

**BOARD OF EDUCATION**  
**Solvay Union Free School District**

**Application for Permit for Use of Building or Facility**

*[Please print or type information below and mail to Principal of building for which request is made at least four weeks prior to the event.]*

Date of Application: \_\_\_\_\_ Building: \_\_\_\_\_

Rooms to be used: \_\_\_\_\_

Date(s) to be used: \_\_\_\_\_

Weekly: Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Hours: From \_\_\_\_\_ to \_\_\_\_\_ Activity: \_\_\_\_\_

Organization using building: \_\_\_\_\_

Person Responsible Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Person Responsible [step 1]*

\_\_\_\_\_  
*Principal's Signature: [step 2]*

Approved

Not Approved

\_\_\_\_\_  
*Date*

Remarks:

\_\_\_\_\_  
*Athletic Director's Signature [step 3]*

Approved

Not Approved

\_\_\_\_\_  
*Date*

Remarks:

\_\_\_\_\_  
*School Lunch Manager's Signature [step 4]*

Approved

Not Approved

\_\_\_\_\_  
*Date*

Remarks:

\_\_\_\_\_  
*Superintendent of Buildings & Grounds Signature [step 5]*

Approved

Not Approved

\_\_\_\_\_  
*Date*

Remarks:

\_\_\_\_\_  
*Superintendent of Schools Signature [step 6]*

Approved

Not Approved

\_\_\_\_\_  
*Date*

**Rules and Regulations - School Functions Take Precedent Over Non-School Approved Functions**

1. The custodians are the guardians of the building and all property, and as such, are in authority to see that all rules and regulations are carried out. Organizations using the building must abide by his/her decisions and those of the principal or to whomsoever the principal may delegate authority.
2. The organization granted permission to use the building is responsible for any damages incurred during occupation of the same, for supervision of entire activity and people participating. No one is to be in the building until the supervisor is present.
3. The serving and consuming of refreshments must be confined to the cafeteria.
4. The organization shall confine its activities to the area of the building granted to them for use.
5. All property shall be left exactly as found. All furniture and equipment should be returned and if dishes and kitchenware are used, they should be cleaned and returned.
6. If food is to be ordered through the cafeteria manager, this should be done five (5) days in advance. Organizations using kitchen equipment and dishwasher must arrange for a cafeteria worker to supervise the work. Please contact School Lunch Manager 484-1403 for arrangements.
7. All decorations must be flame proofed and they must be removed after the affair is over.
8. At meetings or affairs where the general public attends, the organization should arrange with the Solvay Police Department for police protection and with the Chief of the Solvay Fire Department for fire protection.
9. Gambling in any form and use of alcohol, tobacco products and illicit drugs in the buildings or on school grounds is prohibited.
10. The premises shall be used for the purposes stated in the application, and for no other purposes.
11. Events may be required to file Certificates of Insurance.
12. It is the responsibility of the person to whom the permit is issued to notify the building principal if the building is not to be used.
13. The need of any facility for school use will supersede any permit that has been granted. The outside organization will be notified should this circumstance occur.