

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

**APPLICATION FOR USE OF JR.-SR. HIGH SCHOOL BUILDING**

The undersigned makes application for the use of the \_\_\_\_\_ at Lake George  
(Specify Room(s) - Gym, Auditorium, Cafeteria, Classroom, etc.)

Central School District on \_\_\_\_\_ during the hours from \_\_\_\_\_ to \_\_\_\_\_  
(Include Day and Date)

for the following purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 plus benefits.
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.
5. Complete the Hold Harmless and Indemnification Agreement

List furniture and equipment needed: \_\_\_\_\_  
\_\_\_\_\_

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 Calendar: _____
cc: B&G/Originator/Bus Off.

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

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

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

### 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 buildings 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 rooms 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.

### Fee Schedule for Use of School Facilities

Class 1: Lake George CSD Athletics, PTSO, Town of Lake George Youth Commission

Class 2: 501(c)3 Organization with 50% participation of Lake George CSD Residents

Class 3: 501(c)3 Organization with less than 50% participation of Lake George CSD Residents

Needed/ Location of Facility	Class 1	Class 2	Class 3
<b><u>Auditorium</u></b> Facility Space Rental Technical Cost Air Conditioning	Free Determined by Usage Free	\$100 per hour \$75 per hour \$50 per hour	\$150 per hour \$75 per hour \$50 per hour
<b><u>High School Gymnasium</u></b>	Free	\$100 per hour	\$150 per hour
<b><u>Elementary School Gymnasium</u></b>	Free	\$50 per hour	\$100 per hour
<b><u>Cafeteria (High School)</u></b>	Free	\$75 per hour	\$125 per hour
<b><u>Little Theatre</u></b> Facility Space Rental Technical Cost Air Conditioning	Free Determined by Usage Free	\$50 per hour \$75 per hour \$50 per hour	\$75 per hour \$75 per hour \$50 per hour
<b><u>High School LGI</u></b>	Free	\$75	\$100
<b><u>Athletic Fields</u></b> Softball/Baseball Soccer Football	Free	\$50 per hour \$50 per hour \$150 per hour	\$100 per hour \$100 per hour \$200 per hour
<b><u>Lining &amp; Field Prep</u></b> Softball/Baseball Soccer Football	Determined by Usage	\$125 \$167.50 \$205	\$125 \$167.50 \$205

\*\*Any organization utilizing buses for permissible uses will be billed for all expenses incurred by the district as the rate of usage.

\*\*All groups will incur fees when additional costs are incurred by the district such as custodial overtime and benefits. Use of kitchens will incur additional charges to cover the cost of food service personnel. Fees pertaining to personnel costs will be billed directly to the organization by the Lake George Central School District. Payment is due within 30 days of the date of invoice.

