

All organizations wishing to use school facilities **must submit the proper paperwork to the Business Office at least two (2) weeks before a Board Meeting.** Board Meetings are held on the second and fourth Mondays of the month. The request is subject to the approval of the Lyndonville Central Board of Education and the availability of the building.

The organization/designee is responsible for completing the necessary forms.

The following regulations shall be in force:

1. The applicant in charge of this activity shall assume full responsibility for proper supervision and shall agree to assume responsibility for payment of costs of any damages sustained in facility usage.
2. Smoking/Tobacco Use, Drugs, and Alcoholic beverages are not permitted on school property **at any time.**
3. Only the room or designated area granted in the original request shall be used.
4. Classroom materials and/or equipment are not to be used without specific permission.
5. All rooms and areas are to be left in an orderly condition after usage.
6. **Outside groups must provide a certificate of insurance naming the Lyndonville Central School as the additional insured with a minimum liability coverage of \$1,000,000 at the time of the application.**
7. **Outside groups must have a person trained and certified in the use of AED's (defibrillators) in attendance whenever the group is meeting in the school building.** School district personnel may fill this role. If no trained district personnel are available, then the organization must provide their own AED certified user, and must file their certificate of training with the district. Or, the organization may choose to pay for a trained AED user as a part of their fee.
8. Noncompliance with any of the foregoing regulations may, in the discretion of the Board of Education, result in the immediate revocation of such approval and the denial of further use of school facilities by the applicant.
9. The School Business Administrator, after consulting with the Head Custodian and/or the Board President, has the authority to close the school buildings and/or grounds, should conditions be inappropriate for community use and/or continued use places an unfair burden on the taxpayers.
10. The organization shall defend, indemnify and hold harmless the district for and in regard to any and all claims, injuries, losses, and/or liability occurring or arising out of the use of school facilities that is the subject of this application.

Proof of insurance and arrangements for a certified AED user shall be provided and fees paid prior to the use of the building.

Applicant's Signature

Date

Title within organization