

USE OF FACILITIES APPLICATION

Use this form For Non-School District Functions Requiring Board of Education Approval

Amityville Union Free School District

150 Park Avenue, Amityville, NY 11701-3195

Name of Organization _____ Date of Application _____
School/Location Requested: _____ Event Date(s) _____
Type of Event _____
Time: From _____ To _____ Mon. Tues. Wed. Thur. Fri. Sat. Sun.
(Circle)

Area Requested

☐ Field

☐ Gym

☐ Auditorium

☐ Cafeteria

☐ Classroom

☐ Other

General Information

Approx. # of Persons (Incl. Spectators) _____

Admission Charged? _____ How Much _____

Number of Tickets Sold _____

Is activity open to the general public? Yes _____ No _____

For what educational or charitable purpose will proceeds be used? _____

Person in Charge: _____

Phone: _____

President of Organization: _____

Phone: _____

Email Address: _____

I hereby certify that the facility will be used only for the activity and the proceeds from admission will be used only for the purpose stated above and I hereby agree that I have read the regulations accompanying this application form for the use of school facilities of Amityville Union Free School District, that I am familiar with the New York State Law regarding the use of school facilities, and that I am authorized by the organization named on this application to accept the responsibility of conforming to these regulations, rules and laws.

I will be present personally to supervise all activities and assume responsibility to reimburse the Amityville Union Free School District for any damage or theft resulting from the use of school facilities on the dates requested. I will also insure that the number of persons in attendance will not exceed the legal and safe maximum occupancy of the room(s) requested.

A flyer must be attached to the application. The flyer must include the following information on its face: the name of the organization, and a statement that the event is not sponsored by the Amityville Union Free School District.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Phone: _____

Address: _____

Organizations wishing to use the school facilities when the schools are officially closed, must assume the responsibility for paying designated personnel assigned to open the school. In such cases, fees will be determined in advance and the organization making application will make check payable to the Amityville Union Free School District ten (10) days before the date of the event.

Note: Any change in time, date or cancellation of this activity must be reported to the Office of Coordinator of Use of School Facilities (631)565-6058.

APPROVALS:

Building Principal: _____

Date _____

Athletic Director: _____

Date _____

Asst. Superintendent _____

For Finance & Operations _____

Date: _____

*****Application must be submitted at least 30 days prior to date on which facility is to be used*****

B&G Coordinator

Requestor

Bldg. Principal

Head Custodian

Athletic