

# JASPER-TROUPSBURG CENTRAL SCHOOL DISTRICT

## Application for Use of School Buildings & Grounds

**NOTE:**

- 1) No activities are to begin on Sunday until 2:00pm
- 2) No groups will be allowed in the buildings on days school is cancelled due to inclement weather or other emergency. All outside activities are cancelled when school is cancelled.
- 3) If event is held outside normal working hours, a fee will be charged for custodial support.
- 4) Alcoholic beverages and smoking are not permitted on school premises.
- 5) Each organization is responsible for set-up and clean-up of the area used.

Event Fees:	Up to 3 hours	\$50.00
	3-6 hours	\$75.00
	More than 6 hours	\$100.00

Name of Organization/Group: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Address & Phone: \_\_\_\_\_  
\_\_\_\_\_

Nature of Activity: \_\_\_\_\_

Facility & Equipment Needed: \_\_\_\_\_  
\_\_\_\_\_

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

Time of Event: \_\_\_\_\_

Time Facility Needed for Set-Up & Clean-up: \_\_\_\_\_  
\_\_\_\_\_

Admission (if applicable): \_\_\_\_\_

Proceeds devoted to: \_\_\_\_\_

Date of Application: \_\_\_\_\_  
(request should be submitted two weeks prior to event)

Signature of Applicant: \_\_\_\_\_

Approval: \_\_\_\_\_  
Michael A. Mead, Superintendent

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

Cc: \_\_\_\_\_ Central Office      \_\_\_\_\_ Building Custodian  
\_\_\_\_\_ Building Principal      \_\_\_\_\_ Other

# POLICY

1986

3240

Updated 4/21/97

Reviewed 01/08/14

Community Relations

## **SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES**

It shall be the policy of the Board to encourage the greatest possible use of school buildings for community-wide activities. This is meant to include use by recognized civic, social, fraternal and religious organizations. Groups wishing to use the school facilities must secure written permission from the Superintendent and abide by the rules and regulations established for such use. The Superintendent, at his discretion, may consult with the Board of Education. Monthly reports may be made to the Board regarding community use of the school facilities.

On Sundays, use of the school buildings and grounds will not be permitted until after 2:00 PM. Special consideration to begin prior to 2:00 PM will be reviewed and approved or denied by the Board of Education.