

**BLIND BROOK-RYE UFSD
BUILDING/FACILITIES USAGE APPLICATION**

COMPLETE THIS FORM IN FULL AND SUBMIT TO THE BUSINESS OFFICE FOR APPROVAL.

This form should be submitted to the Business Office only if requesting use of our facilities during **after school hours and on weekends**. School activities always take precedence over outside activities. Blind Brook-Rye UFSD reserves the right to cancel any activity at any time at their discretion.

PLEASE CHECK ONE: I am a: **Staff Member:** _____ **PTA Member:** _____ **Other Requestor:** _____

Name: _____ **Organization:** _____ **Date of Request:** _____

Type of Activity: _____

FACILITY REQUESTED: (If you are requesting multiple facilities at different schools, please complete a separate form for each).

Middle School/High School:

HS GYM: _____ **MS GYM:** _____ **MAIN TURF:** _____ **BASEBALL FIELD:** _____ **CAFETERIA:** _____

COMMONS: _____ **LIBRARY:** _____ **LGI:** _____ **AUDITORIUM:** _____ **CLASSROOM(s):** _____ *How many?* _____

Ridge Street School:

OLD GYM: _____ **NEW GYM:** _____ **MAIN FIELD: (Soccer, Lacrosse):** _____ **BASEBALL FIELD:** _____ **SOFTBALL FIELD:** _____

CLASSROOM(s): _____ *(How many?)* _____ **CAFETORIUM:** _____ **LIBRARY:** _____ **COURTYARD:** _____

OTHER: _____

• This is for a **One-Time Event:** **DAY:** _____ **DATE:** _____ **START TIME:** _____ **END TIME:** _____

• This is for a **Series of Events:** **DAYS:** _____

• **DATES:** _____

START TIME: _____ **END TIME:** _____ *If start/end times are different for any days, please indicated below:*

- List any equipment or items you are requesting permission to bring into the building or on to school grounds. In addition, list any set-up requirements or custodial needs. The consent of the Building Principal is required for the removal of furniture or setting up of chairs, apparatus, or the operation of equipment.

PLEASE NOTE: NO ITEMS CONTAINING NUTS OR TRACES OF NUTS (OF ANY KIND) ARE PERMITTED AT FOOD SALES!

If applicable, attach a copy of your Certificate of Insurance along with the "Hold Harmless" form. This can be located on our District website at [Facilities Rental Forms](#) **Be sure to download and read the Facilities Use Policy for rental guidelines and fees.**

I certify that the undersigned, who will be in charge of the event/activity, is twenty-one years of age or older. He/she agrees that they will be responsible to the Board of Education for any damage or misuse of school property. In addition, he/she agrees that the character of the services/entertainment will conform with that stated in this application. He/she further agrees to notify all persons in attendance of the proper evacuation procedures and emergency exits in case of a fire emergency.

Signature of Requestor: _____ **Date:** _____

Address: _____ **Phone:** _____

Approvals to be obtained in the following order:

1. **Athletic Director Signature:** _____ **Date:** _____
(For use of fields and athletic facilities)

2. **Building Principal Signature:** _____ **Date:** _____

3. **Assist. Superintendent for Finance & Facilities Signature:** _____ **Date:** _____
(or other authorized personnel)