Building Use Request Form

Request for Use of Madrid-Waddington Central School Facilities

☐ **In-house Request Strictly for Auditorium Use <u>During School Hours</u> (Fill out page 2 only)**

<u>CERTIFICATE OF INSURANCE</u> must accompany this request. Liability limits must be at least $1,000,000 for general liability, with the Madrid-Waddington Central School District named as an additional insured, including a hold harmless clause.

☐ **I have attached a Certificate of Insurance to this request.**

Name of organization requesting building use: _____

Date/Day of week requested: _____ Hours requested: _____

Purpose of building use: _____ Charging a fee for this activity? ☐ Yes ☐ No

Person responsible for supervision of activity:_____ Phone # _____

Will there be someone present who is AED certified? ☐No ☐ Yes Name: _____

<u>Areas of facility requested</u>: (*see page 3 for additional information)

☐ Classroom ☐ Auditorium (complete pg. 2) ☐ High School Cafeteria* ☐ High School Kitchen

☐ High School Gym ☐ Elementary Gym ☐ Elementary Cafeteria* ☐ Athletic Fields

☐ High School Library ☐ Elementary Library ☐ Auditorium Lobby ☐ Large Group Instruction Room

List any specific items you may need in this location:_____

Will you be serving or selling food? ☐ No ☐ Yes (Please read reverse side)

If **yes**, please check any cafeteria equipment you are requesting use of for the event:

☐ Ovens ☐ Stove ☐ Dishwasher ☐ Other _____

By signing below, the requestor affirms they have read all the guidelines and fee schedule, as outlined on pages 3&4.

Signature of Requestor: _____ Date:_____

Please print your name: _____ Phone Number_____

Mailing Address: _____ Email:_____

<u>Instructions for Submitting this Form</u>:

1. Complete and deliver or send to the High school office at least one month in advance of use.
2. Proof of Insurance <u>must</u> accompany this form when presented to the school for approval.
3. All organizations are subject to the rules and regulations detailed on the third page of this document.

____ Approved ____ Not Approved **Superintendent** Date:	____ Approved ____ Not Approved **HS/ES Principal** Date:	____ Approved ____ Not Approved **Auditorium** Date:	____ Approved ____ Not Approved **Athletic Director** Date:	____ Approved ____ Not Approved **Business Manager** Date:	____ Approved ____ Not Approved **Buildings/Grounds** Date:	____ Approved ____ Not Approved **Cafeteria Manager** Date:

MWCS Auditorium Request

Please help our Auditorium Club students help meet all of your auditorium needs by submitting this request at least one week in advance. No students should be allowed in the sound or light booths unless they are members of the Auditorium Club and have been trained.

If any additional areas or services are required please fill out the first page of this request.

Today's Date: _____

Contact Person/Group making Request: _____

Event: _____

Date(s) Auditorium Requested: _____

Time(s) Auditorium Requested: _____

Start time of event: _____

Check all of the items, below, you will need:

☐ Projection screen	☐ Laptop computer in pit	☐ Podium with microphone
☐ Stage cleared	☐ Lights on stage	☐ Lights in pit
☐ Video recording of event	☐ Movie played	☐ Tables: #_____
☐ Chairs: #_____	☐ Microphones: #_____	☐ Choral Risers: #_____
☐ Band Risers: #_____	☐ Other: _____	

For Movies: Please provide us with your movie at least one day prior to the showing. Please list, or draw a diagram, below, of your specific auditorium needs:

GUIDELINES FOR SALE OR SERVING FOOD FOR ANY ORGANIZATION ON SCHOOL GROUNDS

When using the school facilities for selling and/or serving food, the organization must adhere to the following guidelines:

1. All foods must be obtained from sources that comply with USDA and NYS Health regulations. Sale of home-baked goods will not be allowed.
2. When using the cafeteria for food preparation, a Madrid-Waddington Central food service employee must be on duty during the preparation and distribution of food. (The hourly rate of the District's employee will be charged for any outside organization whose purpose is to gain a profit for a person or group; that are not educational in nature; and/or do not directly benefit the students of Madrid-Waddington Central School.)

You must list all food items to be served and/or sold. The District has the right to deny items. Items being served/sold:

_____

_____

Outdoor Sale of Food: Equipment needed:

For hand washing:
~ 5 gallons of potable warm water with a container to catch soiled water
~ Hand soap and paper towels

Also needed:
~ Storage containers to hold both uncooked and cooked products to the proper temperature
~ Potable water available for sanitizing and cleaning of utensils and food sale area
~ Thermometer for recording temperatures of all potentially hazardous foods (esp. meat)
~ Gloves (must be worn when preparing and serving food)
~ Hair Nets or hats (must be worn when preparing and serving food)

We ask that organizations requesting the building consider selecting days and times when the custodial staff is already in the building. Custodial Hours on school days, M-F: 7:00 AM to 10:00 PM. Summer Hours: M-F: 7:00 AM to 3:00 PM

1. It is the responsibility of the organization using the School's facility to ensure that these regulations are publicized and enforced.
2. **Smoking, Vaping, any form of tobacco use, and any form of cannabis use is strictly prohibited.**
3. **Absolutely no drinking of alcoholic beverages is permitted on school property.**
4. The non-school affiliated group is responsible for proper parking of automobiles/keeping the fire lanes unobstructed.
5. Emergency egress procedures must be defined to all building occupants.
6. Control of buildings, including the opening, closing, area off-limits, and control of all utilities is to be performed by school personnel. Weekend use, therefore, will be necessarily limited unless the organization is able to retain a school employee to fill that function. The school employee is not expected to perform any duty except to supervise the facility and the equipment. The organization must pay wages at the established rate; they are to be paid directly to the employee.
7. Facilities will not be available for use until approximately 3:00 PM on any school day.
8. Equipment (including food preparation) may only be used under the supervision of school personnel.
9. The organization must agree:
    - to leave the district facilities in a clean condition
    - to monitor parking and ensure vehicles park in district designated parking areas
    - to be financially responsible for damage occasioned during its use of the facility
    - to provide adequate and appropriate supervision
    - to familiarize participants with emergency evacuation procedures
    - to remove refuse from the grounds to enforce the smoking and alcohol prohibitions
    - to name a contact person or authorized representative (named on the reverse side of this form)
    - to present to the MWCS District Business Office a Certificate of Insurance in the amount of $1,000,000 for general liability, with the Madrid-Waddington Central School District named as additional insured, including a hold harmless clause.
    - to ensure that all doors are securely locked/closed upon termination of the event and exiting the building.

Provide Certificate of Insurance to: Julie Abrantes, District Clerk, Madrid-Waddington Central School,

P.O. Box 67, Madrid, NY 13660 Ph: 315-322-5746, ext. 35222

MWCS Facilities Use Fee Schedule

Section I: Fee Schedule Guidelines

Group A (Activities by a school sponsored organization, including PTO Groups, Booster, etc and Community Sponsored Groups serving solely Madrid-Waddington students)

- Use shall be allowed free of charge

Group B (Youth Groups and organizations conducting a community educational activity)

- No facility use fee shall be charged; however, the costs of personnel shall be charged to the using group/organization.

Group C (Local non-profit groups and organizations)

- A fee for the use of the facilities shall be charged at 75% of the rate per hour fee. In addition, custodial and other necessary personnel costs shall be charged at the rates(s) below.

Group D (Commercial, profit making organizations)

- These groups shall be charged a fee based upon the fee schedule below. In addition, custodial and other necessary personnel costs shall be charged at the rates(s) below.

Section II: Fee Schedule

Description	Fee
Classrooms/Computer Labs/Cafeterias	$29 per hour
Dineen Auditorium	$44 per hour
Gymnasiums	$30 per hour
Weight Room/Fitness Center	$44 per hour
Athletic Fields – Adult Sport Leagues	$300 per season

Personnel Costs	
Custodian/Food Service	$40 per hour
Computer Technician	$50 per hour
Auditorium Tech (lights/sound)	$50 per hour