

Equipment and/or Facilities Use Request

“Outside Organizations”



School Equipment and Building Use Request(s) must be submitted to the Facilities Director or school building principal no less than two weeks prior to the date of the equipment use or event date.

“Students must have adult supervision for both set up and cleaning up.”

(Chaperones: High School Dances must have at least five chaperones, including a minimum of two males and two females.)

Person in charge, Requested by, Night and Daytime WO# _____

Contact Person: Phone#(s) _____ Date of Request: _____

Address of contact: _____ ; _____ Email _____

Organization: _____ Date(s) of Activity: _____

_____ Activity Name: _____ *Area/ Room

to be used: _____ Building to be used:

_____ *Fitness Room Requires Additional Release Form

Check all that apply:

Actual Activity Hours: _____ Actual Time In Bldg.: _____ AM or PM Actual Time Out of Bldg.: _____ AM or PM

Total Participants Expected: _____ Adults: _____ Children: _____ Is there a setup Diagram attached? _____ Yes or _____ No

_____ Monday Tuesday Wednesday Thursday Friday Saturday Sunday - Series of day(s) Single day, weekly, monthly

Is this a school sponsored activity? Yes or No. If yes, name of school trained person for A.E.D.: _____

Is an admission fee charged? Yes or _____ No. If yes, what are the proceeds are used for? _____

Will you be using the school kitchen? _____ Yes or _____ No. Is any other equipment requested? _____ Yes or _____ No (check list below)

Are refreshments being served, give details: _____

_____ Insurance Certificate attached/ supplied (if applicable) Amount \$ _____ Carrier Name: _____

Commercial General Liability insurance with a minimum \$1,000,000 per occurrence / \$2,000,000 aggregate is required naming Hannibal Central School as Additional Insured using ISO endorsement CG 20 26 11 85 or its equivalent.

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/ She agrees to be responsible to the District for the use and care of the facilities. He/ She, on behalf of the Organization listed above, does hereby covenant and agree to defend, indemnify and hold harmless the District from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/ or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of District’s property, facilities and/ or services by the Organization.

Organization or Individual

Contact Person Signature: _____ Date: _____

Equipment Checklist: Please check all that apply.

_____ PA system _____ Podium _____ Microphones _____ Microphone Stands – (list location of stands): _____

_____ Movie/ Projector Screen _____ Projector _____ Computer- If using a computer, is an internet hook up needed? Y or N _____ Bleachers _____

_____ # of Tables _____ # of Folding Chairs _____ Other (list other): _____

_____ Piano _____ Music Stand _____ Ladder (size _____ 6ft, _____ 8ft, _____ 10ft) _____ Extension Cord - (_____ Size _____ Power Strip)

Kitchen Area Used:

_____ Stove/ Ovens _____ Refrigerator _____ Freezer _____ Dishwasher _____ Sinks _____ Pots and Pans _____ Utensils _____ Serving Line

_____ # of Trash Cans _____ Recycling Bins _____ Other (please list): _____

Outside Area Used:

_____ Parking Lot(s) _____ Soccer Field(s) _____ Playground _____ Baseball/ Softball Fields _____ Courtyard _____ Bus Garage

_____ Electricity Needed (_____ 110v _____ 220v) _____ Water Hose Needed

Approval: _____ Calendar Approved/ Date: _____

_____ Director of Facilities Signature: _____ Date Approved: _____

Cc: _____ Principal-HS, MS, ES _____ Athletic Director _____ Food Service Manager _____ Business Office _____ Custodial Supervisor

“Firearms, Tobacco, Alcohol, and/or Illegal Substance Use is Prohibited on Hannibal Central School Property

Equipment and/or Facilities Use Request

Rules for use of school property, facilities, grounds and/or equipment.



1. Facilities Use Request will be issued on a first come first serve basis.
2. Applicants shall give at least 48 hours notice to the Facilities Director's Office of a cancellation of previously scheduled use. Failure to do so may result in the District charging the applicant for all expenses incurred in regard to making the facility available for use.
3. The responsible party for the user shall notify building personnel when they arrive and vacate the building.
4. Any group or individual requesting the use of the school facilities must submit an application (Facility Use Request) to the Facilities Director's Office or School Building Principal not less than two weeks prior to the time of the activity date. Facility Use Request forms are available at the Office of Director of Facilities and on the school website. Additional release form is required for fitness room use.
5. Keys to the buildings of facilities shall not be issued to any individual or group for entering a District facility. Facilities must be opened and closed by Custodians or authorized District personnel at the times arranged during the application process.
6. Approval may be denied due to the lack of appropriate space or if a previous activity sponsored by the applicant resulted in a violation of any aspect of the School Board policy and/or guidelines. Facilities will not be made available for any use that might result in undue damage or wear, or is not consistent with the use for which the space was designed.
7. Liability Insurance Coverage: Commercial General Liability insurance with a minimum \$1,000,000 per occurrence / \$2,000,000 aggregate is required naming Hannibal Central School, 928 Cayuga Street, Hannibal, NY 13074 as Additional Insured using ISO endorsement CG 20 26 11 85 or its equivalent. The group/organization is required to provide Hannibal CSD with an additional insured endorsement together with the certificate of insurance. A Certificate of Insurance is required by the District for the following entities: For Profit Groups, Government Agencies, Non-Profit Groups, Private Citizens, School Districts (involves only those Districts that are requesting use of District facilities for a function or activity that is not a function/activity hosted by Hannibal Central School).
8. It is the responsibility of the applicant/user to report to the Facilities Director's Office and/or the School Building Principal, by the close of the next business day, all non-emergency injuries and damage due to the activities of the applicant/user. If the incident (damage to the facility or injury to a participant or attendee) is an emergency, the incident is to be reported immediately to the Custodian Supervisor who can be reached by the school employee or custodian on duty during the event.
9. Tobacco use shall not be permitted and no person shall use tobacco on school grounds at any time. For purposes of this policy, "school grounds" means any building, structure, and surrounding outdoor grounds contained within the District's preschool, nursery school, elementary or secondary school's legally defined property boundaries as registered in the County Clerk's Office; as well as all District vehicles, including vehicles used to transport children or school personnel. For purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco (smokeless, dip, chew and/or snuff) in any form.
10. Alcohol, Tobacco, Drugs, and other substances: The Board of Education recognizes that the misuse of drugs, alcohol and/or tobacco is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored event or on school property at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed. Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances.
11. It shall be unlawful for any person to knowingly possess any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or CO2 cartridge upon school grounds or in any District building without the express written authorization of the Superintendent of Schools or his/her designee. Additionally, the possession of any weapon, as defined in the New York State Penal Code, on school property or in school buildings is prohibited, except by law enforcement personnel or upon written authorization of the Superintendent of Schools or his/her designee. Unlawful possession of a weapon upon school grounds may be a violation of the New York State Penal Law, and is a violation of School District policy and the Code of Conduct. The possession of a weapon on school property, in District vehicles, in school buildings, or at school sponsored activities or settings under the control and supervision of the District regardless of location, is strictly prohibited, except by law enforcement personnel. Any person possessing a weapon for educational purposes in any school building must have written authorization of the Superintendent of Schools or his/her designee.
12. Games of chance and lotteries, Gambling, drinking or possession of intoxicants, illegal activities of any kind, profanity, objectionable language, disorderly acts/action, or dress, or boisterousness in any form are prohibited in school buildings or on school property. Violators will be ejected from the premises. "Amusement games", as defined by state law, are permitted at school PTO approved functions when licensed as required by law.
13. Special permission must be requested on the Facilities Use Request for the sale or consumption of any food and/or beverages. If approved, all food and/or beverage must be consumed in the cafeteria. Alcoholic beverages and smoking are not allowed on any school property.

14. If kitchen equipment is used an authorized cafeteria employee must be on duty. The group using the facility will be charged accordingly. No food or other items are to be stored in the kitchen except during the hours stated on the Facilities Use Request. The school does not provide any expendable supplies, (trays, napkins, etc...), unless previously arranged through the School Food Service Manager. Charges will be assessed for such use.
15. Permission for bringing equipment such as concession stands or carnival equipment on to school property must be requested in writing 30 days prior to the date of use. The same holds true for requests to connect to any electrical or water sources. Additional charges may be applied.
16. It is expected that an employee of the School District will be on duty at any indoor school activity when the facilities are in use. In most cases this requirement can be fulfilled with the presence of a custodian. When a custodian is assigned after hours and on weekends, they will open and close the school and be on call while they perform regular school cleaning duties. Approval may be denied due to lack of custodial coverage.
17. It is the responsibility of the applicant to restore the school property, facilities, grounds, and equipment in good, clean condition for occupation by students and staff. If the property, facilities, grounds, and equipment are not left in the same condition as received, the applicant can be charged for cleaning services. Additionally, the applicant will be charged for any damages to the property, facilities, grounds, and equipment. This includes holes in parking lots, broken windows, holes in walls, etc.,. Also the user shall be responsible for all damage or loss of school property, including that belonging to students or employees, occurring during the time the facilities are in use by the user.
18. The sponsoring organization shall be responsible for crowd control measures, including the employment of police protection when required. Such control shall be arranged in advance by applicant when deemed necessary by applicant or school district.
19. Any substance used to mark school grounds for activities such as soccer, softball, or baseball must be approved in advance by the Director of Facilities and must be removed at the end of the activity.
20. Gym shoes are required to be used in any School District gymnasiums. Street shoes and shoes with black soles are prohibited on gym floors.
21. The Facilities Use Request does not authorize the use or operation of any school equipment other than specifically stipulated on the request. Specialized equipment such as stage lighting, scenery, curtains, projectors, PA systems, bleachers, etc., shall be permitted only when operated by school employees or by other persons authorized by school officials. Requests to use specialized equipment must be indicated on the request.
22. No furniture or equipment may be moved without express approval on the Facility Request or written consent of the Director of Facilities. Furniture and/or equipment must be returned when event is over.
23. Posters, flyers or other advertising materials to be used to promote activities at Hannibal Central School facilities are subject to review in advance by the Superintendent of schools.
24. Signs, displays and/or materials may not be attached to walls, windows, woodwork, draperies, or general property without approval by the Director of Facilities.
25. Facility Use Requests are limited only to the specified area/ room or rooms, during the hours and days specified.
26. The parking of automobiles and other vehicles shall be restricted to areas designated by School District Officials. The use of motor-driven vehicles, including cars, snowmobiles, mini-bikes, motorcycles, all-terrain vehicles (ATV's) and other such vehicles is prohibited on any school grounds or areas except for authorized school functions or purposes.
27. With the exception of voting equipment, and/or approved storage by School District Officials, storage of supplies or equipment belonging to the applicant is not permitted.
28. All organizations using the school facilities shall provide adequate appropriate adult supervision that shall remain with the group during all activities and be responsible for the group's conformance with the appropriate rules and regulations. This also includes the time before and after the event during which the participants are on school property. The minimum of one supervisor per 10 students is to be used.
29. Microphones, podiums, overhead projectors, and other equipment may be available upon request. It is the applicant's responsibility to note these needs at the time the request is submitted. A trained employee of the district may be required to operate this equipment. The fees for these personnel will be assessed.
30. In the event there is an admission charge, a collection of donations, or the use is one of fundraising, the money or funds charged or collected will be dedicated to educational, charitable, civic, or community purposes; and, no money or funds so charged, collected or raised will result in any private or commercial gain.
31. When school has been closed for any emergency – inclement weather, health issues, etc.,the school facilities will be closed for ALL during that same period of time. For instance, if school is closed for an emergency on a Wednesday, the school will remain closed for the entire day. The school will attempt to contact or leave a message for the contact person when such closures occur. The rental of school property on holidays is not permitted.