

Approval:
 Building Principal _____
 District Office _____

PLEASE COMPLETE AND RETURN TO:
 Ravena-Coeymans-Selkirk Central School District
 15 Mountain Road, P.O. Box 100, Ravena, NY 12143
REQUEST FOR USE OF SCHOOL PROPERTY

Name of Organization: _____

Person Responsible (Sign below): _____

Address: _____

Date: _____ Phone: _____

E-Mail: _____

SCHOOL	FACILITY	DAY	DATE	FROM	TO

For Profit

Not-For Profit

Description/Purpose of Activity:

Special Services/Equipment needed: _____

Do you plan to charge admission or accept donations? Yes _____ No _____

Are receipts from this activity to be used for a charitable purpose? Yes _____ No _____

If yes, for what purpose: _____

Are receipts from this activity to be used for an educational purpose? Yes _____ No _____

If yes, for what purpose: _____

RENTER REQUIREMENTS:

1. Certificate of liability in the amount of \$1,000,000 (General Aggregate).
2. All Groups are required to have an approved Building Request Form in place for use of school property.
3. Health Certificate (If bringing in food).
4. Must abide by all State & Local laws.

CONDITIONS TO BE OBSERVED BY RENTER:

1. Groups must report on time.
2. Groups are to remain in their designated areas within the school, are to enter and exit by nearest door, and are to park in designated areas only.
3. A group sponsor, who must be over 21 years old, must be in attendance at the beginning of the activity and remain with the group until they leave the building. The group shall consist of only those persons involved in the activity, and who are residents of the district. NOTE: at least 10 people must be in attendance each time the facility is used.
4. Facilities are to be left neat and orderly. If rules and regulations are not followed or if facilities are misused, future use will not be granted.
5. The Board of Education will hold the user responsible for any damage resulting from use.
6. Smoking is strictly prohibited and no alcoholic beverages are to be brought on school grounds.
7. If decorations are to be used, prior approval by the Director of Facilities and Operations is needed.

 (Signature)

 (Date)

Rental fees must be paid within 10 days upon receipt of invoice. A 2% penalty will be charged for all late payments. Make checks payable to: Ravena-Coeymans-Selkirk Central School and send to the Business Office, P.O. Box 100, Ravena, NY 12143, Attn: Sue Starr.