

BUILDING USE REQUEST FORM

Complete all questions and submit form at least two weeks with insurance certificate in advance of the desired date.

All Questions MUST be completed or request will not be processed. PLEASE PRINT LEGIBLY

Staff or School sponsored group Non-school sponsored group

PART 1:

Organization or individual requesting use of the facility and financially responsible

Address: Street City State Day time phone number

Building requested Room or area to be used **Date(s) requested**

Purpose (meeting, concert, etc.)

Set-up _____ AM/PM Start _____ AM/PM End _____ AM/PM _____
Name of & Insurance Policy No.-
Attach Certificate of Insurance

Expected attendance Will a fee be charged to the public for this event? Yes No

Amount of fee Purpose of fee Amount of Insurance Fee

Is special equipment required? Yes No If yes, please fill out **Part 2**.

Applicant agrees to comply with all conditions stipulated by the Board of Education and Administration governing the use of school facilities. The person signing this application is responsible for the payment of any bill resultant to this application.

PRINT NAME OF APPLICANT _____

Signature of applicant _____ Date _____
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PART 2: Special Equipment Request (Non-Cafeteria Material)

To be completed if special equipment is required, or if unusual materials are to be brought into the schools or used on the grounds.

Equipment list below- included special props, apparatus, scenery, decorations etc. requested:

Name of person who will be responsible for above equipment Phone number

(OVER)

PART 3: Cafeteria/Kitchen Use

If kitchens are to be used, list below types of food to be prepared, and what equipment in the kitchens will be used. (See #6 on attached sheet.)

Use of kitchens require that a cafeteria staff member be retained and on site during kitchen use. Arrangements for this staff member and use of equipment must be discussed with the Food Service Supervisor prior to final approval of this application.

Food to be prepared or served	Equipment required
_____	_____
_____	_____

*****PLEASE SEND COMPLETED FORM TO BUILDING SECRETARY

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APPROVAL PROCESS-

STEP 1. Building Secretary sends to Athletic Director.
(if the request is for an athletic facility)
(if not for athletic facility, send on to STEP 3 or 4)

AD Signature and Date

STEP 2. Athletic Director sends to Food Service Supervisor
(if the request involves food service)
(If not send on to Step 3)

FS Signature and Date

STEP 3. Food Service Supervisor sends to Bldgs. & Grounds Supervisor

B&G Signature and Date

STEP 4. Bldgs. & Grounds Supervisor sends to Host Bldg. Principal

BP Signature and Date

STEP 5. Principal of Host Building sends to Requesting Bldg. Secretary for entry on calendar
(Do not enter w/out all signatures completed above)

Entered into District Calendar

STEP 6. Requesting Bldg. Secretary sends copy to Business Office, Bldgs. & Grounds Super., IT Director, AD, Custodian, Food Service, AV and Requester

INVOICE: Please remit payment to: **Trumansburg Central School**

100 Whig Street, Trumansburg, NY 14886
Att.: Business Office

Food Service Costs:	Facilities Use Charges:
Food: _____	Facilities Fee: _____
Staff: _____	Custodial Fee: _____
Other: _____	Other: _____

TOTAL FEES: _____