

REQUEST FOR USE OF SCHOOL FACILITIES

Name of Organization: PTA Number of persons in group: _____

Name, address, and telephone number of person(s) responsible for this group:
Michelle Haag 678 CR 28 Valatie NY 12184

School requested (check one):	Room requested (check one):	Additional Equipment Needed:
High School _____	Kitchen _____	<u>tables out</u>
Elem/Middle School _____	Cafeteria <u>X</u>	<u>mic speaker</u>
Primary School <u>X</u>	Library _____	<u>few food tables</u>
	Gymnasium _____	<u>in hallway</u>
	Auditorium <u>X</u>	
	Athletic Field _____	
	Classroom(s) _____	
	Other Area _____	

Activity to be held: Bingo

Please complete the following:

DAY	START DATE	STOP DATE	TIME START	TIME STOP
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY	<u>2/9</u>	<u>2/9</u>	<u>5:30 p</u>	<u>8:30</u>
SATURDAY			<u>Setup</u>	<u>cleanup</u>
SUNDAY				

I agree to the following terms and conditions:

1. I agree to comply with all district policies, procedures, rules and regulations pertaining to building/property use. (Complete rules are available in Central Office.)
2. 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.
3. I have attached a certificate of liability insurance with Kinderhook Central School District as an additional named insured on my insurance policy.
4. I further guaranty that I have been duly and properly authorized by the Organization to bind the organization to this agreement.
5. **ALL FORMS SHOULD BE SUBMITTED TO MAINTENANCE ONE WEEK BEFORE REQUESTED USE OF FACILITIES.**

[Signature] 8/7/17
 Signature of responsible person Date

[Signature] 8/15/17
 Approved Date

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