

Date of Request \_\_\_\_\_

**REQUEST FOR USE OF FACILITIES**  
**Return to Fort Plain Central School District Office (Fax 993-3393)**

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

Date(s) of Event \_\_\_\_\_ Day(s) of the Week \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Activity to be held \_\_\_\_\_

**Facilities Needed (CHECK ALL THAT APPLY)**

_____ Harry Hoag School Gymnasium	_____ Jr./Sr. High School Gymnasium	_____ Bus Garage
_____ Harry Hoag School Classroom # _____	_____ Jr./Sr. High School Classroom # _____	
_____ Harry Hoag School Conference Room	_____ Jr./Sr. High School Auditorium	_____ Sports Complex
_____ Harry Hoag School Lobby	_____ Jr./Sr. High School Lobby	
_____ Harry Hoag School Cafeteria or Kitchen (Circle One or Both)	_____ Jr./Sr. High School Cafeteria or Kitchen (Circle One or Both)	

Audio-Visual Equipment Needed? \_\_\_\_\_ Yes \_\_\_\_\_ No (Please Specify) \_\_\_\_\_

**REGULATIONS FOR USE OF BUILDING**

1. School groups are given first choice.
2. Activity shall be restricted to area for which permission is granted.
3. Person designated as in charge must be present before the activity begins and remain until all have left. Custodian is in charge of the building.
4. Drinking of alcoholic beverages is not permitted.
5. **NO SMOKING IS ALLOWED ON SCHOOL PROPERTY.**
6. Custodial service is required when gym, cafeteria or auditorium is used. When the kitchen is used, a cafeteria worker must be assigned. The cost for personnel will be billed to the sponsoring organization.
7. All meetings must be open to the public.
8. If appropriate, the sponsoring organization must provide adequate liability insurance.

Person In Charge \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Phone/Cell Number \_\_\_\_\_

**ROUTING FORMAT AND ORDER**

**Gym/Cafeteria**

**Kitchen**

**Auditorium**

**Classroom**

_____ Athletic Director (1)	_____ Head Cook (1)	_____ Bldg. Principal (1)	_____ Bldg. Principal (1)
_____ Building Principal (2)	_____ Building Principal (2)	_____ Head Custodian (2)	_____ Head Custodian (2)
_____ Head Custodian (3)	_____ Head Custodian (3)	_____ Dir. of Inst. Music (3)	_____ Superintendent (3)
_____ Superintendent (4)	_____ Superintendent (4)	_____ Superintendent (4)	

Approximate fee to be billed to sponsoring agency:

Custodial \_\_\_\_\_ Food Service \_\_\_\_\_

Other \_\_\_\_\_ Total \_\_\_\_\_

**Sports Complex**

\_\_\_\_\_ Athletic Director (1)  
 \_\_\_\_\_ Head Custodian (2)  
 \_\_\_\_\_ Superintendent (3)