

## Homer Central School District Request for Building Use

### Organization Requesting Use of Building

Organization Name	
Individual Responsible for Request	Date
Street Address	Daytime Phone
City, State	Evening Phone

### Facility Being Requested

School Building	Facility
Dates and Hours Requested For Use	
Purpose of Activity	Admission Charge

1. Any outside group who uses the facilities of Homer Central School District should make the following information available to all persons who enter the facilities:
  - a. All occupants are to be notified of the fire exit plan and the location of the fire alarm pull stations prior to the start of the event. Instructions for evacuation are prominently posted throughout all buildings. In the event of an emergency evacuation all persons shall exit the building and only re-enter upon direction from the custodian on duty.
  - b. All attendees should be informed of parking regulations and be required to keep fire lanes clear at all times. Violators' vehicles will be ticketed and towed at the owner's expense.
  - c. New York State law prohibits smoking on all school grounds.
2. Attendees will be supervised at all times. The supervisor will ensure that all persons have left the facilities after the event.
3. In the event of an accident resulting in a blood or body fluid spill, the incident must be reported to the custodian on duty immediately to ensure proper clean-up.
4. All accidents **must be reported** to the District Office. Forms are available for this report. Likewise, any damage which may have occurred will be reported to the District Office. Accidents or damage should be reported at the start of the first business day following the event. The organization further agrees to pay for all damages incurred during the use of the building.
5. Each organization using Homer Central School facilities will pay for any extra custodial services, supervision, and security which the school may determine are necessary at a rate of \$40 per hour / per employee.
6. The organization requesting use of the facility agrees to pay all necessary charges and to abide by all local and state regulations. The organization further agrees to be responsible for providing adequate supervision and liability of its members, as well as all necessary insurance coverage.

—More on Back—

**I have read and fully understand the responsibilities of this agreement and acknowledge that they will be fulfilled.**

Individual Requesting Use of Facility \_\_\_\_\_ Date \_\_\_\_\_

Approved  Signature of Building Principal \_\_\_\_\_ Date \_\_\_\_\_

Disapproved  Signature of Other Authorized Personnel \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Signature of Superintendent of Buildings & Grounds \_\_\_\_\_ Date \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Copies: Requesting Organization— White  
Building Principal— Green

Superintendent of Buildings and Grounds— Canary  
Director of Business and Finance— Pink

revised 11/2007

**You will read the following statement before the start of your event when it is held in an area of public assembly:  
(i.e. auditorium, cafeteria, gym, etc.):**

**“Before this event starts we are required to inform you of the fire exit plan and fire alarm pull stations. (Point out.)  
Fire lanes are marked and no parking is permitted in these areas. Vehicles will be ticketed and towed at the owner’s  
expense. In case of emergency please exit in an orderly manner.”**

**Emergency Phone Numbers**

**Fire or Ambulance (Homer) 911**

**Police (Homer) 911**

**Cortland Co. Sheriff 911**

**State Police 911**

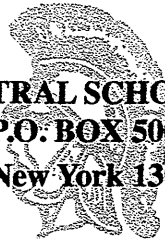
**Poison Control 1-800- 252-5655**

**Your event will comply with all local fire regulations and code requirements for this location.**

**HOMER CENTRAL SCHOOL DISTRICT**

**P.O. BOX 500**

**Homer, New York 13077-0500**



(607) 749-7241  
(607) 749-2312 FAX

**Nancy S. Ruscio**  
*Superintendent*

Dear Community Leader:

Thank you for the time and energy you give to the youth of our community. We are happy to have you use our school facilities.

Please forward a copy of your organization's Certificate of Liability Insurance policy naming Homer Central School District as the Certificate Holder or Additional Insured to Mr. Laird Updyke, Superintendent of Buildings and Grounds one week prior to your event date. Your insurance carrier can fax the certificate to 607.749.2312.

In addition, please be aware that your event must follow the School District's Code of Conduct which can be found on the district's website at [www.homercentral.org](http://www.homercentral.org). Anyone not following the code should be asked to leave school grounds. It is your organization's responsibility to supervise your event. If your organization is unable to supply supervision, please contact Laird Updyke at 607.749.1234 to arrange for the school to provide said supervision at the rate identified on the Request for Building Use.

We hope your event is enjoyable for all. If you have any questions, please call to discuss.

Sincerely,

A handwritten signature in cursive script that reads "Nancy S. Ruscio". The signature is written in black ink and is positioned above the printed name and title.

Nancy S. Ruscio  
Superintendent of Schools