

MONROE-WOODBURY CENTRAL SCHOOL DISTRICT

EDUCATION CENTER, 278 ROUTE 32, CENTRAL VALLEY, NY 10917

Phone: 460-6200

www.mw.k12.ny.us

APPLICATION FOR USE OF SCHOOL FACILITIES BY NON-SCHOOL RELATED ORGANIZATIONS

APPLICATION MUST BE MADE NO LESS THAN TWO WEEKS PRIOR TO INTENDED DATE OF USE

PLEASE COMPLETE AND RETURN ALL COPIES TO THE BUILDING PRINCIPAL OF THE FACILITY FOR WHICH THE APPLICATION IS BEING MADE WITH A NON-REFUNDABLE \$25.00 APPLICATION FEE—CHECK PAYABLE TO MONROE-WOODBURY CENTRAL SCHOOL DISTRICT (MWCSO)

Name of School or Facility to be Used	Rooms to be Used
Groups/Organization using the High School Auditorium - Audio Visual Department approved personnel are required for use of lighting, sound and wings.	
Date or Dates	Time: From: _____ To: _____
Group or Organization Requesting use of School Facilities	Phone _____ Email _____
Representative of Group or Organization	Estimated Number of Attendees Adults _____ Children _____ Total estimated _____
Representative's Address	
Will Admission be Charged? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, State Amount \$ _____	How will Admission Funds be Used?
Will Kitchen or any kitchen equipment be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Kitchen may not be entered without kitchen staff present. The school district will invoice the using group or organization for the services of this employee.
If refreshments are served, give details.	
Describe Nature of Activity/Special Services	
Describe Method of Supervision	
<p>AGREEMENT:</p> <p>The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the District for the use and care of the facilities. He/she, on behalf of _____ does hereby covenant and agree to defend, indemnify and hold harmless the Monroe-Woodbury Central School District from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of Monroe-Woodbury Central School District's property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of _____.</p> <p>_____ understands and agrees that its use of Monroe-Woodbury Central School District's property and facilities includes, but is not limited to, all areas identified in the application and/or permit, and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as "incidental areas").</p> <p>_____ agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.</p> <p style="text-align: center;">"The undersigned hereby certifies that he/she has read, fully understands, and agrees to abide with all the regulations and conditions set forth in Rules and Regulations/Fees for the Use of School Facilities by Non-School Related Organizations."</p> <p style="text-align: center;"><i>Authorized Representative of Group or Organization Requesting Use</i></p>	
_____ Date of Application	_____ Sign Here

THE USE OF A SCHOOL FACILITY IS SECONDARY TO THE EDUCATION PROGRAM AND USE BY A NON-SCHOOL RELATED ORGANIZATION MAY BE CANCELLED, TEMPORARILY OR PERMANENTLY, IF THE FACILITY IS NEEDED FOR ITS PRIMARY PURPOSE.

THE SCHOOL FISCAL YEAR EXTENDS FROM JULY 1st TO JUNE 30th AND THIS APPLICATION, IF APPROVED, IS VALID ONLY UNTIL JUNE 30th OF THE SCHOOL YEAR IN WHICH APPROVAL WAS GRANTED.

DO NOT WRITE BELOW THIS LINE FOR USE OF SCHOOL DISTRICT ONLY

Building Principal <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date Approved _____	Signature _____
Remarks		
Director of Buildings and Grounds <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date Approved _____	Signature _____
APPLICANT NOTE: THIS APPLICATION IS HEREBY APPROVED BASED ON CONDITION(S) CHECKED BELOW:		<input checked="" type="checkbox"/> Insurance Certificate Required
Fee Required For: <input type="checkbox"/> Custodial <input type="checkbox"/> Kitchen Employee <input type="checkbox"/> Heat <input type="checkbox"/> Electricity <input type="checkbox"/> Security		
Remarks		

The Board of Education reserves the right to deny the use of school grounds and/or facilities to anyone if, in the opinion of the Board, it would not be in the best interest of the school district. **Distribution: Director of Buildings and Grounds; Building Principal; Building Custodian**