

**AGREEMENT FOR THE USE OF SCHOOL FACILITIES
Burnt Hills-Ballston Lake Central Schools**

Name of Organization _____ Purpose of Use _____
 Representative Name _____ Email _____
 Address _____ Zip _____ Phone _____
 Representative Name _____ Email _____
 Address _____ Zip _____ Phone _____
 Contact person for **this event** if different than above: _____
 Phone _____ Email _____
DATE(S) OF USE(include day and year): _____ **TIME(S) OF USE:** _____

*Attach separate sheet for multiple dates.

CHECK SPACE REQUESTED:	BUILDING TO BE USED:
_____ Classroom	_____ High School _____ Middle School _____ Charlton Hghts.
_____ Blue or Red Room	_____ Pashley _____ Stevens _____ Hostetter
_____ Auditorium	_____ Other
_____ Middle Sch. Cafetorium	_____ High School Upper Cafeteria
_____ Elementary Cafeteria	_____ High School Lower Cafeteria
<u><i>Swimming Pool*</i></u>	
<u><i>Gymnasium*</i></u>	ESTIMATED NUMBER OF PARTICIPANTS? _____
<u><i>Playing Field*</i></u>	WHAT IS THE AGE RANGE OF PARTICIPANTS? _____
_____ Kind of Field _____	WILL PARTICIPANTS PAY ADMISSION? _____
_____ Other. Please describe below:	

CHECK ANY SPECIAL USER NEEDS:
 _____ Custodial Service _____ Cafeteria Service _____ Traffic Control _____ Other
 Describe:

WHAT PERCENT OF THE GROUP MEMBERS ARE BH-BL RESIDENTS? _____
DOES THIS ORGANIZATION PLAN TO USE THE FACILITY FOR FUNDRAISING? _____

FACILITY USE FEE: \$ _____ **ESTIMATED COST OF USE:** \$ _____

Make check payable to "BH-BL Schools" and mail to Kevin Fitzpatrick at the BH-BL High School, 88 Lakehill Road, Burnt Hills, NY 12027. Mr. Fitzpatrick can answer questions about this form at 399-9141, ext. 3225.

Custodial or kitchen services will be billed separately after the event at \$50/hour if checked here _____

NOTE: The organization is responsible for strict enforcement of a NO SMOKING policy in all District buildings.

*Uses that include fundraising or that are underlined and in italics require, as a condition of use, the submission (at the time the agreement is signed) of a liability insurance binder in the amount of \$1,000,000 naming the District as an additional insured party. **Check here if insurance binder is attached:** _____
 The undersigned representative(s) of the contracting organization hereby agrees to the conditions permitting use of school facilities stated on the **reverse side of this form** and made a part of this agreement.

Signature of Principal or Athletic Director _____ Signature of Organization Representative(s) _____
 _____ Date _____ _____ Date _____

APPROVED BY: Facilities Use Coordinator _____ Date _____

AGREEMENT FOR THE USE OF SCHOOL FACILITIES
CONDITIONS OF BH-BL SCHOOL FACILITIES USE
Burnt Hills-Ballston Lake Central Schools

1. All groups or individuals desiring to use District facilities must apply in writing to the District for permission to use District facilities **at least two (2) weeks in advance.**
2. Applicants are responsible for all damage or loss to District facilities resulting from use by the applicant. A building principal or the Assistant Superintendent for Support Services may require the applicant to submit an appropriate security deposit (\$100.00) in advance of the proposed use date to cover any potential damage to facilities.
3. The applicant agrees to hold harmless the District from any liability resulting from the use of District facilities.
4. District need for facilities will always take precedence over other uses. In the event it becomes necessary for a District function to be scheduled at a time and place previously assigned to an applicant, the District function shall take precedence. If the applicant cannot reschedule the activity, any fees or deposits paid will be refunded by the District. In no event shall the District be liable for any losses or damages incurred by such a change.
5. No applicant may alter, add to, or subtract from the equipment or facilities in place without specific written authorization from the Assistant Superintendent for Support Services and under the supervision of a qualified District employee. Staff assistance shall be limited to ordinary day-to-day functions, and persons so employed by the District shall not be responsible for the supervision of the participants.
6. All meetings must be non-exclusive and open to the general public.
7. Applicants may charge admission fees to offset costs of facility usage or to be applied toward educational or charitable purposes. No fees may be charged to benefit the purposes of any society, association, or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society organization. Any other admission fees must be approved by a vote of the Board of Education.
8. Custodial service will be required for all applicant uses at the same level as for District functions (approximately one custodial staff person for two hundred individuals.) Parking attendants shall also be required to the extent the District determines such service necessary to keep fire lanes open.
9. Use of District facilities must be directly supervised by two or more adults who have participated in a facilities use orientation session. The adult supervisors shall be responsible for insuring that all terms of the facilities use contract are fulfilled. The Building Principal or Physical Education Director may terminate at any time the use of a facility in the event the terms of the use agreement are not being fulfilled.
10. Special equipment such as that found in auditoriums or cafeterias may be operated only by members of the staff. The swimming pool cannot be used except under the direct supervision of qualified school personnel. Gym users must wear gym shoes or sneakers.
11. Non-profit organizations proposing uses of direct benefit to youth may use facilities with a fee charge ranging from \$100 to \$500. All other groups must pay a minimum use fee of \$100 for any facility other than a single classroom. Use fees will be increased in accordance with the type of facility used and to compensate for additional cost incurred by the District as result of the use. If additional custodial, maintenance, food service, or other personnel must be hired as a result of any use of a District facility, the applicant shall reimburse the District for such costs at annually established rates for salaries and benefits. District personnel may not be requested to serve without compensation. All fees shall be paid to the District in advance of the use unless other arrangements are made at the time of the application.
12. **By state law, smoking is prohibited in all District buildings, on the grounds, and in all district vehicles.**