

**MT. SINAI UNION FREE SCHOOL DISTRICT  
MOUNT SINAI, NEW YORK 11766**

**SAMPLE FORM**

**Request for Use of Facilities**

<b>Name of Organization:</b>			
<b>Address:</b>			
<b>Officers:</b>		<b>Phone #:</b>	
<b>Activity:</b>		<b># of Participants:</b>	
<b>Date(s):</b>		<b>Time(s):</b>	

**Building Requested (Please Check)**

<b>Mt. Sinai Elementary School:</b>		<b>Mt. Sinai Middle School:</b>		<b>Mt. Sinai High School:</b>	
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**Facility Requested (Please Check)**

<b>Athletic Fields:</b>		<b>Auditorium:</b>		<b>Classrooms:</b>	
<b>Cafeteria:</b>		<b>Gymnasium:</b>		<b>Other:</b>	

**Contact Person:**

Name	Address	Phone #

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The following information should be disseminated to your group:**

- 1) Smoking on school grounds is a violation of County Law. The building and/or grounds must be left clean and orderly.
- 2) You are responsible for prompt reimbursement for any loss or damage that may occur while you are utilizing school facilities.
- 3) Disorderly persons shall not be allowed to remain on the property.
- 4) Facilities use shall be restricted to only those areas and equipment. No refreshments are to be sold by private groups.
- 5) Parking is prohibited in the fire zones immediately in front of each building. All vehicles must be parked in the parking areas and free of the driveways designed for emergency vehicles.
- 6) The custodian on duty is responsible for regularly scheduled duty assignments and should not be requested to perform additional tasks for your group.
- 7) The Mt. Sinai Board of Education does not assume any responsibility for accidents causing injury to the members of your group.
- 8) The facilities use fee is \$50.00 per hour for inside use. For field use the fee is \$50.00 per hour for games, scrimmages, and other arranged activities (such as camps).
- 9) Building use fees must be forwarded to the person giving permission to use the facilities once notified of approval. The district must receive the full payment for use within five (5) days of approval. **Payment must be in the form of a money order, certified check, or bank check made payable to "Mt. Sinai School District."**
- 10) This form is for building use only. Requests for school district equipment, supplies, materials, etc. will not be honored.
- 11) **CERTIFICATE OF INSURANCE MUST BE SUBMITTED WITH APPLICATION.** All non-school organizations are required to carry minimum blanket liability insurance with a New York State approved insurance company with an A.M. Best rated "secured" or better in the amount of not less than \$1,000,000 occurrence and 2 million aggregate. Mount Sinai UFSD must be named as additional insured with proof of endorsement (CG2026 or broader).

<b>Routing:</b>	<b>Calendar Checked</b>	✓		✓	
	<b>Yes</b>		<b>No</b>		
<b>Principal's Recommendation:</b>	<b>Approved</b>		<b>Not approved</b>		
<b>District Office Recommendation:</b>	<b>Approved</b>		<b>Not approved</b>		