

CLYDE-SAVANNAH CENTRAL SCHOOL

Request for Use of Building, Grounds and/or Equipment

ADVANCE NOTIFICATION OF INTENT TO CANCEL:

*Notification, to the Business Office, of at least 48 hours is required from ALL applicants canceling use of District facilities.
Failure to do so may result in the denial of future requests.*

Directions

1. Complete this form and return to the Business Office.
2. All events at the time of application shall require a Certificate of Insurance naming the Clyde-Savannah Central School District as Certificate Holder and Additional Insured on a Primary Basis. Certificate of Insurance must show inforce Comprehensive General Liability coverage with a minimum coverage limit for Bodily Injury and Property Damage of \$1,000,000 Per Occurrence and \$2,000,000 Aggregate.
3. At the discretion of the Board of Education, insurance limits and/or requirements may be modified.
4. All requests should be submitted at least two weeks prior to the use of facilities date. Requests may not be made more than three months in advance.
5. Complete contact information for the person in charge and responsible for the group requesting the facilities must be included. This person must be available during the event.

Name of Organization _____

Requested by _____

Signature

Date

Address

Phone

Nature of Activity _____

Date(s) desired - list all dates along with the facilities that will be used for each date:

Actual Activity Hours: _____ Start Time _____ AM or PM End Time _____ AM or PM

Total Participants Expected: _____ Adults _____ Children

Is this a school sponsored Activity? _____

Person(s) in charge _____ Phone # During Event _____

Administrative comments (including charges, if any) _____

Certificate of Insurance attached? Yes ____ District Event - Certification of Insurance not applicable: ____

It is understood that all parents, coaches, players, and guests must respect the property and rules of the Clyde-Savannah Central School District and follow the Code of Conduct. Failure to comply with school expectations will lead to the suspension or removal of this facility use approval.

Approvals Required Please Initial and Forward

Business Office _____

Bldg./Grounds _____

Technology Dept. _____

Athletic Director _____

Cafeteria _____

Bldg. Principal _____

Return to Business Office upon final approval

Kitchen Usage

If you are requesting to use any kitchen equipment, a Clyde-Savannah cafeteria employee must be present. You must contact Donna Riviello, Food Service Director to make these arrangements. This facility use form will not be approved without her consent if you are planning on using kitchen equipment.

- _____ Clyde-Savannah MS/HS
- _____ Clyde-Savannah Elementary
- _____ Savannah Elementary

Technology Assistance *District Employees Only

Board Presentation _____ Workshop/Training _____ Classroom Instruction _____ Other _____

Contact Name/Organization _____

Phone: _____

Event: _____ Date of Event: _____

Location and Room # _____

Equipment needed:

Laptop _____ DVD Player _____ Screen _____

TV _____ VHS Player _____ Projector _____

Portable Microphone _____ Other _____

Technical Assistance Being Requested: _____

Room Usage

_____ Clyde-Savannah MS/HS _____ Clyde-Savannah Elementary _____ Savannah Elementary

Room(s) _____

AUDITORIUM and MUSICAL EQUIPMENT USAGE FORM

Auditorium or Musical Equipment? CIRCLE ONE or BOTH

Check the level of usage

- Level One _____ Auditorium Seating Only
- Level Two _____ Auditorium Seating, 2 hand-held mics (just turn on by pressing red button on bottom – no sound board usage required)
- Level Three _____ Auditorium Seating, Stage front only, hand-held mics
- Level Four _____ Auditorium Seating, WHOLE STAGE, complete sound and lights
- _____
- _____ Name of trained personnel who will be running sound and lights
- Level Five _____ Auditorium Seating, WHOLE STAGE, complete sound and lights

If using musical equipment please list items and quantity here:

_____	_____
_____	_____
_____	_____

Guidelines for Using Auditorium and Musical Equipment

1. STAGE LIGHTING should only be used to light an actual performance on stage.
Please use overhead lights
In the main auditorium area for lighting whenever possible (required “fork” key)
2. SOUND EQUIPMENT must be turned off after each use. There are 4 switches On/under the board that need to be turned off.
3. OVERHEAD MICS are hanging above stage with overhead projection screen.
4. LIGHT BOARD– “Off” position.
5. Do not move or touch any equipment on stage, in the booth or in front of stage unless it pertains to your usage form.
If you use something, please put it back exactly where you found it and how you found it.
6. Please make sure that all three door areas are locked when you leave the auditorium. This includes backstage door, side entrance(s) and main entrance doors. If you do not have a key you will have to get a custodian to do this for you.
7. No food or drinks are allowed in the auditorium

Pool Usage

If using the pool: Please read the pool book, sign book, and include an updated copy of your Lifeguard Certification. Two lifeguards are required for pool use.

No One is allowed in the pool area without two certified lifeguards on duty

Lifeguard Names _____

Indoor Athletics

_____ Clyde-Savannah MS/HS
_____ Clyde-Savannah Elementary
_____ Savannah Elementary

_____ Gymnasium	_____ Boys Locker Room	_____ Girls Locker Room
_____ Scoreboard	_____ PA System	_____ Bleachers
_____ Baskets up/down	_____ Classroom	

Other _____

Outdoor Field Usage/Athletics

_____ Clyde-Savannah MS/HS
_____ Clyde-Savannah Elementary
_____ Savannah Elementary

_____ Varsity Softball Field	_____ Varsity Baseball Field	_____ Football Field
_____ Concession Stand	_____ Field House	_____ PA System
_____ Boys Locker Room	_____ Girls Locker Room	_____ Scoreboard
_____ Youth Baseball Field	_____ Youth Softball Field	

Other _____

GUIDELINES FOR COMMUNITY USE OF ATHLETIC FACILITIES

- Parking in designated parking areas only. No parking on lawns, or on the side of the driveways.
- No sports groups will use the varsity softball field at Clyde-Savannah Elementary the end of the high school varsity and jv regulation season. The only fields to be used prior to the end of the season are the designated little league fields at the high school and the softball field in Savannah.
- No football practice to occur on the softball field at the elementary school.
- No football practice on the track or infield of the track.
- Cheerleading practice should occur outside the railing of the football field, as in the past.
- No athletic practice of any kind on the grass surrounding the building, front or back.
- All trash from concession stand, around the stadium and gymnasium should be bagged and disposed of in the dumpsters.
- Groups using outdoor athletic facilities will use the restrooms in the concession building.