

* Revised due to need for more space of size of group
 * Original submitted May 16, 2017

Ichabod Crane Central School District, Valatie, NY 12184

CO-85

REQUEST FOR USE OF SCHOOL FACILITIES

Name of Organization: Jennifer Farrell Number of persons in group: ~100-150

Name, address, and telephone number of person(s) responsible for this group:
4 Matterhorn Dr., Wynantskill, NY, 12198 (607) 435-0396

School requested (check one):	Room requested (check one):	Additional Equipment Needed:
High School _____	Kitchen _____	<u>150 chairs, podium</u>
Elem/Middle School _____	Cafeteria <input checked="" type="checkbox"/>	<u>2-4 tables</u>
Primary School <input checked="" type="checkbox"/>	Library _____	_____
	Gymnasium <input checked="" type="checkbox"/> * added.	_____
	Auditorium _____	_____
	Athletic Field _____	_____
	Classroom(s) _____	_____
	Other Area _____	_____

Activity to be held: AIS Kindergarten Celebration

Please complete the following:

DAY	START DATE	STOP DATE	TIME START	TIME STOP
MONDAY	<u>June 5, 2017</u>	<u>June 5, 2017</u>	<u>4:15</u>	<u>5:15 / 5:30</u>
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

* Will require Zumba be moved to ES gym

I agree to the following terms and conditions:

- I agree to comply with all district policies, procedures, rules and regulations pertaining to building/property use. (Complete rules are available in Central Office.)
- Our organization assumes any and all risk while on school grounds, and, indemnifies and releases the school district, its Board of Education, its employee, officers, agents and assigns, from any and all liability whatsoever regardless of cause as an absolute term of this facilities use.
- I have attached a certificate of liability insurance with Kinderhook Central School District as an additional named insured on my insurance policy.
- I further guaranty that I have been duly and properly authorized by the Organization to bind the organization to this agreement.
- ALL FORMS SHOULD BE SUBMITTED TO MAINTENANCE ONE WEEK BEFORE REQUESTED USE OF FACILITIES.**

Signature of responsible person: Jennifer Farrell Date: May 24, 2017
 Approved: [Signature] Date: 5-31-17

Copies: White – Principal *Yellow – Building Custodian* Pink – Maintenance Office *Goldenrod – Organization