

Unadilla Valley Central School
REQUEST FORM FOR USE OF BUILDING AND GROUNDS

Group and/or Person(s): _____

Date(s): _____

Size of Group: _____

Type of Activity: _____

Supervisor(s): _____

Time Sequence: _____ **Actual Event Time:** _____

Area(s) Requesting use of:

_____ Auditorium	_____ Storm Alley	_____ Library
_____ Concession	_____ Cafeteria (dining)	_____ Cafeteria (kitchen)
_____ Gym – (specify which) _____		
_____ Other: (list areas) _____		

Equipment Requested: *(indicated quantity)*

Tables: _____	AV Equipment: _____
Chairs: _____	Spotlights: _____
Podium: _____	Kitchen Equipment: _____
Other: _____	

Custodial Service: ___ yes ___ no **If yes, specify:** _____

CONDITIONS

If approved, the group and persons named above will be responsible for:

- 1. Any reasonable costs, including custodians***
- 2. Providing adequate and responsible supervision***
- 3. Restricting participants to designated areas***
- 4. Assume responsibility for any and all injuries, property damage or vandalism through additional liability or property protection insurance***
- 5. No use or possession of alcoholic beverages allowed***

Signature of Person Requesting: _____ Date: _____

Address: _____ Phone No: _____

Superintendent Signature (if appl): _____ Date: _____

Building Principal Signature: _____ Date: _____

Permission Granted: _____ **Permission Denied:** _____

OFFICE USE ONLY:

Route to the following person(s) to verify location availability: *(initial/date)*

Sharon White (auditorium) _____	Date: _____
Matt Osborne (gyms/concession) _____	Date: _____
Bill Beadle (buildings & grounds) _____	Date: _____
Wilma Gorrell (library/conf rm) _____	Date: _____
Sharon White (cafeteria) _____	Date: _____

Distribute Copies to:

_____ Business Office	Other: <u>Cook/Manager when Cafeteria requested</u>
_____ Organization/Group	Other: <u>Wilma Gorrell when Library requested</u>
_____ Buildings & Grounds	Other: <u>Greg Maistros when AV/lights requested</u>
_____ Building Principal	Other: _____
_____ Sharon White (schoolview)	