

**ADMINISTRATIVE**

**GUIDELINES FOR USE OF**

**SCHOOL DISTRICT FACILITIES**

**June 19, 2008**

**Revised September 22, 2015**

**SUBJECT: USE OF SCHOOL DISTRICT FACILITIES**

It is the policy of the Board of Education of the Susquehanna Valley Central School District to make the facilities of the District available to residents and other applicable organizations so that the community as a whole may utilize and enjoy our facilities.

Use of the facilities will be in accordance with the requirements of the New York State Constitution, the New York State Education Law, and the rules and regulations of the Susquehanna Valley Central School District.

The rules and regulations of the Susquehanna Valley Central School District Board of Education are enacted to clarify (a) the requirements for use of the facilities, (b) the facilities available, (c) the procedure to secure the use of facilities, (d) the fees attendant to their use, and (e) the responsibilities of those to whom use is granted.

The Board of Education is responsible to this community for maintaining the public schools. Part of this duty (Section 414 and 2503, subparagraph 6 Education Law of New York) is to govern the use of school buildings and grounds.

These regulations apply to the use of all Susquehanna Valley Central School District buildings and property and have their basis in State and Federal law.

**Facilities Available**

The District also encourages the use of outdoor facilities for the enjoyment of the Susquehanna Valley community. Indoor facilities are normally available for organizations or groups of residents after school hours and following school-related functions.

Brookside Elementary School

Classrooms, Gymnasium, Cafetorium

Donnelly Elementary School

Classrooms, Gymnasium, Cafetorium

Middle/Senior High Schools

Auditorium, Cafeteria, Classrooms, Gymnasium, Swimming Pool, Fitness Center

Outdoor facilities existing in conjunction with the various buildings are available for special organizations or groups when the facilities listed above are inadequate for the type of program to be held. The use of Susquehanna Valley Central School District's outdoor facilities is open to the community when these areas are not reserved by specific school and/or community groups. Request for outdoor facility usage will follow the same application procedures outlined in "Request for Use of Facilities" packet.

(Continued)

**SUBJECT: USE OF SCHOOL DISTRICT FACILITIES (Cont'd.)**

- 1) Susquehanna Valley CSD reserves the right to reassign building use if necessary.
- 2) Approved use of facilities during recess and holiday periods is restricted.

**Procedures to Secure Use of School Facilities**

The Director of School Facilities of the Susquehanna Valley Central School District shall be the responsible representative of the School District in all matters concerning the use of school facilities by outside organizations or groups of residents.

Appeals from rulings or decisions of the Director of School Facilities shall be brought to the Superintendent of Schools.

Requests for use of school district facilities should be made as early as possible but no later than two (2) weeks before the event. Requests should be submitted on the attached "Request for Use of School Facilities" packet.

**Priority of Organizations for Facilities Use**

Organizations that desire to hold a series of regularly scheduled activities in school facilities (such as PTA meetings, Scout meetings, etc.) may submit a single master request schedule for a year's program.

Normally, no indoor facilities of the District will be available from the closing of school in June until the opening of school in September for evening activities.

- 1) School-related functions and school-related athletic events
- 2) Other organizations from within School District (such as Parent Teacher Associations, Booster Club, Gridiron Club, etc.)
- 3) Youth educational activities sponsored by Civic/Community Associations located within School District boundaries
- 4) Other organizations or groups from within the community not directly associated with the District

Requests to use facilities on weekday evenings will be scheduled on a first come, first serve basis provided school-related activities are not previously scheduled. Saturday use is dependent on availability of appropriate staff. Use of facilities on Sundays is normally prohibited. Exceptions must receive prior approval by the Director of Facilities.

(Continued)

**SUBJECT: USE OF SCHOOL DISTRICT FACILITIES (Cont'd.)****User Responsibilities**

Any individual or group, which desires to use District school buildings and/or grounds, must meet the following conditions:

Supervision/Security

The permit holder is required to provide complete supervision for the activity and events covered under the permit. It is the permit holder's responsibility to ensure that:

- 1) Unauthorized personnel are not allowed access to the facility.
- 2) Persons on District property do not enter unauthorized areas or open the exits to allow access by unauthorized personnel.
- 3) Reasonable requests of school officials and fire safety personnel are followed.

In addition, the event may require security, traffic control, and/or technical personnel (the cost of which is the responsibility of the permit holder). Specific personnel will be assigned by the Director of School Facilities or appropriate administration. All youth group activities shall have appropriate adult supervision. The supervisor(s) or adult(s) in charge of the activity shall arrive before the activity begins and remain until everyone participating has left school property. It is expected that parents or guardians of participating youth will be responsible for assuring that their children arrive and depart in a safe and timely manner.

Permit holders must adhere to the following prohibitions:

- 1) The possession, consumption or sale of alcoholic beverages, or illegal substances is not permitted.
- 2) The use of tobacco or tobacco products is not permitted in any school building or on school grounds.
- 3) The possession of weapons, fireworks, or other dangerous and prohibited objects is not permitted.

Failure to abide by these regulations will result in the immediate cancellation of the use permit and removal of all persons and/or the denial of future facility use permits to the group or individuals concerned.

(Continued)

**SUBJECT: USE OF SCHOOL DISTRICT FACILITIES (Cont'd.)**Required Staff

Use of facilities by a group or individual outside of normal working hours, will require at least one member of the custodial staff, dependent on availability, assigned to the activity. When applicable, additional staffing may be required during regular working hours. The cost of the custodial staff member(s) shall be the responsibility of the individual or group. If staffing is not available, the permit is subject to revocation.

In the absence of the Building Principal or administrative personnel, the custodian is in charge of the physical facilities of the building and the operation of all equipment.

Permit Holder Liability

Persons and groups accepting a permit for use of school facilities and property agree to defend, indemnify and hold harmless the Susquehanna Valley Central School District against any and all claims, judgments, actions or other liabilities, for both property damage and bodily injury arising in any way whatsoever from the permit-holder's use of the facilities or equipment.

The persons or groups must secure a liability insurance policy in their name with these limits: Minimum of \$1,000,000 each occurrence, \$2,000,000 aggregate for bodily injury liability, \$500,000 each occurrence, \$500,000 aggregate for property damage liability.

Susquehanna Valley Central School District must be named as additional insured.

Evacuation Procedures for Fire Emergencies

- 1) Pursuant to Education Law Section 807 (1) (a), the Principal or other person in charge of any Public or Private School or education institution (other than colleges or universities) shall require THE TEACHER OR PERSON IN CHARGE OF ANY AFTER-SCHOOL PROGRAM, EVENT, OR PERFORMANCE, WHICH TAKES PLACE IN A SCHOOL AND WHICH IS ATTENDED BY PERSONS WHO DO NOT REGULARLY ATTEND CLASSES WITHIN THE SCHOOL, TO NOTIFY SUCH PERSONS IN ATTENDANCE AT THE BEGINNING OF SUCH PROGRAM, EVENT, OR PERFORMANCE OF THE PROPER PROCEDURES TO EVACUATE THE BUILDING IN AN ORDERLY AND TIMELY MANNER IN THE EVENT OF A FIRE EMERGENCY.
- 2) The notification of the proper procedures to exit the building and where the exits are may be announced only once if the same people are in attendance or each time if different people are in attendance.

(Continued)

**SUBJECT: USE OF SCHOOL DISTRICT FACILITIES (Cont'd.)**

- 3) Exit procedures are located in each room in the building near the entrance door or light switch. If you are unable to locate the directions or have any questions, please ask the custodian.
- 4) It is the responsibility of the person in charge of the event or function of the organization to see that the appropriate notification is made to the attendees. If further information is required in order to make such notification, please contact the School Principal.

Cancellations

Cancellations of events require that the Director of School Facilities (work # -775-9156; cell #-343-4310) be notified.

Use and Inspection of Equipment and Facilities

If an individual or organization desires to use miscellaneous school equipment in addition to use of the school facilities, the request of use of equipment must be approved by the Director of School Facilities. It is the responsibility of individuals and groups requesting use of a facility or equipment to inspect the facility or equipment prior to the event. If any potentially dangerous or defective condition is found, immediate notice should be provided to the School District orally and in writing, and no use shall be made of that portion of the facility or equipment until the condition is corrected by the School District. An inspection will be conducted by District personnel in conjunction with the individuals and/or groups requesting the facility usage prior to and after special events at the discretion of the Superintendent of Schools or his designee.

Clean Up

School equipment and furniture must be returned to its original place as soon as possible after use. Non-school equipment or property being used on the premises must be removed and the areas used must be left in a clean and orderly condition. The permit-holder will be charged for additional clean-up time by school custodians, which is necessitated by the permit holder's use of the facilities.

Kitchen Facilities

Kitchen facilities may be used only upon the approval of the Director of School Facilities and the Director of Food Services. The Director of Food Services shall determine the need for food services personnel being in attendance for which an additional charge will be required. Cafeterias are not to be used by individuals or organizations for putting on any type of dinner, lunch, snack, etc., without the express approval of the Director of School Facilities and the Director of Food Services.

(Continued)

**SUBJECT: USE OF SCHOOL DISTRICT FACILITIES (Cont'd.)**Computer Room

Computer classrooms may be used only upon approval of the Director of School Facilities and the Director of Computer Technology. The Director of Computer Technology shall determine the need for computer services personnel being in attendance for which an additional charge will be required. School District computer services personnel must be employed to operate any computer equipment.

Auditorium

The auditorium may be used only upon approval of the Director of School Facilities and High School Principal. The High School Principal shall determine the need for security personnel being in attendance as well as technical supervision for any audio-visual or theatrical equipment needs. Additional charges will be required for any custodial, security or technical supervision personnel.

Physical Education Equipment

Special physical education equipment may be used only upon approval of the Director of School Facilities and the Director of Health, Physical Education & Athletics. School District physical education personnel or other District trained personnel may be required to be in attendance to operate special physical education equipment (including scoreboards) for which an additional charge will be required.

All use of facilities shall terminate by approximately 9 p.m. unless prior specific arrangements have been made.

**Fees For Use of Facilities**

The facilities of the School District are not rented in any meaning of the word. The \*fees for their use are required only to reimburse the School District for additional services provided in the matter of light, heat, custodial services, etc., that are beyond those required for their normal operation for educational purposes. If any activity or meeting shall require the payment of additional wages to members of the custodial staff for services beyond their regularly scheduled work period, such payments shall be chargeable directly to those using the organization. To simplify the determination of such surcharges, the District shall collect such payments based on the expected usage period.

\* Buildings and Grounds fees do not include Custodial or other personnel fees.

\* The use of certain School District equipment such as cafeteria equipment, audio-visual equipment, etc. may require the retaining of the services of a District employee who shall be assigned by the District but reimbursed by the user at the specified District rates.

(Continued)

## Community Relations

**SUBJECT: USE OF SCHOOL DISTRICT FACILITIES (Cont'd.)**Susquehanna Valley Central Schools  
**FEES FOR USE OF FACILITIES**

SCHOOL/ AREA		POOL	LIBRARY	AUDITORIUM	CAFETERIA	GYM	CLASS- ROOM	SHOWERS LOCKERS
Senior High		\$40 per hour	\$30 per hour	\$40 per hour	\$35 per hour	\$50 per hour Main Gym	\$10 per hour/room	\$25 per use
Middle School			\$30 per hour		\$30 per hour	\$40 per hour	\$10 per hour/room	\$25 per use
Elementary Schools			\$10 per hour		\$25 per hour	\$35 per hour	\$10 per hour/room	
Track Use	\$45 per hour							
Field Use	\$60 per hour							
Track & Field Use	\$100 per hour							
Computer Facilities	\$25 per hour							
Kitchen Facilities	\$25 per hour							

(Continued)



**SUBJECT: USE OF SCHOOL DISTRICT FACILITIES (Cont'd.)**

<b>Staffing</b>	<b>Area</b>	<b>Fee</b>
Computer Staff Rate	\$25/hour per staff person	(minimum of 3 hours)
Kitchen Staff Rate	\$25/hour per staff person	(minimum of 3 hours)
Custodial & Maintenance Rate (all users pay custodial fees if required)	Weekdays .....\$35/hr per staff person Saturday .....\$52.50/hour per staff person Sunday.....\$70/hour per staff person	(minimum of 3 hours)
Lifeguard Fees for Pool Use	\$15/hour per staff person	(minimum of 3 hours)

Schedule of Charges

Security Deposit	\$100
Theater Facilities	\$25 per hour per technician for technical supervision and/or the operation of theatrical equipment
Physical Education Equipment	Cost to be determined
Utilities	*\$20 per hour <i>*subject to change based on prevailing utility rates</i>
Capital Usage Fee of Facilities	\$200 for first day of event \$150 for second and subsequent days of event

Use of School Property by News Media

In accordance with Section 61.09 of the New York State Arts and Cultural Affairs Law, the Board of Education may permit, subject to terms and conditions satisfactory to such Boards, the admission of persons and equipment of any news medium to school grounds, school buildings, and other locations for the dissemination of information by print, broadcast, recording or other means, of athletic events, concerts, lectures and similar activities taking place of interest to the general public; provided that nothing contained in this regulation shall prevent the broadcasting or televising of any such events or activities with or without commercial sponsorship.

(Continued)

**SUBJECT: USE OF SCHOOL DISTRICT FACILITIES (Cont'd.)****Restrictions**

The School District allows the use of its facilities as a limited forum by various groups. The School District reserves the right to refuse to allow some types of programs or groups to use School District facilities.

The School District also reserves the right to refuse the use of facilities, particularly in cases where there is a likelihood of personal injury, public disorder, damage to School District property or harm to the reputation of the School District.

Groups that have permission to use the School District facilities for holding social, civic, and recreational meetings and entertainments and other uses pertaining to the welfare of the community, may not do so unless the purpose is non-exclusive and open to the general public.

Meetings, entertainments and occasions where admission fees are charged, when the proceeds thereof are to be expended for an educational or charitable purpose, are permitted, unless the use is under the exclusive control and the proceeds are to be applied for the benefit of a society, association or organization other than organizations of veterans of the military, naval, and marine service of the United States, and organization of volunteer fireman or volunteer ambulance workers.

This means that District facilities may not be used for private or individual enterprise purposes for private or individually restricted meetings of any club, group or organization. No outside organization or group is allowed to conduct religious services or religious instruction. However, the use of facilities by outside organizations or groups after school for the discussion of secular matters from a religious perspective or distribution of such materials is permissible.

Bona fide parent groups or other qualified users may contract with private entertainment sources for the purpose of raising money for their groups, but the burden of proof as to this use and the use of the proceeds rests upon the group seeking a facilities use permit. Entertainment vendors are not authorized to make sales of tangible personal property at an entertainment event as defined by New York State Tax Law, Article 28, Part IV.1.

All programs and activities of groups that have permission to use School District facilities shall not conflict with nor interfere with the work of the schools.

No District facility may be used for "bingo" or any games of chance. Use of facilities for political meetings or rallies is not permitted.

Upon application to the Director of Facilities, permission to use School District facilities may be granted in accordance with the applicable laws, regulations and policies.

(Continued)

**SUBJECT: USE OF SCHOOL DISTRICT FACILITIES (Cont'd.)**

Denial of requests for use of School District facilities may be appealed, within three days of the denial, in writing to: Superintendent of Schools, Susquehanna Valley CSD, 1040 Conklin Road, Conklin, NY 13748. Further appeal must be made within three days of the Superintendent's decision, in writing to the Board of Education at the same address.

**SUSQUEHANNA VALLEY CENTRAL SCHOOL DISTRICT  
PERMISSION FORM FOR AUTHORIZED USE OF  
SCHOOL-OWNED MATERIALS AND EQUIPMENT**

Date: \_\_\_\_\_

TO: \_\_\_\_\_  
(Principal/Director)

I request permission to use the following piece(s) of school-owned materials and/or equipment.

<u>Material/Equipment</u>	<u>School</u>	<u>Model #</u>	<u>Serial #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I shall require use of this material and/or equipment from \_\_\_\_\_  
to \_\_\_\_\_.

I understand that I assume the responsibility for returning the materials and/or equipment in the same condition it was borrowed. The community member, employee or student (or his/her parent/guardian) may be held responsible for the cost of repair or replacement, with the exception of normal wear and tear, in accordance with applicable law.

\* \_\_\_\_\_  
(Signature)

\*If the request is being made by a student under eighteen (18) years of age, the form is to be signed by a parent/guardian.

**SUSQUEHANNA VALLEY CENTRAL SCHOOL DISTRICT  
HOLD HARMLESS AGREEMENT**

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The applicant, individual, and/or organization agrees to be responsible for all damages resulting from mental and physical bodily injury, including death at any time resulting there from, and/or for all damages arising out of, injury to, or destruction of property due to his/her/its activities or the activities of his/her/its agents, employees, partners, and participants arising out of or resulting from any act or omission in connection with the use or operation of any programs, events, or activities of the applicant, individual, and/or organization on Susquehanna Valley Central School District's premises; to provide an insurance certificate naming the School District as an additional insured representing a policy providing limits of a minimum of \$1,000,000.00 each occurrence, \$2,000,000.00 aggregate for bodily injury liability, \$500,000.00 each occurrence, a minimum of \$500,000.00 aggregate for property damage liability and does hereby expressly agree to indemnify and save harmless the Susquehanna Valley Central School District from all claims, suits, actions, judgments, damages, attorney fees, including the costs of a legal defense, and costs of every name and description to the extent not covered by the applicant's, individual's or organization's insurance, if any, arising out of or resulting from any act or omission in connection with such use, operations, or activities; it being understood that this is an undertaking of indemnity only and is not to be construed as an undertaking or obligation to pay claims for which there would not otherwise be a remedy in law.

This agreement shall continue in effect from \_\_\_\_\_ to \_\_\_\_\_,20\_\_.

PRINT NAME \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_

Note: Groups – Please have each member of your group sign on the reverse side

**APPROVAL TO USE THE FACILITY WILL NOT BE GRANTED UNTIL THIS  
FORM IS COMPLETED AND RETURNED.**

PRINT NAME	SIGNATURE

**SUSQUEHANNA VALLEY CENTRAL SCHOOL DISTRICT  
REQUEST FOR USE OF FACILITIES**

The facilities will be available at all reasonable times when not required for direct school or school-related functions. The administration is responsible for the use of all school facilities. In order that they may consider your request for the use of school facilities, kindly complete the following form.

**BUILDING USE REQUEST**

Name of Organization: \_\_\_\_\_

School Site:     Senior High     Middle School    Donnelly    Brookside

Room(s) Requested: \_\_\_\_\_

Purpose of: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Hours Requested: \_\_\_\_\_  a.m.  p.m. to     a.m.  p.m.

Kitchen Facilities Needed:    \_\_\_\_\_ Yes    \_\_\_\_\_ No

(Check One)  School Function     Profit     Non-Profit     Not-for-Profit

Will activity be open to the public? \_\_\_\_\_ Yes    \_\_\_\_\_ No    Private Enterprise

Admission    will    will not    be charged. Proceeds will be used for: \_\_\_\_\_

Name, address and phone number of person responsible for this occasion:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

If fee is charged, bill should be sent to the attention of: \_\_\_\_\_

You must provide Susquehanna Valley Central School District with the following information prior to the approval of your event:

- 1) A completed Request for Use of Facilities form. \_\_\_\_\_ Date Received
- 2) A completed Request for Services form. \_\_\_\_\_ Dated Received
- 3) A completed Hold Harmless Agreement. (Non-School Functions Only) \_\_\_\_\_ Date Received
- 4) A current Certificate of Insurance from your insurance carrier naming Susquehanna Valley Central School District as an additional insured. (Non-School Functions Only) \_\_\_\_\_ Date Received

(Continued)

**SUSQUEHANNA VALLEY CENTRAL SCHOOL DISTRICT  
REQUEST FOR USE OF FACILITIES (Cont'd.)**

I certify that I have read and agree to be bound by the rules and regulations provided in the Rules Governing Use of Facilities by Community Groups which is noted below in this application. I also certify that the proceeds received will not be used for the benefit of a religious sect or exclusive fraternal society and that the program will be open to the general public. I understand the organization or group I represent will assume responsibility for all damages. I also understand I will be charged a fee for the use of facilities in accordance with the schedule of charges.

Date of Application \_\_\_\_\_ Signed \_\_\_\_\_  
Authorized Representative of Group or Organization

Name \_\_\_\_\_ Address \_\_\_\_\_  
Please Print

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

This application is hereby granted/denied according to the Use of Facilities Policy by the action of the Director of Facilities.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Building Administrator

Signature \_\_\_\_\_ Date: \_\_\_\_\_ Facility Use Fee: \_\_\_\_\_  
Director of School Facilities

The requesting organization is required to provide a Certificate of Insurance designating their organization as the primary insured and the Susquehanna Valley Central School District as additional insured.

**RULES GOVERNING USE OF FACILITIES BY COMMUNITY GROUPS**

- 1) No smoking allowed within one hundred (100) feet of school property lines.
- 2) No drinking of alcoholic beverages permitted.
- 3) Activity shall be restricted to that area for which permission is granted.
- 4) The activity shall not extend beyond the hours approved in the request.
- 5) All programs shall be planned so they do not interfere with the regular school day schedule.
- 6) The organization using the building shall be responsible for moving its equipment into and out of the building.
- 7) The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- 8) In the absence of the Building Principal or administrative personnel, the custodian is charged with the responsibility of the building.
- 9) School authorities must have free access to all rooms at all times.
- 10) Where custodial assistance must be hired, a charge will be made and must be paid within thirty (30) days.
- 11) Room(s) or facility used by applicant will be carefully examined after use. The applicant will arrange for prompt payment of any loss or damage occurring as a result of use of school property.
- 12) No school property or equipment is to be altered or removed from the premises.
- 13) This license is revocable at any time by school authorities.
- 14) No reservation will be made until this application is returned and approved.

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- 15) Peanuts and foods containing peanuts SHOULD not be brought into the facilities, whether they will be consumed or sold. If peanuts or foods containing peanuts are brought into the facilities to be sold, then signage must be displayed warning that items may or do contain peanuts. Failure to comply with the rules and regulations may result in a denial of future request(s) for use of facilities.

**SUSQUEHANNA VALLEY CENTRAL SCHOOL DISTRICT  
REQUEST FOR USE OF FACILITIES (Cont'd.)**

New York State Law requires notification of emergency evacuation procedures for fire emergencies must be announced at all events. Please refer to Use of Facilities Regulations.

No Smoking: It is understood that organizations using school facilities will be responsible for enforcing the No Smoking on school grounds regulation while building is being used by such organization.

**Schedule of Charges:** See Schedule of Charge section of the Use of Facilities Regulations

**Fees for Use Payable to:** Treasurer, Susquehanna Valley CSD  
1040 Conklin Road  
Conklin, New York 13748

Return the entire use of Facilities Packet that includes:

- 1) **A completed Request for Use of Facilities form**
- 2) **A completed Request for Services form**
- 3) **A completed Hold Harmless Agreement (Non-School Functions Only)**
- 4) **A current Certificate of Insurance from your insurance carrier naming Susquehanna Valley CSD as an additional insured. (Non-School Functions Only)**

The use of Facilities Packet will be reviewed, a determination made, and the applicant notified of the School District's decision regarding your Request for Use of Facilities.



**SUSQUEHANNA VALLEY CENTRAL SCHOOL DISTRICT  
REQUEST FOR SERVICES**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Date of Event \_\_\_\_\_  
Location of Event \_\_\_\_\_

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Audio Visual Services

Please be advised that no audio visual equipment of any nature is automatically included in the application for use of any room. If equipment is desired, the following procedures must be followed:

- 1) Fill in the area below with the equipment requested. Note audio/video format and standard to be used. Be specific as to the nature of equipment (stereo vs. mono, reel-to-reel vs. cassette, etc.)
- 2) Indicate who the person responsible for operating the equipment is and his/her address and phone number. This person will be contacted as to whether the equipment is available, where it is to be picked up, and where it must be returned.

Equipment Requested: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Custodial Services

- 1) Contact Director of Facilities office (775-9156) a minimum of three (3) working days prior to your event to verify needs and requests.
- 2) Last minute requests may not be honored.
- 3) Please tour our facility to make sure needs can be met by our physical plant.
- 4) Please indicate your needs on the spaces provided below:
  - a. Chairs needed (#) \_\_\_\_\_
  - b. Location \_\_\_\_\_
  - c. Tables needed (Limited amt.) \_\_\_\_\_
  - d. Elevator needed (indicate hrs.) \_\_\_\_\_
  - e. Doors (entrances) needed to be unlocked \_\_\_\_\_
  - f. Special equipment (hand trucks, flat carts, etc.) \_\_\_\_\_
  - g. Dressing room requirements \_\_\_\_\_