

ROSCOE CENTRAL SCHOOL DISTRICT

Request for Use of Building and Grounds

(for outside or community groups)

For **any** use of the building or grounds, complete this form and turn it in to the **Main Office** no less than 14 days prior to the requested activity date. Complete the form in full. **Blanks or missing information may delay approval. Requester and all concerned parties will be notified by email.**

Name of requesting organization: _____

Type of activity (dance, dinner, etc): _____

Space requested: _____

Date(s): _____ Start Time: _____ Finish Time: _____

Who will participate: _____ estimated attendance: _____

Person(s) responsible for clean up (if other than requestor, they must sign here):

(Clean up to be accomplished at the end of activity by the requesting organization.)
If School cleaner is requested (in comments below), requesting organization is responsible for overtime wages)

School Faculty/Staff point of contact for this activity (**required**): _____

Chaperones (**2 per 30 participants required**) _____,
_____, _____, _____,

Additional special equipment requested (PA, podium, projector): _____

Comments: _____

Requestor has read and agreed to the "Conditions for Use of School Facilities" (**required**): _____
Initial

Requestor Signature Date

Requestor E-Mail

This section for School Administration Use:

Recommend Approval?	Department	Signature	Date
Yes No	Tentative Calendar		
Yes No	Business Office		
Yes No	Principal		
Approved Disapproved	Superintendent		
Placed on Calendar	Final Approval		

Certificate of Insurance provided? _____ YES _____ NO _____
(verified by Business Office personnel)

Yes/No	Routing:	Name:	Email:
	Director of Facilities	Tom Lavinski	tlavinski@roscoe.k12.ny.us
	Athletic Director	Fred Ahart	fahart@roscoe.k12.ny.us
	Other		
	Other		