

**ALLEGANY-LIMESTONE CENTRAL SCHOOL DISTRICT  
AGREEMENT FOR THE USE OF SCHOOL FACILITIES**

***This form must be complete and turned into District Office at least  
1 week prior to the use of facilities***

Check one:  During school hours  Evening/Weekend\*\*  Other \_\_\_\_\_

Check one:  ALCS Group / Member  Outside Agency / Organization\*\*

1. Activity/Purpose: \_\_\_\_\_

2. Date(s): \_\_\_\_\_ 3. Time: From: \_\_\_\_\_ To: \_\_\_\_\_

4. Faculty Advisor(s) / Organization Representative: \_\_\_\_\_

5. Contact Phone #: \_\_\_\_\_ 6. Address: \_\_\_\_\_

Email: \_\_\_\_\_

6. Building:  Middle-High School  ALES  Maple Ave. Conference Center

Other (please specify) \_\_\_\_\_

7. Rooms:  Aux. Gym/Weight Room  Gym  Cafeteria  Theater  Classroom # \_\_\_\_\_

Pool Concession Stand Fields Tennis Courts Track

Outdoor Lighted Areas: Concession Stand Press Box Field Lights

Other (please specify) \_\_\_\_\_

8. Needs: **Please see attached Facility Use Charges Form for fee schedule**

Parent Chaperone(s)

Police: From: \_\_\_\_\_ to \_\_\_\_\_

Equipment/Other: \_\_\_\_\_

9. Planned Admission Charge: \_\_\_\_\_

10. Will the event provide any of the following:  Publicity  Decorations  Refreshments  Music

**NOTE:** All fees for **POLICE** will be **paid by sponsoring organization**. Cleanup is the responsibility of the sponsoring organization.

*In consideration for the use of the school facilities stated above, the above-name organization agrees to abide by the rules and regulations established by the Allegany-Limestone Board of Education as attached.*

REQUESTOR'S SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

I \_\_\_\_\_ have read and understand the attached Facility Use Guidelines.

**Name**

SUPERINTENDENT'S/PRINCIPAL'S/ATHLETIC DIRECTOR'S SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

Insurance Form (Insurance must be for a minimum of one million dollar coverage)

Received: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

**SPECIAL SET UP OR LAYOUT INSTRUCTIONS**

Set up is to be completed by : Date: \_\_\_\_\_ Time: \_\_\_\_\_

Special equipment needed:

<u>Provided by School</u>	<u>Provided by Organization</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

**LAYOUT SKETCH:**

## Guidelines for Facility Usage

### Fred G. Grace Stadium/Track:

- All EMS vehicles should stay off of track. In an emergency, athlete would be transported via Gator (med bed) vehicle from field to EMS.
- Spectators should be no closer than the outside of the track. Spectators are not permitted to stand or sit on the track.
- All athletes wearing cleats must walk across mat that is provided to cross the track.

### Pool:

- Make sure CPR/lifeguarding card are presented and on file.
- Secure keys to pool area and lights
- Pool area should be kept clean.
- Storage area in pool facility should be kept clean and orderly.
- All certified lifeguards should be on pool deck at all times.

### Concession Stand:

- Key is in the High School office
- Only use your supplies
- Remove your trash

### Theater/Chorus Room/Gyms/Classrooms/Library/Cafeteria/Bathrooms:

- Watch your requested time – someone may have requested the room after you
- Clean-up area when finished
- In classrooms be respectful of supplies, books, etc in the rooms
- No one is permitted on gym floors for athletic purposes unless wearing gym shoes or socks.

### Additional Information:

- Organizations or groups permitted to use school facilities will provide proof of liability insurance coverage for possible injury to participants or spectators at the time of application to use the facilities.
- In case of an accident resulting in injury to any person, or damage to any property, it must be immediately reported to the Business Official @ 716-375-6600, ext. 2012.
- Admission fees may be charged only when the proceeds are to be expanded for an educational or charitable purpose. Exceptions are provided by law for veteran organizations and volunteer firemen.
- All costs resulting from careless use of school property, or damage to school property, will be assessed against the organization.
- Only the facilities/equipment requested and approved in this agreement will be used, and they must be used at the time designated. When necessary, the authorizing administrator will make arrangements to assign qualified personnel to operate school equipment necessary for the activity. Unless authorized, NO non-school personnel are to operate any school equipment.

- All school facilities and grounds are **DRUG FREE** and **ALCOHOL FREE ZONES**. Any person deemed to be under the influence of controlled substances or alcohol will be excluded from the buildings and grounds.
- All school facilities are designated as **SMOKE FREE**. Please refrain from tobacco use on school property.
- Pets are not permitted on Allegany-Limestone school grounds
- In case the person in charge has changed, the organization must report that fact in writing immediately to the authorizing administrator.
- In the event the organization changes its schedule or cancels the planned activity, please notify the affected facility as soon as possible.
- The Board of Education reserves the right to alter or change any or all provisions of this agreement or to cancel it in its entirety at any time. Notice of such action shall be given in writing to the organization concerned.
- The person/groups requesting our facility is responsible to abide by these guidelines.

### Facility Use Charges

Category A	Category B	Category C
Cafeteria Gym Pool Theater	Auxiliary Gym/Weight Room Classroom(s) Concession Stand/Press Box	Athletic Fields Tennis Courts Track
1st 5 hours @ \$20/hr. 2nd 10 hours @ \$15/hr. 16 + hours @ \$10/hr.	1st 5 hours @ \$10/hr. 2nd 10 hours @ \$5/hr. 16 + hours @ \$3/hr.	\$0

The above rate schedule is based on usage for a single day event or multiple day event/season. Multiple event(s) or season(s) cannot be combined to qualify for reduced rates.

#### **Custodial Fee:**

- Usage supported by a custodian on duty as part of a regular schedule, where the needs of the user are not likely to disrupt the custodian's work will not be charged.
- Usage requiring a custodian when none are scheduled to be on duty, or if the needs of the group are likely to distract the custodian from their regular duties the user will be charged **\$30.00** per hour per staff member.

#### **Exempt:**

- The Town and Village of Allegany and the Town of Carrollton are exempt from charges in an effort to share services and increase efficiencies in our communities.
- District recognized Booster Clubs (Sports Boosters, Academic Boosters/PTO, and Music/Arts Boosters) are exempt from charges.
- Exemptions do not include applicable custodial fees.