continued)

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT
FACILITY USE REQUEST FORM (Cont'd.)**

APPLICANT SIGNATURE AND ACKNOWLEDGMENT

By submitting this form, the applicant agrees that he/she has read the attached policies and regulations and will comply with the terms of the same, as well as any facility use agreement to which he/she, or his/her organization, is a party.

Name

Signature

Title

Date

DISTRICT APPROVAL

Name

Signature

Director of Operations

Date

Name

Signature

Superintendent

Date