

Date Submitted _____

No. Assigned _____

VESTAL CENTRAL SCHOOLS

Vestal , New York

APPLICATION FOR USE OF SCHOOL DISTRICT FACILITIES

NAME OF EVENT / ACTIVITY: _____

REQUESTING ORGANIZATION & AGENT: _____

Agent's address: _____

E-mail address: _____

Names and phone numbers of requesting organization's on-site supervisor(s) for the event:

home: _____ cell: _____

home: _____ cell: _____

FACILITIES REQUESTED FOR USE: Building(s) _____

Check all that apply / necessary

Athletic Field(s) _____	Library _____	Will admission be charged? Specify amount _____
Auditorium _____	Lobby _____	
Cafeteria _____	Locker Rms _____	Will refreshments be sold? _____
Classroom _____	Restrooms _____	
Commons _____	Showers _____	Proceeds used for: _____
Gymnasium _____	Stadium _____	
Kitchen _____	Other _____	

Scheduled school district activities have priority over non-school activities. When conflicts occur, the school district reserves the right to cancel non-school activities. The school district will provide as much advance notice as possible.

Day(s)&Date(s) Requested: _____

Event actual start and end time: _____ Set-up time: _____ Tear-down time: _____

Facility access will be allowed ONLY for the time specified.

Expected attendance: _____

All organizations using Vestal Central School District facilities are required to provide CPR/AED certified personnel if 500 or more people are in attendance.

Supervisory help required and purpose for it (cost will be included in rental fee):

Custodial _____

Food Service (circle applicable) _____	Concession _____ (attach game schedule)	Kitchen Use _____ (indicate equipment required)	Staff* _____
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Performing Arts Assistance _____
(equipment, District staff*)

Other: _____
(example: IT, parking, pressbox, press/media, security*, signage)

*additional fees may apply

Applications are not accepted before August 1 of the given school year and no later than 30 days prior to first requested use!

Requester submits all completed forms to the building event coordinator: application, rules form and insurance certificate naming the school district as additional insured. The application is forwarded to the building administrator for review and approval. The application and related forms are then sent to Central Administration for final approval and fee assessment. Requester will be contacted regarding fees. Upon receipt of any required payment, check made payable to Vestal School District, requester will be advised of final approval for facilities use. NO ACTION SHOULD BE TAKEN PRIOR TO FINAL APPROVAL.

THIS SECTION FOR DISTRICT USE ONLY

Request approved _____ Date _____
Building Administrator (and Athletic Director, if applicable)

Request approved _____ Date _____
Central Administration

Fee _____ Check # _____ Date Paid _____

- Routing / Copies:**
- Building / Main Office
 - Head Custodian
 - Food Services
 - Athletic Director
 - F & O Office
 - Business Office
 - Music Department
 - IT Department