Watkins Glen Central School District

303 12th Street • Watkins Glen, NY 14891 ♦ PHONE (607) 535-3219 ♦ FAX (607) 535-4629

Building Use Permit

Name of Organization _____ Telephone _____

Person Responsible (Print or Type) _____ Signature of Person Responsible _____

Address _____ Date Submitted _____

City _____ State _____ ZIP _____ Email address _____

****PLEASE NOTE: The Watkins Glen Central School District reserves the right to override an approved Building Use Permit for a School District function.**

Purpose of Use: _____

Grounds/Building Requested: _____

Room(s): _____ Phones Needed: Yes No
Lavatories Needed: Yes No

Date of Use: _____ Time: From _____ To _____
Equipment or Special Needs: _____
Number of Persons Expected: _____

Yes or No

_____ Will a fee be charged (admission, registration, tuition, etc.) for this activity?
_____ Is this a youth related activity? Explain
_____ Is this activity for profit?

FEES: Organization requesting building use will be responsible for all staff costs for any event which requires custodial, food service or any other school district staff to be present. WGCSD will determine if school staff is required, number of staff and hours.

		Fee
Adult League – per each session	$ 1.00/person	_____
Auditorium or Gymnasium	$15.00/hour	_____
Field Lights Fee	$25.00/event	_____
Pool Fee per pool	$10.00/hour	_____
Lifeguard Fee – 1 guard/20 swimmers	$10.00/hour	_____
Pool Scoring System Operator	$33.00/4 hours	_____

Tournament/performance building use fee will be $.50 per person for each person attending the activity. Additional hourly custodial fees will be assessed.

Auditorium Light System Operator	$33.00/4 hours	_____	
General Classroom or Meeting Room	$10.00/hour	_____	***$100/semester maximum***
Estimated Staff Fee (Custodial/Cafeteria)	$20.00/hour	_____	***$26.00/hour Sunday/Holiday***
Other: _____	$_____	_____	

Total Fees: $

Certificate of Insurance: Yes No (Copy Attached) Waiver of Insurance: Yes No

SCHOOL DISTRICT AUTHORIZING SIGNATURE(S):

_____

REV 7/07

POOL USE

Requesting:
- □ 6-Lane Pool (original pool)
- □ 8-Lane Pool (new pool)
- □ Dive Pool

Qualifications:

a. A school staff member or other approve person who is currently certified in Advance Life Saving and BLS-CPR OR Lifeguard Training with BLS-CPR and First Aid must be in the pool during the entire period of use as per NYS Health Department Regulations.

b. One qualified lifeguard must be present for every 20 people.

Evidence of Certification on file: Yes No

Authorization: _____ _____
Aquatics Director Date

Scoring System Operator: _____

AUDITORIUM LIGHT AND SOUND SYSTEM OPERATOR

Staff Assigned _____

Authorization _____ _____
Date

KITCHEN USE

Qualifications: Cafeteria Staff Member Assigned: _____

Authorization: _____ _____
Cafeteria Manager Date

GYMNASIUM OR ATHLETIC FIELDS USE

Authorization: _____ _____
Athletic Director Date

REQUESTOR FOR FACILITIES ACCEPTS THE FOLLOWING OBLIGATIONS

Application for Use of Facilities

a. Application for the use of the facilities must be submitted on the School District Building Use Permit.
b. Application for the permit to use the facilities must be made to the Superintendent or their designee 30 to 90 days prior to the requested date. Requests are prioritized on a "first come" basis 90 days prior to the event. A Certificate of Insurance with full coverage as outlined by NYS law must be provided to the Superintendent prior to the use of the facilities.
c. All permits for use will be issued for the specified times and locations only.
d. All permits are non-transferable and restricted to the specified purpose stated on the Building Use Permit.
e. Requests for the use of the Kitchen or Pool must be authorized by the Cafeteria Manager and Pool Director, respectively.

Governing Rules and Regulations

a. All youth activities must be supervised by an adult (over 21 years of age) whose name appears on the Building Use Permit.
b. All activities are restricted to the areas listed on the Permit.
c. All rooms and facilities used must be left in a clean, usable condition.
d. Any group using the school facilities must pay for any additional custodial costs for cleanup over and above any standard cleaning.
e. Any group using the school facilities will pay for any damage resulting from the use.
f. No alcoholic beverages or illegal drugs are permitted on school grounds.
g. Smoking is not permitted on school grounds.
h. The school telephone will not be used, unless to secure assistance during a bona fide emergency.

NOTE 1: Fees will be established for sessions of a repetitive nature.
A security deposit may be required for certain facilities uses.