

**Stamford Central School  
Use of School Building Application**

**\*\*\*\*\*(MUST BE PRESENTED A MINIMUM OF 14 DAYS IN ADVANCE OF EVENT)\*\*\*\*\***

**GENERAL INFORMATION:**

The \_\_\_\_\_  
Organization/Person/Sponsor                                  Address                                  Phone Number

requests the use of the school \_\_\_\_\_  
Auditorium / Cafeteria / Classroom / Churchill Gym / Main Bldg / New Gym / Other

On \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year                                  Time                                  Time (actual time of Building Use Needed)

For \_\_\_\_\_ at \_\_\_\_\_ to \_\_\_\_\_  
Event/Function/Meeting/Activity                                  Time                                  Time (actual time of event/function)

Custodian Time (if needed) from \_\_\_\_\_ to \_\_\_\_\_ Chaperones Names (if needed) \_\_\_\_\_

Open to the public? Yes or No (circle) Admission to be charged? Yes or No (circle) Proceeds used for \_\_\_\_\_

**Equipment requested** \_\_\_\_\_  
or any special \_\_\_\_\_ (PA System / AV Equipment and/or Tables / Chairs, Numbers for Each) Attached separate sheet if needed.  
services or  
set up \_\_\_\_\_

**RULES GOVERNING USE OF FACILITIES :**

- A. It is understood that \_\_\_\_\_ shall be responsible to see that no damage or misuse of the building and equipment shall be tolerated and that the rooms requested are replaced in order. It is also the responsibility of this person to see that the Items B-C listed below are closely supervised. The person in charge of the activity must be in attendance on the requested day of the event.
- B. No smoking, drinking or gambling is permitted on school premises. S.C.S Code of Conduct applies.
- C. The activity shall be restricted to that area only for which permission is granted.
- D. Applicant must provide own phone when using Churchill Gym. (Tracfone is available for use upon request.)
- E. Cost of \$35.25 per hour will be charged to outside organizations for use of the School when a custodian is not on duty.

**INSURANCE LIABILITY:**

The individual/organization is responsible for providing liability insurance, and must provide a copy of your certificate of insurance with this application. (School sponsored activities do not require additional insurance.) The individual or organization understands that they are responsible for non-school functions (all activities are non-school functions unless they are sponsored by a specific school organization i.e. student council, clubs, class activities). The following paragraph applies to non school-sponsored activities: **The applicant hereby agrees to indemnify and hold harmless the Board of Education of the Stamford Central School District and the employees of the Stamford Central School District from any liability, including attorney's fees in the cost of defense, that might occur as a result of the use of school premises by the applicant/organization.**

Print Name    Signature    Date

<b>ACKNOWLEDGED:</b>			
1. _____ District Office                                  Date	3. _____ Buildings & Grounds Supervisor                                  Date		
2. _____ Dept. Head / Athletic Dir / Café / Music                                  Date	4. _____ District Superintendent                                  Date		
Permission for the above request is hereby granted / denied (Approx. Rate _____ Estimated Cost _____)			