

**HUDSON CITY SCHOOL DISTRICT  
HUDSON, NY**

USE OF SCHOOL FACILITIES REQUEST FORM

Revised 10/10

Please remit to:  
Buildings and Grounds Office  
828-4360 Ext. 2132  
697-8590 Fax  
[www.hudsoncityschooldistrict.com](http://www.hudsoncityschooldistrict.com) (building and grounds)

THE BUILDING AND GROUNDS SUPERINTENDENT IS RESPONSIBLE FOR THE USE OF SCHOOL FACILITIES. IN ORDER THAT WE MAY CONSIDER YOUR USE OF SCHOOL FACILITIES REQUEST, KINDLY COMPLETE THE FOLLOWING INFORMATION.

1. REQUEST The \_\_\_\_\_ requests the use of the grounds or school

(requesting organization)

\_\_\_\_\_ at \_\_\_\_\_ for the purpose of

(area or room(s))

(school)

\_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_

(purpose)

(day)

(date)

from \_\_\_\_\_ to \_\_\_\_\_.

(begin time)

(end time)

2. Admission will/will not be charged. Proceeds will be used for: \_\_\_\_\_

(circle one)

Anticipated price of Admission: \_\_\_\_\_

3. Will you require District staff: Yes/No

(circle one)

If yes, please estimate number of people \_\_\_\_\_ and hours \_\_\_\_\_

(District retains the option to assign staff)

4. NAME OF ORGANIZATION: \_\_\_\_\_

Person responsible on this occasion: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone# \_\_\_\_\_

5. INSURANCE INFORMATION: Required minimum limits of liability - \$1,000,000 bodily injury, \$500,000 property damage. Certificate is required before approval can be granted. (See on back)

6. SPECIAL ARRANGEMENTS REQUESTED: Number of people expected \_\_\_\_\_

Provide number of chairs, tables, etc. required: \_\_\_\_\_

Any special equipment required, i.e. gym mats, stage lights, microphones, etc.  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

7. BRIEF RULES GOVERNING USE OF FACILITIES:

1. No smoking is allowed in any District building or on school property. Must be announced before each activity.
2. No alcoholic beverages permitted on District property.
3. Activity shall be restricted to that area for which permission is granted.
4. Activity shall not extend beyond the hours approved in the request.
5. Programs shall be planned so they do not interfere with the school schedule.
6. Organization using the building shall be responsible for moving its equipment into and out of the building.
7. Supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
8. In the absence of the building principal or administrative personnel, the custodian is in charge with the responsibility for the building.
9. School authorities must have free access to all rooms at all times.
10. Where custodial assistance must be hired, (District retains the option to assign staff if deemed necessary) a charge will be made and must be in advance.
11. Room(s) or facilities used by applicant will be carefully examined after use. Applicant will make good any loss or damage occurring as a result of use of District property.
12. No school property or equipment is to be altered or removed from the premises.
13. Organization shall be required to furnish public liability and property damage insurance with limits at least equal to those of the school (see Item 5).
14. A Certificate of Insurance, with proper limits of liability, shall be submitted as evidence of insurance coverage at the time of the request of the event and must designate both the using organization and the City School District of the City of Hudson as insured. Absence of such a certificate will preclude use of the facility.
15. This permit is revocable at any time by school authorities.
16. No reservations will be made until this application is returned, approved and paid.
17. The activity must be open to the public. (Excluding pool parties).
18. Food and drink are limited to restricted areas. **AUDITORIUMS AND GYMS ARE PROHIBITED.**

I agree on behalf of the above indicated organization that all members and guests will observe the regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to Hudson City School District property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify the above named school district against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above described building or our organization and we will further hold said school district harmless for loss of any kind in connection therewith.

Proof of Insurance Yes No Attached

Rental Fee \$ \_\_\_\_\_ Custodial Fee @ \$ \_\_\_\_\_/Hour  
\$ \_\_\_\_\_

Other Fees:

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Total Amount \$ \_\_\_\_\_

Payment method Cash \_\_\_\_\_ Check # \_\_\_\_\_ Money Order \_\_\_\_\_

Signed: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

(Requesting Officer of Organization)

Request Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

School Official: \_\_\_\_\_

#### BOARD OF EDUCATION ENVIRONMENTAL CLEAN AIR POLICY

The Hudson City School District Board of Education regulation prohibits smoking, chewing or the use of tobacco products in buildings and facilities or on the grounds of School District property. Violation of this policy will negate permission to use facilities. The NO Smoking regulation shall be announced before each activity.