

**REQUEST FOR FACILITY USE**

<b>Last Name</b>		<b>First Name</b>		<b>Telephone</b>	
<b>Mailing Address of Requesting Party</b>				<b>Email</b>	
<b>Name of Event</b>			<b>Date of Event (Include Day of Week)</b>		
<b>Set-Up Time</b>		<b>Event Start Time</b>		<b>Event End Time</b>	
<b>Clean-Up Time</b>					
<b>Repeating Events</b> <small>Facilities may only be reserved for three months at a time.</small>			<b>Start Date</b>		<b>End Date</b>
<div><input type="checkbox"/> <b>Daily</b> <input type="checkbox"/> <b>Monday</b> <input type="checkbox"/> <b>Tuesday</b> <input type="checkbox"/> <b>Wednesday</b> <input type="checkbox"/> <b>Thursday</b> <input type="checkbox"/> <b>Friday</b> <input type="checkbox"/> <b>Saturday</b> <input type="checkbox"/> <b>Sunday</b></div>					
<input type="checkbox"/> <b>Weekly</b> <b>Recur Every</b> _____ <b>Weeks On</b> _____ <b>(Day of the Week)</b> <small>(i.e. every 1 week on Thursday or every 2 weeks on Monday)</small>					
<input type="checkbox"/> <b>Monthly</b> <b>Recur the</b> <input type="checkbox"/> <b>1<sup>st</sup></b> <input type="checkbox"/> <b>2<sup>nd</sup></b> <input type="checkbox"/> <b>3<sup>rd</sup></b> <input type="checkbox"/> <b>4<sup>th</sup></b> _____ <b>(Day of the Week)</b> <small>(i.e. 1<sup>st</sup> Monday of the Month)</small>					
<b>Adult in Charge</b> <small>Adult (21 Years of Age or Older) Chaperones are Required</small>			<b>Facility Requested</b>		
<b>Custodial assistance?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>Do you need bleachers pulled out?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Do you need room doors unlocked?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, detail.		
<b>Special Equipment or Arrangements Needed</b> <small>(i.e. microphone, projector, etc.)</small>					
<b>Type of Event</b>					
<input type="checkbox"/> <b>School-Affiliated Group</b> <small>(PTO, Boosters, etc.)</small>			<input type="checkbox"/> <b>Community Non-Profit Group</b> <small>(Lady Bugs, Girl Scouts, etc.)</small>		
<input type="checkbox"/> <b>School-Community Group</b> <small>(DCAA, etc.)</small>			<input type="checkbox"/> <b>Commercial User</b>		
<b>Will admission be charged?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <small>What is the purpose of funds collected?</small>					
<b>Will items be sold?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, detail:</small>					
<b>Will food be served at this event?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, detail:</small>					
<b>Are additional parking lots needed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, detail:</small>					
<div><ul style="list-style-type: none"><li>All non-District affiliated or sponsored groups may be charged a \$50 building use fee for three months of use. A \$50 deposit is required when charges are involved and <i>must accompany the Request for Facility Use form.</i></li><li>All equipment must be returned to storage areas and facility cleaned (if needed) with dust mop, etc. A <i>custodial service charge of \$25 per hour will be levied if custodial services are required after your group leaves.</i></li><li>The only children to be in the facility are the ones participating in your authorized activity. Children are not to loiter or play in other areas of the facility and must be under the direct supervision of the group leader(s) at all time. <i>Children not being adequately supervised may result in loss of building use privileges.</i></li><li>If your event is requesting the use of our school kitchens, one of the school district's certified food service staff members is required to be onsite. Your group will be charged \$25 per hour for this service plus the hourly rate of the staff member.</li></ul></div>					
<b>I understand, recognize that I (and the organization I represent) am liable for all unusual cost-incidents arising from this occasion (theft, vandalism, cleaning, etc.). I also understand that Dansville Schools will not be held liable for any injuries obtained while on school property.</b>					
<div>_____ <b>Signature of Requestor/Date</b></div>					
<b>APPROVAL FOR USE</b>					
<b>Building Administrator Approval</b>		<b>Athletic Director Approval</b> <small>(if gym or athletic fields are requested)</small>		<b>Superintendent Approval (if needed)</b>	
_____ Signature/Date		_____ Signature/Date		_____ Signature/Date	



# Facility Use Requests

Please refer to Dansville Schools Administrative Guidelines for detailed Facility Use policies.

## Who?

- Administrators, teachers, coaches and community members who wish to reserve a space in the district must submit a completed Request for Facility Use form.
- This includes use of library, commons, gymnasiums, cafeteria, athletic fields, classrooms, etc. during and after school hours.
- Dansville Schools reserves first claim to the use of its own property. Cancellations may be issued by school personnel **with or without** notice. All approvals are granted with this understanding.

## How?

- Request for Facility Use forms are available in each building's main office, the Superintendent's office and online.
- Submit a completed copy to the Superintendent's office or to [amesb@dansville.org](mailto:amesb@dansville.org).

## When?

- All requests must be submitted *at least* 72 hours prior to the event.
- Incomplete requests will be returned to the person submitting the request.
- Requests will be granted on first come, first serve basis, with the understanding that school events will always supersede outside group requests.
- Available time slots and frequency may be reduced based on demand.

## Cost?

- \$50 fee for every three months of use for groups not school affiliated or sponsored.
- There will not be a fee for one-time use such as class reunions, etc.
- A facility fee may be administered for a one-time event when admission is charged.
- A \$50 deposit is required when charges are involved and **must accompany the Request for Facility Use form**.

## Cancellations?

- Cancellations must be made no later than 24 hours prior to the time of usage. The \$50 deposit is refundable when 24 hour notice is given to cancel the requested use. Otherwise, those requesting the use will be responsible for payment for all costs incurred.

## Access?

- Doors will be set to unlock 15 minutes prior to the start of the event for groups that do not have building access. Doors will lock five minutes after the start of the event.
- Propping or manually unlocking doors open is not permitted and **may result in loss of building use privileges**.
- Groups must ensure lights are turned off and that facility is secure before leaving.