

Orleans/Niagara Board of Cooperative Educational Services
4232 Shelby Basin Road, Medina, New York, 14103
1-800-836-7510

Building Use Request Form

The Board of Education is responsible for the use of all school facilities. In order that the Board may consider your request for the use of school facilities complete the form below:

The _____ requests the use of the school _____ at
(Organization) (Room or Rooms)
_____ for the purpose of _____ on
(BOCES Site)
_____, _____ from _____ (am or pm) to _____ (am or pm).
(Day of Week) (Month) (Day) (Year) (Time) (Time)

Number of people expected: _____ Will admission be charged? _____ If yes, proceeds will be used for _____

Are special arrangements required? Yes No Specific table setup? Yes No Custodial Services? Yes No
If yes, please attach an outline of your needs. A charge may be applied to cover custodial overtime or utility costs.

Rules Governing Use of Facilities by Community Groups:

The requesting organization is required to have a minimum \$1,000,000 liability insurance policy. A Certificate of Insurance, with proper limits of liability, shall be submitted as evidence of insurance coverage at least one week in advance of the event and must designate both the using organization and the Orleans/Niagara BOCES as insured. The absence of such a certificate will preclude the use of the facility.

No smoking and/or drinking of alcoholic beverages.

Activity shall be restricted to that area for which permission is granted.

This activity shall not extend beyond the hours approved in the request.

All programs shall be so planned that they do not interfere with the regular day school schedule.

The organization using the building shall be responsible for getting their equipment in/out of the building.

The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.

In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the building.

Where custodial assistance must be hired, a charge will be made and must be paid 30 days in advance of event.

Any loss/damage occurring to property loaned shall be a charge against the sponsoring group.

No school property or equipment is to be altered or removed from the premises.

The organization using the facilities shall comply with all BOCES policies and regulations and other applicable laws.

Orleans/Niagara BOCES has the right to revoke this agreement at any time without notice.

I have read and agree, on behalf of the organization indicated above, that all members and guests will observe the above regulations and that we, individually and as an organization, will assume full financial responsibility for any and all damages done to Orleans/Niagara BOCES school property during the period of use indicated above. We also agree that our organization will at all times hereafter defend and indemnify the above named school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above described building by our organization and we will further hold said school harmless for loss of any kind in connection therewith.

A copy of this form will be sent to you upon completion including all required signatures.

Signature _____ Date _____ Daytime Telephone # _____
(Please Sign and Print Name of Requesting Organization Representative)

Address _____ City _____ Zip Code _____

Recommendation by BOCES Site Administrator:

Approve Disapprove _____
(Signature)

Date: _____

Recommendation by Supt. of Buildings and Grounds:

Approve Disapprove _____
(Signature)

Date: _____

Recommendation by District Superintendent:

Approve Disapprove _____
(Signature)

Date: _____

Certificate of Insurance on File? Yes No

Charge to Requesting Organization \$ _____

White Copy: BOCES Supt. of Bldgs. & Grounds

Yellow Copy: BOCES Building Principal

Pink Copy: Requesting Organization