



**Community Use of School Facilities**  
**Application Procedures**  
**(Per Administrative Regulation 3280R)**

Scheduling and use of district facilities are coordinated through the respective facility representative:

<b>Elementary</b>	<b>Junior-Senior High</b>	<b>Gymnasium</b>	<b>Fields/Parking</b>
Ann Meccariello	Donna Lucy	Jim Brophy	Matt Murphy

1. Submit a completed Use of Facilities Request Form not fewer than thirty (30) calendar days and not more than one hundred-eighty (180) 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.** 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.**

**Insurance**

A certificate of insurance, naming the district as an additional insured 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.

**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.

**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): \_\_\_\_\_  In-House  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
Field(s) _____ (specify)	<input type="checkbox"/> \$50	<input type="checkbox"/> \$120
Parking: <input type="checkbox"/> Elementary <input type="checkbox"/> Jr./Sr. HS	<input type="checkbox"/> \$50	<input type="checkbox"/> \$120
<input type="checkbox"/> Junior Lot	Each Lot	Each Lot

**\*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. \*\*Kitchen Supervision Fees Apply.**

**Please LIST any equipment needed. (Please be specific.)**

**\*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 School, I am assuming 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.

I further agree to indemnify and save Cooperstown Central School District harmless from any action or proceeding resulting from said access and use including but not limited to attorney's fees for defending any action.

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: \_\_\_\_\_ cc: **Business Office**  
**Athletic Director:** \_\_\_\_\_ **Music Department**  
**Superintendent of Buildings & Grounds:** \_\_\_\_\_ **Cafeteria & Food Service**  
**Superintendent of Schools:** \_\_\_\_\_ **IT Department**

Certificate of Insurance Received  Yes  No  Not Applicable

Facilities Fees: \_\_\_\_\_ Custodial Fees: \_\_\_\_\_ Kitchen Supervision Fees: \_\_\_\_\_ Total Fee: \_\_\_\_\_