



COOPERSTOWN CENTRAL SCHOOLS



Cooperstown Elementary
19 Walnut Street
Cooperstown, NY 13326
(607) 547-9976

Community Use of School Facilities

Cooperstown Middle/High
39 Walnut Street
Cooperstown, NY 13326
(607) 547-8181

Application Procedures (Per Board of Education Policy KG-R)

Scheduling and use of district facilities during non-school hours are done through the respective Building Principals.

Elementary	Middle/High	Gymnasium
Teresa Gorman	Michael Cring	Jay Baldo

1. Submit a completed Use of Facilities Request Form no less than **fifteen business days** in advance of the event. Include set-up and clean-up time when making your request.
2. Once your date is confirmed, you will receive a copy of the original use form (permit) with the appropriate authorization.

Billing

Fees are due within one month of the confirmation date. **A late charge of \$15 will be assessed for all overdue accounts.**

Cancellations

The permit holder is responsible for informing the Building Principal of all cancellations at least two working days in advance of the event.

Limitations of Use

- The applicant and organization agrees to abide by all C.C.S. District policies and assumes all responsibility for damage or liability of any kind.
- The Cooperstown Central District is not responsible for lost or stolen items.
- **Use of tobacco, intoxicating beverages, and controlled substances is forbidden on all school property, including parking areas.**
- All local and state ordinances and laws must be observed at all times.

Insurance

A certificate of insurance will be required for all non-District groups, organizations, faith-based organizations, college/universities, adult groups, and public municipalities.

Kitchen Use

A food service supervisor must be on duty whenever the kitchen is scheduled for use. Arrangements for use of the kitchen may be made by contacting the Food Service office at 607-547-2820 and must be noted on the Use of Facilities Request Form.

Supervision

All groups are required to provide adequate adult supervision for their event. The adult supervisors are required to remain with the group at all times and are responsible for the group's conduct.

Use of Facilities Request Form

Name of Organization (individual): _____ Profit Non-Profit

Description of Event/Use: _____

Beginning Date: _____ Ending Date: _____

Starting Time: _____ Ending Time: _____

Contact Person: _____

Address: _____

Telephone: _____ Email: _____

Facility	User Fees*	
	Non-Profit	For Profit
Auditorium w/o AC	<input type="checkbox"/> \$80	<input type="checkbox"/> \$160
Auditorium w/ AC	<input type="checkbox"/> \$175	<input type="checkbox"/> \$265
Stage Lighting	<input type="checkbox"/> \$60	<input type="checkbox"/> \$90
Cafeteria w/o Kitchen	<input type="checkbox"/> \$50	<input type="checkbox"/> \$120
Cafeteria w/ Kitchen**	<input type="checkbox"/> \$120	<input type="checkbox"/> \$200
Gymnasium (Building Open)	<input type="checkbox"/> \$50	<input type="checkbox"/> \$120
Gymnasium (Building Closed)	<input type="checkbox"/> \$80	<input type="checkbox"/> \$160
Classroom (Each)	<input type="checkbox"/> \$25	<input type="checkbox"/> \$75
Hallway	<input type="checkbox"/> \$15	<input type="checkbox"/> \$60

Please LIST any equipment needed. (Please be specific, i.e. indicate the number of tables, chairs, etc.)

Please note that the rates reflect charges for use of the building facilities only when school is in session. Weekend and summer use will require additional custodial charges.

***District Based Organizations** will not be charged to use the facilities but may be charged for additional employee costs incurred by the District.

****Kitchen Supervision Fees Apply**

I, _____, understand and agree that, in consideration for being granted access to and the use of the property and facilities of the Cooperstown Central District, I assume any and all risks with respect to such access and use, and hereby release said Cooperstown Central School District, its representatives, agents, servants, and employees from liability for any injuries sustained or damages incurred in the course of such access and use resulting from any causes whatsoever which may be sustained.

Our organization also understands the rules and regulations set by the School District, and agrees to abide by them. The organization will not hold the district responsible for any loss in the event of postponement or cancellation of the activity.

Signature: _____ Date: _____

Internal Use Only

Signature of Approving Principal: _____

Facilities Fees: _____ **Custodial Fees:** _____ **Kitchen Supervision Fees:** _____

Certificate of Insurance Received Yes No Not Applicable