

**HADLEY-LUZERNE
COMMUNITY BUILDING/ROOM USE REQUEST
FOR USE OF SCHOOL FACILITIES OF THE
HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT**

Event Title: _____

Brief description of Activities: _____

Organization Sponsoring Event: _____

Organization Representative: _____ Phone# _____

Address: _____

Email: _____

Requests use of the following facilities: (please check one and specify HS, MS or ES)

Auditorium	_____	Room No.	_____	Additional Requests:
Cafeteria	_____	ES	_____	Equipment _____
Grounds	_____	MS	_____	_____
Gymnasium	_____	HS	_____	Supplies _____
LGI	_____	Other	_____	_____

Date of Use	Starting Time for Use	Finishing Time	Actual Event Start Time
_____	_____	_____	_____
_____	_____	_____	_____

Please review enclosed policy regarding Community Use of School Facilities, Materials and Equipment. Applicant agrees to follow Board Policy 3280 as noted.

In order for this request to be approved, a Certificate of Insurance in the amount of \$1,000,000 must be on file in the administration building, prior to the event. Hadley-Luzerne Central School must be named as additional insured on the certificate. Facility use outside of normal staffing hours will result in custodial charges. These charges will be calculated after the event, and include the hourly pay and benefit costs of the employees assigned to cover the event, and any additional fees, such as alarm reset fees, incurred due to the event. To estimate fee, multiply hours of operation, allowing for post-event cleanup, by \$18.50. This is an estimated rate, the actual fee may be more or less, depending on the number and pay rate of staff assigned. Payment of custodial charges must be sent to the business office within 30 days of receipt of bill. I AGREE TO FULLY INDEMNIFY AND HOLD HARMLESS Hadley-Luzerne Central School, AND THEIR EMPLOYEES, AGENTS, REPRESENTATIVES, AND VOLUNTEERS FROM ANY AND ALL CLAIMS ARISING FROM USE OF THEIR FACILITIES.

Applicant Signature: _____ Date: _____

Approval: Kathleen DuBois _____ Claude Wright _____
 School Business Manager Superintendent of Buildings & Grounds

Date Placed on District Building Use Calendar by Clerk: _____

Copies to:	Building Principal _____	Custodial Staff _____
	District Clerk _____	Director of P.E. _____
	B & G Supt. _____	P.E. Department _____
	Café. Manager _____	Community Member _____
	District Treasurer _____	Other Staff _____