

# APPLICATION MUST BE TURNED IN 10 SCHOOL DAYS PRIOR TO EVENT.

Date Received \_\_\_\_\_

Received By \_\_\_\_\_

## APPLICATION FOR USE OF GOWANDA CENTRAL SCHOOL FACILITIES (CURRENT YEAR ONLY)

INSTRUCTIONS: Complete Section I of this application and return it to the principal in charge of the building or facility. One copy will be returned to the applicant. Chapter 9 of the Laws of 1991 requires the teacher or person in charge of any after-school program, event or performance which takes place in a school and which is attended by persons who do not regularly attend classes within the school, to notify such persons in attendance at the beginning of such program, event or performance of the proper procedures to evacuate the building in an orderly and timely manner in the event of a fire/emergency. Persons/groups must provide proof of insurance when returning form. Any charges or fees involved will be listed on the reverse side of this form. You must sign and date this application (#14). The signing of this application constitutes an agreement that all conditions of these regulations will be honored.

### Section I - Please read the back of this page before completing.

1. Name of organization/group \_\_\_\_\_
  2. Name of person responsible for organization/group \_\_\_\_\_
  3. Facility requested \_\_\_\_\_
  4. List any special school equipment or special assistance needed (AV Equipment must be ordered per paragraph on back of this sheet)  
\_\_\_\_\_
  5. Type of activity to be held \_\_\_\_\_
  6. Will admission be charged? \_\_\_\_\_ if yes, how will proceeds be used? \_\_\_\_\_
  7. List all dates of use \_\_\_\_\_
  8. Starting time \_\_\_\_\_ Ending time \_\_\_\_\_ Time building to be opened \_\_\_\_\_
  9. Are rehearsals required? \_\_\_\_\_ If yes, give dates & times \_\_\_\_\_
  10. **POOL USE:** Estimated number of swimmers in pool at one time \_\_\_\_\_
  11. Name of member of organization who will be in attendance and supervise \_\_\_\_\_
  12. Name of approved pool supervisor \_\_\_\_\_ (complete only if applicant has secured services; otherwise school district will appoint supervisor)
  13. **Cafeteria/Concession Stand Use:** Yes \_\_\_\_\_ No \_\_\_\_\_ Any organization selling/handling food must have a Cattaraugus County Food Service Health Permit. This may be obtained by calling the Public Health Sanitation Office at 938-9111, Ext. 2476. The School must have a copy of this permit before it can grant use of the facility.
  14. Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_
  15. Applicant's address: \_\_\_\_\_ Phone \_\_\_\_\_
- STATE, FEDERAL, AND SCHOOL POLICIES PROHIBIT SMOKING ON SCHOOL PROPERTY (INCLUDING BALL DIAMONDS, HILLIS FIELD, AND PARKING LOTS) AT ALL TIMES. VIOLATION OF THIS POLICY WILL RESULT IN THE LOSS OF THE USE OF FACILITIES PRIVILEGE FOR THE REMAINDER OF THE PERIOD REQUESTED BY THE GROUP/ORGANIZATION.

### SECTION II (Initial and send to person next in line)

Dates are not available \_\_\_\_\_ Approval not recommended \_\_\_\_\_

#### INITIALS/DATE:

GES:	Head Custodian _____ / _____	Principal's Secretary _____ / _____	Business Office _____ / _____
GMS:	Head Custodian _____ / _____	Principal's Secretary _____ / _____	Business Office _____ / _____
GHS:	Head Custodian _____ / _____	Principal's Secretary _____ / _____	Business Office _____ / _____
	PE Director _____ / _____	Athletic Director _____ / _____	Music Director _____ / _____
	Cafeteria Mgr. _____ / _____	Supt. Bldg/Grounds _____ / _____	Tech. Director _____ / _____
			Librarian _____ / _____
			DDSO _____ / _____
			DL Coordinator _____ / _____

### SECTION III Application approved \_\_\_\_\_ Application not approved \_\_\_\_\_ Security Guards YES NO

Date \_\_\_\_\_ Signed \_\_\_\_\_ (principal) Signed \_\_\_\_\_ (superintendent)

STATE, FEDERAL, AND SCHOOL POLICIES PROHIBIT SMOKING IN OR AROUND SCHOOL BUILDINGS (INCLUDING BALL DIAMONDS, HILLIS FIELD, AND PARKING LOTS) AT ALL TIMES. VIOLATION OF THIS POLICY WILL RESULT IN THE LOSS OF THE USE OF FACILITIES PRIVILEGE FOR THE REMAINDER OF THE PERIOD REQUESTED BY THE GROUP/ORGANIZATION.

**FEES AND ADDITIONAL REGULATIONS**

AV equipment must be signed out through HS Librarian during the regular school day. During the regular school day the person requesting the equipment must pick it up from the technology department with a slip from the librarian. The equipment must be returned to the tech dept. and signed back in with the librarian. After school functions must be taken care of at least two days prior to the event/function. Computer projection and sound equipment will have to work through the technology department and/or music department.

A charge to reimburse the school district for the necessary actual custodial salaries will be made for activities scheduled at times that are not within the regularly scheduled working hours of the staff and requiring the services of a custodian. (Saturday time and a half, Sunday double time) (\$21-35/hr.)

If, in the opinion of the superintendent, security guards should be employed for the activity, the cost for these guards shall be paid by the community group.

A \$35 fee for the high school auditorium, if there is an admission charge. Permission to use the auditorium shall be granted only to large groups.

\$15 will be charged for the high & middle school gymnasium and \$10 for each elementary school gymnasium. Permission for use of the gymnasium will be granted only for athletic uses.

Any organization selling/handling food must have a Cattaraugus County Food Service Health Permit. This may be obtained by calling the Public Health Sanitation Office at 938-9111, Ext. 2476. The School must have a copy of this permit before it can grant use of the facility.

Any activity or dinner requiring the use of kitchen food preparation, equipment and dish washing equipment shall require the employment of the necessary number of school food service personnel. The community group shall pay the cost of these actual salaries (\$20-30/hr).

\$5 shall be the charge for each use of the refreshment stand.

If athletic field clean up, in the opinion of school authorities, is not satisfactorily performed by the group, the school district shall assign personnel to do the clean up and shall bill the actual costs of these salaries to the group.

\$15 per hour shall be charged for each use of the athletic field lights (only available during the periods that the athletic power is on). In addition the school district shall require a maintenance man in attendance during this night activity and will bill the group the actual amount of salary for this person.

No pool activity shall be permitted without assignment of a qualified pool supervisor approved by the Superintendent of Schools. Community groups shall be charged for the actual salary paid this supervisor. Supervisors shall work one-half hour longer than the scheduled time of the activity and receive pay accordingly.

Use of Home Economics Room in the High School entails following separate guidelines.

**EXCEPTION:** Community Night Swimming

Open swimming will be offered for all residents of the school district on certain times. Fees for this activity shall be \$1 per student and \$1 per adult per hour. The salary cost of the qualified pool supervisor shall be paid by the school district.

**COMPENSATION OF CHARGES (FEES):**

	\$
TOTAL	\$

**CHARGES SUBJECT TO CHANGE**