

Portville Central School
ACTIVITY & FACILITY USE FORM

Sponsoring Club/Class* _____ **Date(s) of Activity** _____

Name of Contact Person(s) _____ **Address** _____

Activity Planned _____ **Telephone #** _____

Grade Level(s) Involved _____ **Time of Activity** _____ to _____
(Hours Facility needed _____ to _____)

* Outside organizations must provide District with a Certificate of Insurance prior to use of facility.

Certificate of Insurance submitted? Yes or No

Location(s) Requested

- | | | | |
|--|--------------------|-------------------|-----------------|
| __ North Gym | __ South Gym | __ Elem. Gym | __ Lecture Hall |
| __ HS Cafeteria | __ Elem. Cafeteria | __ Kitchen | __ Auditorium |
| __ Stage | __ Dubot's Room | __ Room #'s _____ | __ Pool |
| __ Locker Rooms _____ | __ Other _____ | | |
| __ Outdoor Facilities (describe) _____ | | | |

Special Needs

- | | | | |
|-----------------------------------|------------------|------------------|---------------|
| __ Table(s) # _____ | __ Chairs# _____ | __ Podium | __ Microphone |
| __ TV/VCR | __ Spots | __ Risers# _____ | __ Scoreboard |
| __ Bleachers out (describe) _____ | | | |
| __ Lifeguard(s) | | | |
| __ Other (describe) _____ | | | |

THIS SECTION TO BE COMPLETED FOR ACTIVITIES REQUIRING CHAPERONES – (Dances, etc.)

Advisor _____ Student Contact _____

Supervisors and Chaperones:

	<i>Name (Please print)</i>	<i>Signature</i>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.**	_____	_____
7.**	_____	_____
8.**	_____	_____
9.**	_____	_____
10.**	_____	_____

Note: Additional supervisors required for 'Open Admission' events. e.g. Battle of Bands

Portville Police Contacted: Telephone 933-8773

Please allow at least 7 days notice, phone and submit a Police Request Form.

(Note: Police pay rate is \$13.00 per hour)

Contacted by: _____ Date: _____

FOR STUDENT COUNCIL USE ONLY:	
Reviewed and Approved by:	
_____	_____
Student Council Representative	Date

FOR ADMINISTRATIVE USE ONLY:	
Reviewed and Approved by:	
_____	_____
Building Principal	Date

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- Chaperone requirements for activities involving primarily Portville students is three staff members and at least two staff or parent/community member over the age of 21, and one police officer for dances. For events which have open admission, such as “The Battle of the Bands” chaperone requirements are at least ten adults with at least five being staff members. The number of police required is at the discretion of the administration.
- Hours for dances are 8:00 pm to 11:00 pm. The Homecoming dance and the Prom times are from 9:00 pm to 1:00 am. Other activity time determined and approved per event.
- Custodians will open facilities only when supervisors arrive and will be secured when supervisors leave following the activity.
- Participants are to remain at the activity. The supervisors have the authority to refuse entrance to anyone who leaves without their consent.
- Regular school dances are open to students in grades 7-12. Homecoming, winter Weekend and the Prom are open to students in grades 9-12. Grade levels for other activities will be governed by the type of activity.
- The rules for dress and conduct will be governed by the type of activity and the school code of conduct will be in effect for all regular school activities.

NOTE : Please contact the school for information regarding charges for non-school use of school facilities.

I have read and agree to the following:

- To provide a Certificate of Insurance prior to use of facility.
- To assure proper use and supervision of all school facilities and that only the areas listed above will be used.
- To be responsible for the return of all school property and for payment of any damage or loss to the building or equipment caused by the group named above. (Please note that sneakers are proper for gym floors)
- To leave facilities in proper order.
- To enforce the no smoking rule in school buildings and school grounds.
- To notify such persons in attendance at the beginning of such program, event or performance of the proper procedures to evacuate the building in an orderly and timely manner in the event of a fire emergency.
- That any violation of any of the above will be sufficient cause for immediate cancellation of this request and will be adequate reason to void, for one full year from the date of violation, any use of school facilities by this organization.

➤ _____
Signature of Person Requesting Use of Facilities **Date**

This completed 2-page form has been reviewed and approved by:	
Extra-Curricular Activity / Athletic Director _____	Date _____
High School Principal _____	Date _____
Elementary Principal _____	Date _____
Cafeteria Manager _____	Date _____

- OFFICE USE – DISTRIBUTE COPIES TO:**
- Athletic Director
 - Building Principal
 - Custodial
 - Maintenance
 - Office File
 - Person/Club using Facility
 - Student Council Advisor
 - Technology Services