

LANCASTER CENTRAL SCHOOL DISTRICT

In-District Request for Use of School Facilities

DATE(S) REQUESTED: _____ ORGANIZATION: _____

TIME REQUESTED: From _____ am pm To _____ am pm Approx. # of attendees: _____

ACTIVITY: _____

APPLICANT: _____ PHONE: Work #: _____ Home #: _____

BUILDING REQUESTED: HS LMS WS CP CT JAS HV DO TR

Art Gallery	Fitness Center	Media Center
Auditorium	Gymnasium A	Media Center – Comp Lab
Cafeteria*	Gymnasium B	Media Center – Conf Rm
Classroom # _____	Gym – Activity Rm	Multipurpose Room
Commons # _____	Gym - Auxiliary	Music Hall
Conference Room	Gym- Java	Pool/Locker Room
Courtyard	Kitchen*	---- Room 122
Field House		
		Playing Fields
		List:
		Restrooms (HS only)

EQUIPMENT REQUESTED: Table(s) Chair(s) Podium Lights Microphone
 Spotlight Projector Laptop DVD/VCR Kitchen Equipment*
 Cordless Mic TV/DVD/VCR

*If Cafeteria and/or Kitchen was selected and the use of kitchen equipment is necessary and/or if food will be served, the kitchen and catered event application should be completed instead of this form. If additional rooms/areas are needed for your event, you will need to complete both applications.

INSTRUCTIONS:

1. This form should be completely filled out by the applicant, signed (#1) and submitted to the athletic office at the high school, at least 30 days prior to the date of the activity. For catered events, also submit School Kitchen and Catered Event Application
2. The athletic office will complete fee calculation and determine if the building is available at the requested date/time. They will then forward the request to the building principal.
3. The principal will affix his/her signature (#2). The form is then sent to the director of facilities.
4. The director of facilities will affix his/her signature (#3). The form is then sent to the assistant superintendent for business & support services.
5. The assistant superintendent for business & support services will affix his/her signature (#4), the form will be sent back to the athletic office for distribution back to the applicant and appropriate departments.

For use of the school facility, the organization and its users agree to abide by the following regulations:

1. A custodian must be on duty.
2. Use of kitchen equipment/appliances requires the presence of a Lancaster Central School District cafeteria employee.
3. The organization and/or its users agree that the facilities they use will be left in the condition that they were found.
4. Hindrance of school vending machines in anyway is prohibited and will potentially be subject to disciplinary action as unauthorized tampering of district property. This includes unplugging or constructing obstacles to obstruct their usage.
5. All safety and fire prevention measures and laws are to be observed at all times. No person may possess any firearm or weapon on school grounds and are not permitted in any District building.
6. Proper supervision must be maintained at all times.
7. Alcohol, drugs, use of tobacco, smoking, and/or vaping are prohibited on school grounds and are not permitted in any facility or on any grounds owned by the district. Such use is in violation of NYS Public Health Law and the Federal Pro-Children Act of 1994.

1. APPLICANT'S signature: _____ DATE: _____

2. PRINCIPAL'S APPROVAL: _____ DATE: _____
 Forward to director of facilities

3. DIRECTOR OF FACILITIES: _____ DATE: _____
 Forward to assistant superintendent for business & support services

4. ASSISTANT SUPERINTENDENT FOR BUSINESS & SUPPORT SERVICES: _____ DATE: _____
 Forward to athletic office

<i>For office use only</i>	
_____ Date Received	_____ AV Department
_____ Entered	_____ Athletic Department
	_____ Music Department
	_____ Food Service Department