



# CAMBRIDGE CENTRAL SCHOOL DISTRICT USE OF FACILITY REQUEST FOR OUTSIDE ORGANIZATIONS

When completed, submit to the Office of Buildings and Grounds **at least two weeks in advance** of the event.

## FACILITY

Facility requested:		Purpose:	
Equipment Needed (please be very specific):			
Date of Event:		Start and End Time of Event:	
Time Frame That Facility Is Requested (to include setup and breakdown):			Number of participants expected:

## SUPERVISOR OF EVENT

Contact Person Responsible for Supervision:		E-mail:	
Organization:			
Home/Cell Phone:		Work Phone:	

I assume all responsibility for the conduct of all personnel and participants during this event as well as damages to any school property if any occur. I agree to abide by the rules and regulations as set forth by the Board of Education. Any fees for use will be paid no later than one week following the receipt of the bill.

Signature: \_\_\_\_\_ Authorized Title: \_\_\_\_\_ Date: \_\_\_\_\_

## APPROVALS

### ADMINISTRATION

Superintendent:	Date:
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### FACILITY REQUESTED SIGN-OFF: Library (Librarian), Cafeteria (Manager), FIELDS OR GYMS (A.D./PE)

Representative:	Date:
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### BUILDINGS AND GROUNDS

Representative:	Date:
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## GUIDELINES AND RESPONSIBILITIES

1. It shall be understood that the Superintendent has sole authority to grant or reject requests for the use of school facilities and equipment.
2. Any group using school facilities is required to present evidence of liability insurance with the district named as an additional insured with a minimum limit of \$1,000,000 occurrence/\$1,000,000 aggregate.
3. School activities shall have first preference.
4. The custodian on duty is to be regarded as the representative of the Board of Education.
5. There shall be no use or possession of intoxicating beverages, tobacco products or illegal drugs at any time on school property.
6. All activities must be strictly supervised by the adults responsible at all times. Participants should only be in the facility that has been requested.
7. Responsibility for order and safety must be assured by the applicant. Any damage to school property shall be reimbursed by the organization using same.
8. The facility shall be vacated as agreed upon unless a specific exemption is granted.
9. A financial statement showing receipts and expenses for each use of the facility for which admission is charged must be available on request.
10. See attachments for guidelines of specific facilities.

## FOR OFFICE USE ONLY

Date Form Received:		Insurance Submitted:	
Fees:	Amount Billed:	Date:	Date Paid:
Date Placed on Calendar:		Copies Distributed to:	