

CENTRAL VALLEY SCHOOL DISTRICT

111 Frederick St., Ilion, NY 13357

Phone: 315-894-9934

Buildings/Grounds: _____

Name of Organization: _____

Date and Time Requested: _____

Room(s) to be used: _____

Purpose of Activity: _____

Special set up instructions if any: _____

*Name of Insurance Carrier: _____

***All organizations must attach a certificate of insurance naming the Central Valley School District as an additional insured.**

REGULATIONS FOR THE USE OF THE SCHOOL BUILDING

1. No smoking allowed either in the buildings or on the grounds.
2. Drinking or serving of alcoholic beverages will not be permitted.
3. Activity shall be restricted to that area for which permission is granted.
4. The supervisor or director of the activity shall be present before the activity is to begin and remain with the group until all have left.
5. In the absence of a building principal, the custodian is in charge of the building.
6. If custodial service is required, those charges will be billed to the organization.
7. If anything other than light refreshments is to be served, a cafeteria worker is to be engaged at the organization's expense. **Note: No food or drink of any kind is allowed in the CVA Large Group Instruction Room, auditorium or Jarvis auditorium.**
8. The use of the building or grounds provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination.

Signed: _____ Date: _____

Contact Name (please print): _____

Position in Organization: _____

Contact Phone / Email Address: _____

Contact Mailing Address: _____

Date approved: _____ Administrator: _____