Phone: 344-2414 Fax: 344-2349

Heuvelton Central School
PO Box 375, 87 Washington Street, Heuvelton, NY 13654

Chris
Joan F.
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BUILDING USE REQUEST FORM

The group or organization must qualify under Article 414 of the Education Law and School Board Policy. Note: If admission fees are to be charged, proceeds must be expended for an educational or charitable purpose. Use is prohibited if meeting is closed and under the exclusive control of and proceeds are applied to the benefit of a religious or fraternal, secret, exclusive organization other than military veterans or volunteer firemen. Social, civic, and recreational meetings and uses pertaining to the welfare of the community that are nonexclusive and open to the general public are permitted, as long as they are not disruptive to normal school operation and there is no clear and present danger to the facility and/or district personnel.

CERTIFICATE OF INSURANCE must accompany this request. Liability limits must be at least $300,000. Single limit or $300/500,000 bodily injury; $300,000 property damage. Certificates of Insurance must be included with request for either indoor or outdoor areas to be used.

- **Name and Address of organization requesting building use** _____

- **Person responsible for supervision of activity** _____ **Today's Date** _____

- **Will there be someone present who is AED (Automatic Electronic Defibrillator) certified?** ❑ Yes ❑ No If yes whom? _____

- **Telephone (work)** _____ **(home)** _____

- **Type and purpose of meeting** _____

- **Size of group: Adults** _____ **Students**_____ **Please Note # of Student to Chaperones needed:**

# of students	min # of chaperones
1-50	4
50-100	6
100-150	8

- **Areas of facilities requested** ❑ Cafeteria ❑ Elem. Library ❑ High School Library ❑ Staff Room ❑ Class Room #_____
  ❑ Reading Room between libraries ❑ Auditorium ❑ Main Lobby ❑ Bus Garage Parking Lot ❑ LGIR ❑ Multi-Media Room
  ❑ High School Gym ❑ Elementary Gym ❑ Request use of Gym Lockers: ❑ Yes ❑ No ❑ Girls ❑ Boys
  ❑ Outdoor Concessions: Upper/Lower (please circle one or both) ❑ Ticket Booth by HS Gym

GYM USE No Activity can take place by any requesting organization until request forms have been approved & signed by the Athletic Director and Superintendent or designee.

- **Athletic Director's Approval** _____

- **Special equipment requested** ❑ Overhead Projector ❑ LCD Projector ❑ TV ❑ VCR ❑ Laptop Computer
  ❑ Portable Screen ❑ Pull Down Screen in Aud. ❑ Podium with Mic ❑ Portable Mic
  ❑ Tables # _____ ❑ Chairs # _____ ❑ Stage Cleared ❑ Sound System

- **Will you be serving or selling food?** Please check one: ❑ Yes (Please read reverse side.) ❑ No

  If **yes** will you need any cafeteria equipment? (Check any equipment you are requesting to use.)
  ❑ Ovens ❑ Burner ❑ Dishwasher ❑ Other _____

- **Date(s) of Use** _____ _____

Hours of Use _____ _____
To include set-up and takedown times.

Hours of Event _____ _____
To include actual start and ending times of event open to public.

No activity can take place by any requesting organization until the request forms have been approved and signed by the Superintendent or designee.

- **Approved by** _____ **Date** _____
  (Head of Building and Grounds)

- **Approved by** _____ **Date** _____
  (Superintendent or designee)

Revised 01/28/16

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GUIDELINES FOR SALE OF OR SERVING FOOD FOR ANY ORGANIZATION ON SCHOOL GROUNDS

When using the school facilities for selling and/or serving food the organization must adhere to the following guidelines:

1. All foods must be obtained from sources that comply with USDA and NYS Health regulation. Sale of home-baked goods will not be allowed.
2. When using the cafeteria for food preparation, a Heuvelton Central School food service employee must be on duty during the preparation and distribution of food. (The hourly rate of the district's employee will be charged for any outside organization whose purpose is to gain a profit for a person or group, who are not educational in nature, and/or do not directly benefit the students of Heuvelton Central School.)

Menu of food—Organizations must list all food items to be served and/or sold. The district has the right to deny certain items:

_____

_____

_____

Outdoor Sale of Food---Equipment needed:

For hand washing:
~ 5 gallons of potable warm water with container to catch soiled water
~ Hand soap and paper towels

Also needed:
~ Storage containers to hold both uncooked and cooked products to proper temperatures
~ Potable water available for sanitizing and cleaning of utensils and food sale area
~ Thermometer for recording temperatures of all potentially hazardous foods (esp. meat)
~ Gloves (must be worn when preparing and serving food)
~ Hairnets or hats (must be worn when preparing and serving food)

FACILITY USE CHARGE FOR OUTSIDE ORGANIZATIONS

Organizations requesting building use are asked to select days and times when the custodial staff is already scheduled to work. (The Superintendent may grant exceptions if the day or time needed cannot be scheduled during regular custodial work hours.)

Custodial Hours during the school year: Monday—Friday 7:00 a.m. to 11:30 p.m. Saturdays: 8:00 a.m. to Noon.

Custodial Hours during the summer: Monday—Friday: 7:00 a.m. to 3 p.m.

Outside organizations desiring to use the building outside of normal custodial hours will be charged the rate listed below for any custodial worker(s) and/or food service worker(s) who will be required to work beyond their normal duties due to the request made by the outside organization.

Cost of this request: #_____ Hours of Use X $25 (cost **per** custodian) = _____

#_____ Hours of Use X $18 (cost **per** food service worker) = _____

* Total Cost (Due prior to event) = _____

* If actual hours exceed the requested use, the organization's bill will be adjusted accordingly.

Please note: If no Heuvelton CSD employee from the custodial staff (or food service staff for cafeteria use) is willing to work the day/hours requested, the outside organizations request will be denied. Also, requests for building use on Sundays will only be approved for hours after 12:00 noon.

Approved by the Board of Education on January 27, 2016

Revised 01/28/16