

TULLY CENTRAL SCHOOL DISTRICT
20 State Street, Tully, NY 13159
Telephone: (315) 696-6200 Fax: (315) 696-6251

Application Date: _____

APPLICATION FOR USE OF SCHOOL FACILITIES

APPLICATION FOR FACILITY USE MUST BE RECEIVED AT LEAST 2 WEEKS PRIOR TO REQUEST DATE

Application for use of:

Building: _____

Facility/Room: _____

Date(s): From: _____ To: _____
Month / Day / Year Month / Day / Year

Day(s) of the Week: _____

Times: Setup Beginning: _____ am pm
Cleanup Ending: _____ am pm

Event Beginning: _____ am pm
Event Ending: _____ am pm

Purpose: _____

Sponsoring Organization: _____

PERSON RESPONSIBLE for EVENT

Name: _____

Title: _____

Address: _____

Tel. No: () _____

EQUIPMENT REQUESTS (if available)

(Include items such as sound system, microphones, tables, lighting, projection screen, risers, etc.)

1) _____

2) _____

3) _____

4) _____

Please CHECK: LIABILITY INSURANCE > ON-FILE ATTACHED

This function WILL WILL NOT be open to the public. There WILL WILL NOT be an admission charge. Entire proceeds will be used for the use of school facilities and to education laws as presented on the reverse side of the last sheet. If any school equipment is to be used, it shall be listed above; we shall assume full responsibility in case of damage or loss. **If school facilities are to be used outside of the hours the buildings are open the organization will pay the operational costs incurred.** All people using school facilities will observe the Board of Education policy that prohibits smoking.

The undersigned applicant below agrees to indemnify, defend, and hold harmless the Tully Central School District and its officers, directors, agents, and employees from and against any and all demands, claims, and damages to persons or property, losses, liabilities and expenses, including reasonable attorney's fees, arising out of or caused by the undersigned applicant, its employees, agents, representatives or its attendees' negligence or willful misconduct.

I HAVE READ AND AGREE TO THE RULES ON THE REVERSE SIDE. _____

Signature

FOR OFFICE USE ONLY

Recommended Not Recommended _____
Building Principal _____ Date _____

Recommended Not Recommended _____
Athletic Director _____ Date _____

Recommended Not Recommended _____
Supt. of Building & Grounds _____ Date _____

Recommended Not Recommended _____
School Business Administrator _____ Date _____

Copies to: Business Ofc Bldg Ofc Bldg Custodian Ofc Facilities Ofc Stage Mgr Other _____

Invoiced: Custodial Cost (\$ _____) Kitchen Cost (\$ _____) Other Cost _____ (\$ _____)

Use of facilities and grounds out of school hours:

School facilities and the grounds connected therewith and all property belonging to the district shall be in the custody under the control and supervision of the trustees or Board of Education of the District. The trustees or Board of Education may adopt reasonable regulations for the use of such schoolhouses, grounds or other property, when not in use for school purposes; for such other public purposes as are herein provided (see below). Such regulations shall not conflict with the provisions of this chapter and shall conform to the purposes and intent of this section and shall be subject to review on appeal to the Commissioner of Education as provided by law. The trustees or Board of Education of each district may, subject to regulations adopted as above provided, permit the use of the schoolhouse and rooms therein, and the grounds and other property of the district when not in use for school purposes, except as provided in subdivision seven hereof for any of the following purposes:

1. For the purpose of instruction in any branch of education, learning or the arts.
2. For public library purposes, subject to the provisions of this chapter, or as stations of public libraries.
3. For holding social, civic and recreational meetings and entertainments, and other uses pertaining to the welfare of the community, but such meetings, entertainment and uses shall be non-exclusive and shall be opened to the general public.
4. For meetings, entertainments and occasions where admission fees are charged, when the proceeds thereof are to be expended for an educational or charitable purpose, but, such use shall not be permitted if such meetings, entertainments and occasions are under the exclusive control, and the said proceeds are, to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval and marine service of the United States and organizations of volunteer firemen.
5. For polling places for holding primaries and elections and for the registration of voters and for holding political meetings. But, no meetings sponsored by political organizations shall be permitted unless authorized by a vote of a District Meeting, held as provided by law, or, in cities by the Board of Education thereof. Except in cities, it shall be the duty of the trustees or Board of Education to call a special meeting for such purpose upon the petition of at least 10% of the qualified electors of the District. Authority so granted shall continue until revoked in like manner and by the same body as granted.
6. For civic forums and community center. Upon the petition of at least 25 citizens residing within the District or city, the trustees or Board of Education in each school district or city shall organize and conduct community centers for civic purposes and civic forums in the several school district cities, to promote and advance principles of Americanism among the residents of the state. The trustees or Board of Education in each school district or city, when organizing such community centers or civic forums, shall provide funds for the maintenance and support of such community centers and civic forums, and shall prescribe regulations for their conduct and supervision, provided that nothing herein contained shall prohibit the trustees of such school district or Board of Education to prescribe and adopt rules and regulations to make such community centers or civic forums self-supporting as far as practicable. Such community centers and civic forums shall be at all times under the control of the trustees or Board of Education in each school district or city, and shall be non-exclusive and opened to the general public.
7. For classes of instruction for mentally retarded minors operated by a private organization approved by the Commissioner of Education, such use may be permitted when the school is in use for school purposes when in the opinion of the trustees or Board of Education such use shall not be disruptive of normal school operations. Rent for the use of facilities may be demanded by said trustees or Board of Education. As amended L. 1956, c. 810, 1, 2; L. 1962. C. 127, eff. March 13, 1962.

Standard School Hours are as Follows:

7:30 a.m. – 11:00 p.m. – Monday – Friday when school is in session

7:30 a.m. – 4:00 p.m. – Monday – Friday during the summer time

Standard Rates for Usage are as Follows:

*Maintenance/Custodial Fees – \$10/hour

Stadium Lighting Fees – \$5/hour

*Kitchen Usage – \$10/hour

*Auditorium Lighting and/or Sound Equipment Fees – \$10/hour

*Only approved school district personnel may be utilized.

(Community groups needing long term usage of the facilities should contact the Business Office for an estimate of costs.)