REMSEN CENTRAL SCHOOL
SCHOOL DISTRICT FACILITIES REQUEST

Must be filed at least four (4) weeks in advance.

The _____ requests the use of the following:
(organization)

_____ at the_____
(gym, auditorium, classroom, cafeteria, stage, media center, athletic field, hallway) (school)

for the purpose of _____ on _____
(day)

_____ from _____ to _____
(date) (set up time) (clean up time)

Practice date(s)_____ and times _____to_____AM, _____ to _____PM
Practice date(s)_____ and times _____to_____AM, _____ to _____PM
Practice date(s)_____ and times _____to_____AM, _____ to _____PM
Practice date(s)_____ and times _____to_____AM, _____ to _____PM

Admission will/will not be charged. If admission is charged, proceeds will be used for the following purpose:

_____

Equipment requested (please check all that apply):

☐ PA System ☐ Spotlights ☐ Piano ☐ Tables ☐ Chairs ☐ Bleachers ☐ Podium

☐ A/V Equipment ☐ Folding door open

Do you have your own insurance? ☐ Yes ☐ No

It is understood that the organization named above shall assume the responsibilities as outlined in the attached "Regulations for the Use of School District Facilities".

_____ _____
Signature of Person Requesting Facility Date

_____ _____
Address Phone Number

The person signing must be the chief officer of the organization.

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_____ PERMISSION IS HEREBY GRANTED
_____ PERMISSION IS HEREBY DENIED

_____ _____
Transportation Supervisor Date

OTHER ACKNOWLEDGEMENTS
_____ Superintendent
_____ Athletic Director
_____ Building Custodian
_____ Principal
_____ Cafeteria Manager
_____ Business Office
_____ Audio-Visual (AV)

_____ _____
Building Principal Date

_____ _____
District Office Date

_____ _____
*Signature of Trained AED Member Date

_____ No Trained AED Member Necessary

**AS REQUIRED BY NEW YORK STATE LAW*
EFFECTIVE DECEMBER 1, 2002

BUSINESS OFFICE USE ONLY:

Facility Charge $_____
Personnel Charge $_____
_____ hrs. @ $_____ $_____
Total Charges $_____