

Franklin Central School District Application For Use of School Facilities

Applicant Information

Name: _____ Date: _____
Address: _____ Phone: _____

Facility Information

Room Number: _____ or _____

Use of Kitchen requires approval of Kitchen Manager: _____
Kitchen Manager Initials

Use of Gym/Athletic Fields requires approval of Athletic Director: _____
Athletic Director Initials

Date Requested: _____ Time Requested: _____

Purpose: _____

Certification

I, _____, do hereby certify that I represent _____
and that I have read and understand and will abide by the requirements governing the use of school
facilities, and that the facilities requested will be used only for the purpose and time stated.

Signature

Office Use Only

Approved _____ Rejected _____ Reason: _____

Signature of Administrator: _____ Rental Charge is _____

Insurance Certificate is: Required _____ Waived _____ Staff Assigned: _____

Applicant notified of decision on _____ by _____

Report of Custodial Staff: _____

Requirements governing the use of school facilities

- 1- No school facilities will be available for use without adequate supervision. At the discretion of the District, a member of the school staff may be required to be present.
- 2- The using organization is responsible for leaving any used facility and its equipment in the condition that existed before its use.
- 3- The using organization is responsible for the conduct of its members. Damage resulting from any activity of a using organization is to be paid for by the person or persons obtaining the permit for usage.
- 4- The using organization may be required to provide evidence that the group is insured against incidents of bodily injury (at least \$1,000,000) and property damage (at least \$50,000).
- 5- The use of school facilities is a privilege and not a right. Therefore, the privilege may be withdrawn for cause at any time.

Fee Schedule

All fees and dues are payable prior to the use of the facilities. See current Board of Education policy for fee schedule.