

# LANCASTER CENTRAL SCHOOL DISTRICT

## In-District Request for Use of School Facilities

DATE(S) REQUESTED: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_

TIME REQUESTED: From \_\_\_\_\_ am pm To \_\_\_\_\_ am pm Approx # of attendees: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: Work #: \_\_\_\_\_ Home #: \_\_\_\_\_

BUILDING REQUESTED: HS  LMS  WS  CP  CT  JAS  HV  DO  TR

Auditorium	Courtyard	Kitchen*	---
Cafeteria*	Field House	Media Center	
Per Classroom	Fitness center	Multipurpose Room	
Commons	Gymnasium A	Pool/Locker Room	
Conference Room	Gymnasium B	Rifle Range	
Senior Room	Gym – Java	Room 122	
	Gym – North	Weight Room	
		Playing Fields	
		List:	

**EQUIPMENT REQUESTED:**     Table(s)         Chair(s)         Podium         Lights         Microphone  
 Spotlight         Projector         Laptop         DVD/VCR     Kitchen Equipment\*  
 Cordless Mic     TV/DVD/VCR

\*If Cafeteria and/or Kitchen was selected and the use of kitchen equipment is necessary and/or if food will be served, the kitchen and catered event application should be completed instead of this form. If additional rooms/areas are needed for your event, you will need to complete both applications.

**INSTRUCTIONS:**

1. This form should be completely filled out by the applicant, signed (#1) and submitted to the athletic office at the high school, at least 30 days prior to the date of the activity. For catered events, also submit School Kitchen and Catered Event Application
2. The athletic office will complete fee calculation if the building is available at the requested date/time. They will then forward the request to the building principal.
3. The principal will affix his/her signature (#2). The form is then sent to the superintendent of buildings & grounds.
4. The superintendent of buildings & grounds will affix his/her signature (#3). The form is then sent to the assistant superintendent for business & support services.
5. The assistant superintendent for business & support services will affix his/her signature (#4). The form is then sent to the superintendent.
6. After the superintendent has approved the request (#5), the form will be sent back to the athletic office for distribution back to the applicant and appropriate departments.

**For use of the school facility, the organization and its users agree to abide by the following regulations:**

1. A custodian must be on duty.
2. Use of kitchen equipment/appliances requires the presence of a Lancaster Central School District cafeteria employee.
3. The organization and/or its users agree that the facilities they use will be left in the condition that they were found.
4. Hindrance of school vending machines in anyway is prohibited and will potentially be subject to disciplinary action as unauthorized tampering of district property. This includes unplugging or constructing obstacles to obstruct their usage.
5. All safety and fire prevention measures and laws are to be observed at all times.
6. Proper supervision must be maintained at all times.
7. Alcohol, smoking and/or use of tobacco are prohibited on school grounds and are not permitted in any facility owned by the district. Such use is in violation of NYS Public Health Law and the Federal Pro-Children Act of 1994.

1. APPLICANT'S signature: \_\_\_\_\_ DATE: \_\_\_\_\_

2. PRINCIPAL'S APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Forward to Superintendent of Buildings & Grounds

3. SUPERINTENDENT OF BUILDINGS & GROUNDS: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Forward to Assistant Superintendent for Business & Support Services

4. ASSISTANT SUPERINTENDENT FOR BUSINESS & SUPPORT SERVICES: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Forward to Athletic Office

<i>For office use only</i>	
_____ Date Received	_____ AV Department
_____ Entered	_____ Athletic Department
	_____ Music Department
	_____ Food Services Department