

**ALBION CENTRAL SCHOOL**  
APPLICATION FOR USE OF SCHOOL GROUNDS/FIELDS

2019-2020

Date(s) Requested: \_\_\_\_\_  
(If more than 4, please list on separate sheet)  
Time Requested: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.  
Have you used this field in the past for this activity?  
Does the activity involve ACSD students? \_\_\_\_\_ Yes \_\_\_\_\_ No  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Organization: \_\_\_\_\_  
Activity: \_\_\_\_\_  
Date this form was submitted: \_\_\_\_\_  
**Semester Requested: Fall Spring Summer**  
(Circle One)

**SUMMER REQUESTS:**  
**Due to the number of field usage requests from community organizations, it is critical that the organizations cooperate in sharing field usage.**

**Notes: A custodial fee will be assessed for hours beyond scheduled custodial hours. An area cannot be reserved for an entire year. Reservations are accepted by semester only.**

\_\_\_\_ **I. VARSITY FIELDS (Use of fenced areas): DAYTIME USE: No lights**  
\_\_\_\_ Soccer \_\_\_\_\_ Softball \_\_\_\_\_ Football  
Maximum of 3 hours \$ 20.00  
\_\_\_\_\_ each additional hour @\$5.00

\_\_\_\_ **II. VARSITY FIELDS: (Use of fenced areas): EVENING USE: Lights**  
\_\_\_\_ Soccer \_\_\_\_\_ Softball \_\_\_\_\_ Football  
(Football field is available only in the off-season and only for non-athletic occasional events) \$ 55.00  
\_\_\_\_\_ each additional hour @\$15.00  
(Includes \$10 per hour for lights.)

**NOTE: Varsity Fields are not available for regularly scheduled community league games.**

\_\_\_\_ **III. ADDITIONAL**  
\_\_\_\_ Use of bathrooms for varsity fields \$ 10.00  
\_\_\_\_ Each hour beyond 3 hours @ \$10.00 per hour

\_\_\_\_ **IV. FIELDS OUTSIDE FENCED AREA** **No Charge**  
Please identify area: \_\_\_\_\_

\_\_\_\_ **V. VARSITY REFRESHMENT STAND/KITCHEN:**  
Deposit \$ 25.00  
Rental Fee 25.00  
KITCHEN/SUPERVISOR \_\_\_\_\_ hours x \$10 per hour \_\_\_\_\_

Use of this area requires payment for a Kitchen Supervisor to oversee use of cooking equipment and clean up. The organization renting the facility is responsible for cooking, serving, and clean-up. Deposit is returned if facility is left clean as approved by supervisor.

**\*\*If any food sales for your event, the "Requestor" must ensure compliance with Orleans County Health Department regulations. You may contact the Health Department at (585) 589-3278 for further information.**

\_\_\_\_ **VI. ROPES COURSE: (1 instructor required for maximum of 12 participants)**  
\_\_\_\_ Corporate Group \_\_\_\_\_ participants @ \$100 per 12 participants \$ \_\_\_\_\_  
\_\_\_\_ Outside Non-Corporate Group @ \$50.00 hr/ x \_\_\_\_\_ hrs. \_\_\_\_\_  
\_\_\_\_ In House Groups @ \$30.00 hr/ x \_\_\_\_\_ hrs \_\_\_\_\_

**TOTAL CHARGE: Please make checks payable to Albion Central School District** \$ \_\_\_\_\_  
**c/o Laura Marek**

**I HAVE READ AND SIGNED THE USER AGREEMENT ON THE BACK OF THIS FORM AND WILL OBTAIN A CERTIFICATE OF INSURANCE.**  
Individual responsible for payment and insurance: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
**APPROVED:** \_\_\_\_\_  
Adam Krenning, Athletic Director Date  
**APPROVED:** \_\_\_\_\_  
Michael S. Bonnewell., Superintendent Date  
Insurance: \_\_\_\_\_

**COPY DISTRIBUTION**  
Principal \_\_\_\_\_  
Custodian \_\_\_\_\_  
Applicant \_\_\_\_\_  
Maint. & Op. \_\_\_\_\_  
Media \_\_\_\_\_  
Other \_\_\_\_\_  
File \_\_\_\_\_  
Ropes Coordinator \_\_\_\_\_

**SCHOOL SPONSORED EVENTS will take precedent. Your event could be cancelled due to unforeseen conflicts or weather conditions affecting the fields. Should this happen you will be contacted for different dates or fees paid will be refunded. (OVER)**

All organizations wishing to use school facilities must submit this form to the District Office no later than the Wednesday prior to the monthly Board Meeting.  
The request is subject to the approval of the Albion Board of Education and the availability of the building.

No applications will be accepted prior to **August 1** for the Fall Semester, **November 1** for the Spring Semester and **May 1** for the Summer Semester. This is required in order to permit school activities to be scheduled first. The organization/designee is responsible for completing the forms and adhering to these regulations:

1. The applicant in charge of this activity shall assume full responsibility for proper supervision and shall agree to assume responsibility for payment of costs of any damages sustained in facility usage.
2. Smoking, alcohol, and other drugs are not permitted inside building or on school property at any time.
3. Only the room or designated area granted in the original request shall be used.
4. Classroom materials and/or equipment are not to be used without specific permission, and media equipment shall not be used unless operated by school personnel.
5. All rooms and areas are to be left in an orderly condition after usage.
6. Outside groups must provide a certificate of insurance with minimum liability of \$1,000,000 each occurrence and \$2,000,000 aggregate and naming the Albion Central School as the additional insured at the time of the application. The certificate holder should be the Albion Central School District. The outside group agrees to defend, indemnify and hold harmless the Albion Central School District from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of Albion Central School property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of the outside group. The outside group understands and agrees that its use of Albion Central School's property and facilities includes, but is not limited to, all areas identified on the application, and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with the use of the premises. The outside group agrees that its insurance obligations extend to the areas identified in the application and include any and all incidental areas. Approved Booster Groups that support or enhance the interests of the District may sign a waiver of insurance to use the facility for a meeting. A certificate of insurance must be obtained, however, when the Booster Group is using school facilities to raise money, holding physical activities, selling food products or holding meetings of more than 100 people.
7. If the Board of Education approves an Application for Use of School Facility, noncompliance with any District regulations, in the discretion of the Board of Education, may result in the immediate revocation of such approval and the denial of further use of school facilities by the applicant.
8. The Superintendent, after consulting with the Director of Facilities and/or the Board President, has the authority to close the school buildings and/or grounds, should conditions be inappropriate for community use and/or continued use, or place an unfair burden on the taxpayers.

**Proof of insurance shall be provided and fees paid prior to the use of the building.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_