

**LAKE GEORGE CENTRAL SCHOOL**  
**Lake George, NY 12845**

**APPLICATION FOR USE OF ELEMENTARY SCHOOL BUILDING**

The undersigned makes application for the use of the following rooms/equipment at Lake George Elementary School on \_\_\_\_\_ during the hours from \_\_\_\_\_ to \_\_\_\_\_ for the  
(Day/Date)  
following purpose: \_\_\_\_\_  
\_\_\_\_\_

Space Needed

\_\_\_\_\_ Art room  
\_\_\_\_\_ Cafeteria  
\_\_\_\_\_ Classroom  
\_\_\_\_\_ Gym  
\_\_\_\_\_ Kitchen  
\_\_\_\_\_ Library  
\_\_\_\_\_ Little Theater  
\_\_\_\_\_ Locker rooms  
\_\_\_\_\_ Other \_\_\_\_\_

Equipment/Furniture Needed

\_\_\_\_\_ Chairs – approx. number \_\_\_\_\_  
\_\_\_\_\_ Internet Access  
\_\_\_\_\_ Microphone  
\_\_\_\_\_ Podium  
\_\_\_\_\_ Screen  
\_\_\_\_\_ Tables  
\_\_\_\_\_ Video projector  
\_\_\_\_\_ Other \_\_\_\_\_

The undersigned agrees that:

1. Buildings and grounds are to be used only as indicated on this application, and are to be cleaned up immediately after being used.
2. When services of a school employee are required outside of or beyond the regular hours of duty, said employee will be reimbursed by the user at the rate of time and a half of the employee's base salary.
3. A copy of a Certificate of Insurance for One Million Dollars, naming the School District as the additional insured must accompany this application. The District will provide school employees with Compensation coverage.
4. A copy of a Form 501(c)3, Federal Tax Certificate indicating Not For Profit status must accompany this application.

The person who will be in charge while the building is being used will be: (please type or print)

\_\_\_\_\_

(Name, Address, and Telephone Number)

The undersigned assumes all risks in the performance of all its activities authorized by this Agreement. The undersigned hereby covenants and agrees to defend, indemnify and hold harmless the Lake George Central School District; its elected and/or appointed officials, officers, agents, employees and assigns against all liabilities, claims, suits, actions, judgments, costs, expenses, demands, losses, damage or injury arising out of this agreement, of whatsoever kind and nature including death or injury to person, damage or loss of property, all attorneys' fees and other costs of investigating and defending against such claims, liabilities, losses, damages, expenses, accidents or occurrences. The undersigned shall be responsible for such liabilities that arise at any time.

Approved: _____
Rejected: _____
Principal: _____
Date: _____
Ent'd on Web: _____ cc:
B&G/Originator/

\_\_\_\_\_ (Print Name of Organization or Individual)

By: \_\_\_\_\_ (Title)

Address: \_\_\_\_\_  
\_\_\_\_\_

Note: If your billing address is different from above, please include your billing information also.

## REGULATIONS FOR USE OF SCHOOL BUILDINGS

1. It is the desire of the Board of Education to grant the privilege of using school buildings to those organizations or groups that are eligible within the Education Law to use the buildings, and that will benefit the general welfare of the community educationally and recreationally. It is the opinion of the Board of Education that where it is possible such organizations, except those directly connected with the educational interest of the school, should pay the added expense of custodial service necessary to make possible the use of the building.
2. The Board of Education in granting the use of school building during out of school hours is governed by Section 414 of the Education Law as indicated in the following extract there from.

**Subsection 1** For the purpose of instruction in any branch of education, learning or the arts.

**Subsection 2** 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 open to the general public.

**Subsection 3** 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 or marine service of the United States and organizations of volunteer firemen.

3. Subsection 3 is interpreted to mean that use shall not be permitted if ANY of the said proceeds are to be applied for the benefit of a society, association or organization of a religious sect of denomination, or of a fraternal, secret or exclusive society or organization.
4. Smoking in or on school grounds is prohibited.
5. It is the responsibility of the person in charge to review Fire Drill Procedure with the group.
6. IN CASE OF AN EMERGENCY – DIAL 911. Medical staff and Emergency First Aid Treatment are not provided by the school. Emergency help can be summoned if needed. If required, arrangements should be made by you to have appropriate personnel on the grounds.
7. Rest room and other facilities shall not be used for any purpose other than those for which they were intended. The cost of repairing any damage resulting from misuse of any rest rooms or other facilities shall be paid for by you.
8. Nothing shall be attached to, or hung from, the interior or exterior of any building without prior written approval of the school.
9. The Signee shall reimburse the school for any and all damage or injury to any real or personal property of the school that may arise, directly or indirectly, from the negligence, acts, or omissions of the Signee.
10. The Agreement shall not grant to the Signee the exclusive use of the school property.
11. The provisions regarding indemnification shall survive the termination of this Agreement.
12. The Signee may not assign the Agreement or its rights, title, or interest thereto without the prior written consent of the school.

13. No modification or amendment of this Agreement shall be valid unless in writing and signed by the school.
14. In entering into this Agreement, the Signee acknowledges and agrees that nothing herein shall be construed as creating any right or ownership interest in the school property. This Agreement shall solely constitute permission to the Signee to gain access to the school property at the times and for the purposes set forth herein.
15. This Agreement can be revoked by the school for any violation of its terms and/or conditions hereof by Signee in which event Signee shall vacate the school premises within one (1) hour upon receipt of verbal or written notice of such termination.