

VESTAL CENTRAL SCHOOL DISTRICT

RULES FOR THE USE OF SCHOOL DISTRICT FACILITIES

1. Scheduled school district activities have priority over non-school district activities. When conflicts occur, the school district reserves the right to cancel non-school district activities. The school district will provide as much advance notice as possible.
2. Final confirmation of any request will not be made until the requester remits all required fees, the signed request form and this signed form to Administration at least two (2) weeks prior to the first use. All activities and events held in school district facilities must be non-exclusive and open to the general public.
3. Custodians are not authorized to allow any organization or staff member access to areas of the building other than those listed on the request form. Anyone found in an unauthorized area of the building will be escorted off the premise.
4. Those using school district facilities may not operate gymnasium folding doors, backboards, scoreboards, or auditorium lighting units.
5. Any use of kitchen facilities requires the presence of a district food service employee; the use of auditorium lighting at the high school or African Road auditoriums requires the presence of a district employee trained on the equipment. The cost of their services will be noted on the approved request form.
6. The rental fee noted on the approved request form will include charges for facilities, custodial time on weekends and any additional supervisory that is required from district employees.
7. If school is canceled for any reason, all activities (both school sponsored and non-school sponsored) are canceled.
8. The requesting organization will be reimbursed for any fees paid for times not used if it is due to a district decision (i.e., bumped for school activity or canceled due to school cancelation). The requesting organization will not be reimbursed for any fees paid for times not used if it is the organization's decision.
9. If extra security is required for a non-school district activity, it is the responsibility of the requesting organization to arrange and pay for said security.
10. No organization will be allowed into the building earlier than the requested time and all are to leave by the requested time. Weekend use is limited.
11. If fees will be charged for participating in or observing the activity on the application and/or refreshments or other items will be sold during this activity, the proceeds must be used for an educational or charitable purposes and may not benefit any religious organization or fraternal society.
12. The requesting organization will at all times hereafter agree to indemnify and hold harmless the Vestal Central School District against all loss, damage or expense of any kind and all acts of negligence for which organization is responsible. The requesting organization assumes full financial responsibility for any and all damages done to school district property during the specified period of use. Any damage noted after use will be billed to the requesting organization.
13. The use of tobacco or tobacco products of any nature is not permitted, and no person shall use said products of any nature on school district grounds at any time. School grounds are identified as any building, structure, surrounding outdoor grounds within the school district's legal boundaries. The Vestal Central School District is a weapon-free and drug-free zone.
14. The requesting organization shall adhere to the Vestal Central School District's Code of Conduct; "Visitors to the Schools" and "Public Conduct on School Property" Policy 7310.
15. The requesting organization will have CPR/AED certified staff in on site for any event with 500 or more in attendance, at their own cost.
16. Failure to abide by these rules may result in the denial of future requests for building use by your organization.

I have read the rules listed above and understand them. As a representative of my organization, and on behalf of my organization, I agree to abide by them.